DRAFT BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

Resolution No. 733

Cites Rules Regarding the Board of Directors' <u>ACCESS TO AND DISSEMINATION OF</u> Customer <u>WATER USE</u> Data For Use Related to Oversight of District Operations.
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WHEREAS, access to customer water use data may be necessary for the Board of Directors ("the Board") to fulfill its oversight responsibilities and ensure the effective governance of the Bolinas Community Public Utility District (BCPUD or "the District"), including but not limited to developing policy to manage its water supply; and

WHEREAS, BCPUD staff ("Staff") has the <u>legal authority</u> to share non-redacted customer water usage data with members of the Board; and

WHEREAS, e<u>xisting water use policy</u> enables Staff to share non-redacted customer water use data with the Board including for, but not limited to, the purpose of issuing and enforcing Limited Water Use Permits (LWUPs); and

WHEREAS, the District cites, under the BCPUD Public Records Act Procedures, that the following records are not subject to <u>public</u> disclosure: Residential water bills and water usage records, except for the requester's own household; and

WHEREAS, the District has existing water management policy which allows the Board and Staff to share non-redacted customer water use data with the Public under special circumstances, including for, but not limited to, the issuance and enforcement of LWUPs; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Access to Customer Water Use Data:** Upon the request of an individual Board member, Staff shall share with the requesting Board member, personally identifiable information, including the customer's name and address. Any Board member will be granted access to non-redacted customer water usage data, for the purpose of analyzing and developing water policy for the district.

2. **Purpose of Access:** Customer data provided to Board members shall be used for the purpose of conducting Board-related activities, including but not limited to, analyzing individual customer water use data to develop water policy for the District.

3. **Types of Data Accessible:** Access to sensitive personal data shall be restricted unless explicitly required for specific oversight responsibilities and authorized by the Board at a publicly held meeting.

4. **Confidentiality:** All Board members shall agree to provisions related to the handling, protection, and non-disclosure of customer data. This resolution shall abide by the legal and ethical obligations of Board members regarding data privacy. Board members shall not disclose any personally identifiable information or sensitive personal customer data collected to any member

of the public except for the requester's own household.

5. **Data Access Controls:** The BCPUD shall implement appropriate access controls and security measures to ensure that customer data is only accessible to Board members on a need-to-know basis.

6. **Approval at a Public meeting of the Board by vote prior to Dissemination of Data and Analytic Findings:** The BCPUD shall implement appropriate access controls and security measures to ensure that customer data is only accessible to Board members on a need-to-know basis.

7. **Compliance and Enforcement:** Any violation of this resolution or a breach in confidentiality by Board members shall be subject to disciplinary action, which may include removal from the Board, legal action, or other remedies as deemed appropriate by the BCPUD.

NOW, THEREFORE BE IT FURTHER RESOLVED THAT, the General Manager is hereby authorized to implement and enforce this resolution, including the establishment of procedures and controls necessary to ensure compliance.

IT IS HEREBY CERTIFIED that this resolution was duly introduced and adopted by the Board of Directors of the Bolinas Community Public Utility District this XX day of DATE, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
President, Board of Directors

attest:

_____
Secretary