

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



BCPUD BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 415 868 1224
94924

September 15, 2025

Meeting Minutes Formatting

The Board will be voting on meeting minutes format at the September 17th meeting.

Staff collected a few examples of minute formatting for Directors' consideration:

- Minutes created by previous General Manager, Jennifer Blackman – These are very detailed minutes that took 8+ hours to prepare
- Otter transcript – This auto-generated transcript provides a broad overview of meeting topics and decisions; it does not identify Directors by name
- Board of Supervisor from County of Marin minutes – These minutes are sparse, with links embedded to the meeting video
- Bolinas Stinson Unified School District (BSUSD) minutes – These minutes contain brief summaries with an emphasis on decisions made/action items

BCPUD staff recommends a format similar to BSUSD with timestamps – this method is efficient, objective, and consistent with current practice at other similar organizations.