

# BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

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## MEMORANDUM

<b>TO:</b>	Board of BCPUD Directors
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<b>FROM:</b>	Georgia Woods, General Manager
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<b>RE:</b>	<i>BCPUD Sign Area at Mesa and Olema-Bolinas Roads</i>
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<b>DATE:</b>	October 22, 2025
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This memo is intended to clarify staff’s approach to managing the BCPUD sign area at the corner of Mesa and Olema-Bolinas Roads, following your guidance to reserve this space for District business.

### **Signage Use and Public Requests**

Staff proposes installing a sign on the reverse side of the board to inform the public that posting signage requires prior permission from the BCPUD office. This would help prevent unauthorized use and reinforce the Board’s intent to keep the area focused on District-related communications.

However, as we experienced recently with John Borg’s request to post signage for the Post Office party, the month-long interval between Board meetings makes it impractical to bring every request forward for formal approval. In that case, staff consulted with the Board President to make a timely decision.

### **Clarifying What Constitutes “District Business”**

There is also some ambiguity around what qualifies as appropriate District business. For example:

- Should we use the sign to promote online billing?
- Or should it be reserved for urgent matters like drought-related conservation alerts?

### **Request for Board Direction**

Staff seeks clear guidance on the following:

- Should staff use discretion in determining what qualifies as District business?

- Should a Board member (e.g., the President) be delegated to weigh in on time-sensitive signage requests?
- How should we communicate with community members about whether their signage requests will be approved?

This item is not on the agenda for action, but a directive from the Board—without a formal vote—would greatly assist staff in managing the sign area consistently and fairly.