BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

Resolution No. 733

Resolution of the Bolinas Community Public Utility District (BCPUD) Permitting the BCPUD Board of Directors' Access to and Dissemination of Customer Water Use Data for Use Related to Oversight of District Operations.

WHEREAS, access to customer water use data may be necessary for the BCPUD 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 has the legal authority to share non-redacted customer water usage data with members of the Board; and

WHEREAS, existing water use policy 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, under the BCPUD's general Public Records Act Procedures, the following records are not subject to public disclosure: Residential water bills and water usage records, except by request from the customer's own household; and

WHEREAS, the District has an 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;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Access to Customer Water Use Data:** Upon the request of any member of the Board, the General Manager shall share with the 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 the Board member shall only 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. **Accessible Data:** The General Manager will not share any additional personal customer data, beyond name, address, and water use data, with the Board member unless explicitly required for specific oversight responsibilities duly authorized by the Board at a publicly held meeting.
4. **Confidentiality:** All Board members shall agree to District policy 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 to any member of the public. In the event of an inadvertent disclosure of such confidential information, BCPUD will immediately notify the affected party and ensure all measures are taken to prevent further disclosure.
5. **Data Access Controls:** The General Manager 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, consistent with the purpose of access identified in this Resolution.

6. **Dissemination of Data and Analytic Findings only to occur after Board Approval at a Publicly held Meeting:** The Board member is not permitted to publicly disseminate any water use data or related analyses (whether the data is personally identifiable, anonymized or aggregated), unless the Board member has first sought and received approval to do so by majority vote from the Board at a publicly held meeting.
7. **Compliance and Enforcement:** Any violation of this resolution or breach of confidentiality by Board members shall be subject to disciplinary action in the form of restriction from access to customer data upon a majority vote of the Board.

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.

PASSED AND ADOPTED by the Board of Directors of the Bolinas Community Public Utility District this 10th day of February 2025 by the following vote:

AYES: K. WALKER, K. MCELROY, G. GODINO, A. ALEXANDER, L. GREEN, J. STEDMAN

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

President, Board of Directors

attest:

Secretary