

**RESOLUTION NO. 2024-15
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING POLICY 4240 MINUTES OF THE BOARD MEETINGS**

WHEREAS, the Board of Directors of the Georgetown Divide adopted Policy 5060, Minutes of the Board Meetings, on June 25, 2013;

WHEREAS, the ad hoc Policy Committee of the Board of Directors reviewed Policy 5060 and directed Staff to prepare Policy 4240 in the new policy format and with changes to establish the processes governing the keeping of the minutes for the Board of Directors;

WHEREAS, Policy 4240 is made a part of this Resolution as **Exhibit A**; and

WHEREAS, the committee's recommendation was presented to the Board of Directors at its regular meeting of March 7, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT Policy 4240, Minutes of the Board Meetings, be adopted, and the General Manager shall be authorized to certify the policy and include it in the District's Policy and Procedures Manual.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 7th day of March 2024 by the following vote:

AYES: Saunders, Stovall, Thornbrough, Seaman and MacDonald

NOES: None

ABSENT/ABSTAIN: None



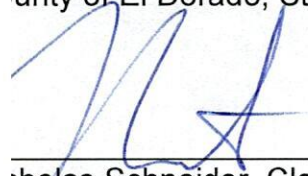
Mitch MacDonald, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Test: 

Nicholas Schneider, Clerk, and Ex officio Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

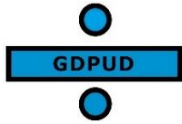
I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2024-15 duly and lawfully adopted by the Board of Directors of the Georgetown Divide Public Utility District of El Dorado, State of California, on this 7th day of March 2024.



Nicholas Schneider, Clerk, and Ex Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTACHMENT:

Exhibit A – Policy 4240 – Minutes of the Board Meetings



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: MINUTES OF THE BOARD MEETINGS

POLICY NUMBER: 4240

Adopted: June 25, 2013

Amended: March 7, 2024

Former Number: 5060

REFERENCES:

Section 4240.01 Purpose

This policy is to establish the practices which the Board Clerk or Secretary of the Board of Directors shall utilize in practice as they keep minutes of all regular and special Board meetings.

Section 4240.02 Approval of Minutes

Copies of meeting minutes for the previous Board meeting(s) shall be distributed to Directors as part of the agenda packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be permanently retained in accordance with Government Code section 60201.

Section 4240.03 Digital Records

Unless directed otherwise, a recording of regular and special meetings of the Board of Directors will be made for the purpose of preparing minutes. If minutes have been prepared, the recording may be destroyed after 30 days following the event that was recorded. Members of the public may inspect recordings in accordance with the California Public Records Act.

Section 4240.04 Action Recording Requirements

Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded. All resolutions and ordinances adopted by the Board shall be numbered consecutively, restarting at "1" at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in meeting minutes:

Date, place, and type of each meeting;

Directors present and absent by name;

Administrative staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Summary of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;

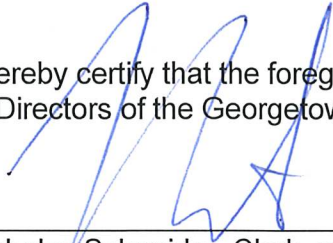
Resolutions and ordinances described as to their substantive content and sequential numbering;

Record of all contracts and agreements, and their amendment, approved by the Board;

Approval of the annual budget;
Approval of all policies, rules, codes, and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of any adjournment for break, start and finish;
Time of adjournment to closed session;
Time of continuance to open session;
Time of meeting's adjournment.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4240 adopted by the Board of Directors of the Georgetown Divide Public Utility District on March 7, 2024.



Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DISTRIBUTION: