

**Resolution No. 2018-14 (revised draft)**  
**of the Board of Directors of the**  
**Georgetown Divide Utility District**  
**Providing Role and Responsibilities of the Finance Committee.**

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**Whereas**, the Georgetown Divide Utility District ("District") Board of Directors ("Board") previously memorialized the membership, duties, responsibilities, and other matters pertaining to the Finance Committee through Resolution 2017-25; and

**Whereas**, the Board seeks to rescind and replace Resolution 2017-25 to modify the roles and responsibilities of the Finance Committee; and

**Whereas**, the Finance Committee will assist the Board in the review of financial information of the District and make recommendations to the Board for actions related to the District's finance and budgeting; **and financial policies and reports**; and

**Whereas**, the Board finds it to be in the best interest of the public to establish the Finance Committee's roles **and responsibilities** as set forth herein.

**Now, therefore, be it resolved by the Board of Directors as follows:**

**SECTION 1:** Resolution 2017-25 is hereby rescinded and replaced with this Resolution 2018-14 and shall be of no further force or effect following the Board's adoption of this Resolution 2018-14.

**SECTION 2:** The Finance Committee ("Committee") shall be created as follows:

1. **Membership; Quorum.** The Committee shall be composed of no fewer than three (3) and no more than seven (7) members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee.
2. **Selection of Committee Members.** The policies for selecting Committee members **is are** shown in "Exhibit A **and Exhibit C**" which **are is** attached hereto and incorporated herein by references as if set forth in full.
3. **Role of the Committee.** The primary role of the Committee is to provide recommendations to the Board of Directors ("Board") **from their direction, or** in response to proposals made by staff on matters related to the District's finances **with Board approval**. It shall be the responsibility of the committee to **adhere to the Board approved Conceptual Budget Timeline and to:**
  - a. Review annual operating budget proposed by staff and make recommendations to the Board **prior to the Board receiving the annual operating budget for approval**.

- b. Review emergency, short-range, long-range strategic financial planning and quarterly financial reports proposed by staff and make recommendations to the Board prior to the Board receiving the proposed financial plans and reports for approval.
- c. Review the audited annual financial data and statements and make recommendations to the Board prior to the Board receiving the audited annual financial statements for approval.
- d. Review and monitor all District financial reports including budget amendments, quarterly reports, request for proposal budgets, Capital Improvement Plan project budget information, monthly cash balances, fund transfers, investments reports, and conduct an annual review of the reserve policy, and investments policy, and make any recommendations to the Board as requested by the board.
- e. Present all Committee identified financial goals and proposals to the Board for approval.

e.f. Accept all projects requested by the Board.

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- 4. **Meetings.** The committee shall meet at least quarterly/monthly, and more often if needed or requested by the Bboard. Meetings shall be held at the District's offices. The Rules Operating Procedures are shown "Exhibit B." Which is attached hereto and incorporated herein by reference as if set forth in full.
- 5. **Terms.** The terms of the office shall be two (2) years. Committee members may be reappointed to subsequent terms b.-y providing their resume' to the Board and the General Manager. and then the Board voting on the Committee member's reappointed during a Board meeting.
- 6. **Vacancies.** Any vacancies shall be filled after the General Manager advertises committee vacancies on the website, social media sites, or the newspaper and interested persons provide their resume' to the Board and the General Manager. Then the Board will evaluate and vote on the Committee members appointed during a Board meeting. the unexpired term by the Board of Directors.
- 7. **Removal.** All Committee members serve at the will of the Board, and any member may be removed by an affirmative vote of three (3) members of the board. There shall be no requirement to show cause for removal.
- 8. **Officers.** The Committee shall designate from among its members a Chair, Vice-Chair, and Secretary. The Chair shall preside over the meetings, and in the Chair's absence the Vice-Chair shall preside. If both the Chair and they Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Secretary (or

another member if the Secretary's absence) shall prepare agendas and minutes of every meeting and shall be responsible for transmitting the agenda and the final copy of all minutes to the General Manager or designee. Items needing Board action shall be transmitted as soon as possible to the General Manager or designee for inclusion on the next available Board agenda.

9. **Advisory nature of the committee.** The Committee is advisory in nature and shall report and be responsible to the Board ~~of Directors~~. The Committee and its members have no authority to set policy, expend funds, or make obligations on behalf of the Board and/or the District.

10. **Board Reports.** The Committee shall report on its activities to the Board at least ~~quarterly~~ monthly, and more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of the activities of the ~~C~~committee for the proceeding. And any on-going or outstanding activities or tasks. Committee meeting minutes can be used to satisfy this requirement.

11. **Board Liaison and Staff Support.** The Committee shall have a following Board and/or staff members to assist it with its work from time to time as may be necessary or desired by the Committee and/or the Board: Board Treasurer who will serve as the Board Liaison, and a Staff Liaison designated by the General Manager. The Board Liaison and Staff Liaison shall (a) not be regular or ex officio members of the committee; (b) not have the right to vote; and (c) not be counted for purposes of determining the presence of a quorum.

SECTION 3. This Resolution shall take effect immediately upon adoption. This Resolution shall remain in full force and effect until rescinded by a subsequent Resolution of the Board ~~of Directors~~.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 13<sup>th</sup> day of March, 2018, by the following vote:

AYES: Halpin, ~~Hanschild~~, Souza, ~~Uso~~, Wadle

NOES:

ABSENT/ABSTAIN:

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Londres Uso, President  
Board of Directors

GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT

ATTEST:

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Stephen Palmer, clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of resolution 2018-14 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 13<sup>th</sup> day of March, 2018.

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Stephen Palmer, clerk and ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITIES DISTRICT

EXHIBIT A

Policy for Selecting Finance Committee

- 1) Published vacancies on the website, social media sites, or in a newspaper or general circulation in the district a notice of vacancy on the Finance Committee ("Committee") and a desire to fill such vacancy.
- 2) The Board and the General Manager President will receive interview all applicant's resumes. All applicants will be eligible for consideration by the Board, and return to the board with recommendations for committee appointment. All applicants will be eligible for the Board to a point.
- 3) The Board will use the selection ranking criteria form, "Exhibit C," to evaluate and rank potential Committee members. The applicants with the highest scores will be appointed to the Committee during a Board meeting until all vacancies are filled. Alternatively, the

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~~Board President may elect to appoint a selection committee made up of two Board Members to interview applicants which will return to the Board with recommendations for the Committee appointment. All applicants will be eligible for the Board to a point.~~

- 4) The Committee will be made up of volunteers with no less than three and no more than seven members.
- 5) The Board will confirm the selections by resolution.

## EXHIBIT B

### Finance Committee of the Georgetown Divide Public Utility District Rules of Operating Procedures

#### MEETINGS

- a) At any meeting of the Finance Committee ("Committee"), the majority of the members currently appointed shall constitute a quorum for purposes of conducting business or meetings. Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt any motion.
- b) All meetings of the Committee shall be open and public, and all persons shall be permitted to attend any meeting of the committee as provided by Government Code Section 54950 et seq.
- c) All meetings of the Committee shall be held in the GDPUD offices at 6425 Main Street, Georgetown, CA 95634, unless there is a special need to hold a meeting at a different location.
- d) The proceedings of all meetings of the Committee shall be conducted in accordance with Robert's Rules of Order.
- e) Each Committee shall determine the order of business for the conduct of its meetings.
- f) Any meeting may be adjourned to a time and place stated in the Order of Adjournment. Less than a quorum may also adjourn from time to time. If all members are absent, the Secretary may declare the meeting adjourned to a stated time and place and shall cause each notice to be given in the same manner as for special meetings.

g) Special meetings may be called at any time at the direction of the Chairperson or by a majority of the Committee. Twenty-Four hours advance written notice of special meetings shall be provided by the Chairperson stating the time, place, and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with the Brown Act.

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h) At least 72 hours before a regular Committee meeting, the legislative body of the district, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be filed with the staff liaison for posting outside the District Offices.

i) The Committee Secretary shall maintain meeting minutes, including a complete record of all transactions, findings, and determinations, and present a full statement to the General Manager for the Board of directors upon request prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.

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j) The Board Liaison to the Committee shall be the Board Treasurer.

k) The duties of the Board Liaison include presenting relevant data to the Board and arranging for any presentation of important progress on projects to the Board by the Committee chairperson.

l) The Board Liaison's role will be advisory to the Committee, but the process is meant to be staff driven.

m.) The Board Liaison will not have a vote on the Committee.

**EXHIBIT C**

**Georgetown Divide Public Utility District Finance Committee Applicant Evaluation Form**

The scoring process from 5 to 1 will be used to rank each individual finance committee applicant over a range of criteria, and those achieving the highest total score will be placed on the GDPUD finance committee for which they have applied, for example:

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**Scoring**

Candidate evaluation forms are to be completed by the Board of Directors to rank the candidate's overall qualifications for the position on the GDPUD Finance Committee.

Under each heading, the Board member should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

- 5 – Exceptional; 5+ years of educational or work experience.
- 4 - Above Average; 3-5 years of educational or work experience.
- 3 – Average; 1-2 years of educational or work experience.
- 2 - Below Average; 1-year or less educational or work experience.
- 1 – Unsatisfactory; no educational or work experience.

**Candidate Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Interviewer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<b>Rating</b>				
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<p><b><u>Educational Background:</u></b> Does the candidate have the appropriate educational qualifications or training for this position?</p> <p><u>Comments:</u></p>					
<p><b><u>Prior Work Experience:</u></b> Has the candidate acquired similar skills or qualifications through past work experiences?</p> <p><u>Comments:</u></p> <p>-</p>					
<p><b><u>Technical Qualifications/Experience:</u></b> Does</p>					

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<p><u>the candidate have the technical skills necessary for this position?</u>  <u>Comments:</u></p>					
<p><b><u>Verbal Communication:</u></b> Did the candidate demonstrate effective communication skills during the interview?  <u>Comments:</u></p>					
<p><b><u>Candidate Enthusiasm:</u></b> Did the candidate show enthusiasm for the position and the company?  <u>Comments:</u></p>					
<p><b><u>Knowledge of Company:</u></b> Did the candidate show evidence of having researched the company prior to the interview?  <u>Comments:</u></p>					
<p><b><u>Teambuilding/Interpersonal Skills:</u></b> Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills?  <u>Comments:</u></p>					
<p><b><u>Initiative:</u></b> Did the candidate demonstrate, through his or her answers, a high degree of initiative?  <u>Comments:</u></p>					
<p><b><u>Time Management:</u></b> Did the candidate demonstrate, through his</p>					

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<u>or her answers, good time management skills?</u> <u>Comments:</u>					
<u><b>Customer Service:</b> Did the candidate demonstrate, through his or her answers, a high level of customer service skills/abilities?</u> <u>Comments:</u>					
<u><b>Overall Impression and Recommendation:</b> Final comments and recommendations for proceeding with the candidate.</u> <u>Comments:</u>					
<u><b>Totals:</b></u>					
<u><b>Overall total:</b></u>					

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