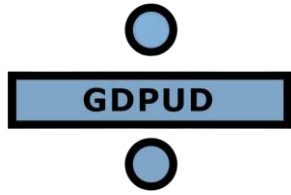




Georgetown Divide Public Utility District
Policy Committee

**Report to the Board of Directors
Committee Progress**



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

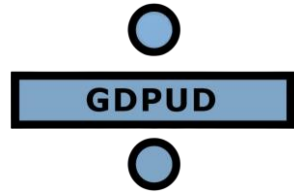
Policy and Procedures Manual

The Ad-Hoc Policy Committee met for the first time on February 9, 2023, to review required and standard District procedures and plans and to consider the following suggestions received over time from members of the Board, staff, and the public to improve and organize the policies:

- **Standardize** the writing and formatting style of policies.
- **Sort policies by category.**
- **Establish a standard policy numbering system.**
- **Post** all approved policies on the website.
- **Provide Directors with an updated Policy Manual** (binder) and include it as part of Director Orientation material.
- **Assign management** of the policy manual to a Staff member.

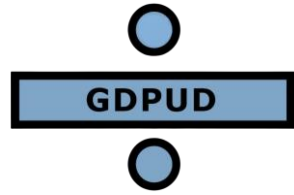
Furthermore, the procedures for informing the public of policies being developed reflects the District's commitment to providing a high level of public transparency.





GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT Policy and Procedures Manual

The Committee has identified **67** policies and passed **25**. Of those policies passed, **7** were newly developed. Currently in process are **15** policies with **30** left to be amended adopted.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy 1000

The Committee began by considering a standard process for writing policies and procedures and acknowledged that the foundation of policy development would begin with Policy 1000 – Development, Adoption and Amendment of Policies. This policy would be further developed during the first phase of the committee’s work plan as guidelines were developed. As an initial guide for moving forward, the committee approved a policy development form, a policy template, and a policy numbering protocol, as well as a policy worksheet.

New/Amended Policy Development Process





Questions/Comments