

POLICY AND PROCEDURES MANUAL

Georgetown Divide Public Utility District

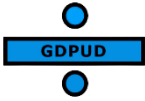


www.gd-pud.org
6425 Main Street
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GDPUD





GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

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GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: GUIDELINES AND PROCEDURES FOR THE DEVELOPMENT, ADOPTION, AND AMENDMENT OF POLICIES

POLICY NUMBER: 1000

Adopted: December 12, 2023

Amended:

REFERENCES:

Section 1000.01 Background and Purpose

Policies and procedures are the framework upon which the ideals of the District's mission are realized. It reflects the District's values and provides guidance for daily operations toward successfully serving the ratepayers. Policies are the high-level principles that set the tone for the District to reflect its mission statement. They define the standards for conduct and appropriate behavior. The procedures are how those policies are carried out. They define the lower-level processes that shore up the policies. The purpose of Policy 1000 is to establish the policy and procedures governing the development, adoption, and amendment of District policies.

Section 1000.02 Requests for Consideration of New or Amended District Policy

A. Requests by Director or General Manager

Any Director or the General Manager may initiate consideration by the Board of Directors regarding the adoption of a new policy or the amendment of an existing policy.

B. Requests by Members of the Public

Members of the public may request the Board consider a new or amended policy during a regular Board meeting or through official correspondence to the Board.

C. Policies Required by State and Federal Agencies

When the adoption of a policy is required by other local, State, or Federal agencies (i.e., during the process of applying for grants, loans, or to comply with new laws), staff shall prepare the required policy for the Board's referral through an Ad-Hoc Committee process. (Ad hoc Policy Committee refers to the committee established by the Board of Directors to review draft policies and make recommendations to the full Board. Suggestions and requests for the development of policies are referred to the committee by the Board.)

Section 1000.03 Forms, Templates, Numbering Protocol for Writing Policies

The Policy Committee has approved the following tools and guidelines for staff to use in writing policies:

A. Policy Development Form (Appendix A)

The policy development form guides the consideration of key elements of the development process, including, but not limited to, the following:

1. **Policy Title/Purpose.** A policy title shall be developed that is a clear, concise, and accurate representation of the policy content. The intent and purpose of the policy shall be stated and shall include references to local, state, and federal regulations, and/or a core value of the District's mission statement.
2. **Policy Number.** The Policy Manager shall number the policy according to the policy categories listed on the table of contents (or the committee's worksheet) of the District's Policies and Procedures Manual. (Policy Numbering Protocol shall refer to the numbering system that sorts policies by the policy categories contained in the table of contents of the District Policy and Procedures Manual.)
3. **Stakeholders.** Interested and relevant individuals and organizations shall be identified whose input will contribute to the development of a reasonable and meaningful policy as well as those who may be impacted by the policy.
4. **Distribution.** A distribution list of staff responsible for carrying out the procedures for the policy shall be included at the end of the policy. It is the Policy Manager's responsibility to make certain such staff receive a copy of the policy by email.

B. Policy Template (Appendix B)

Staff shall use the policy template approved by the Policy Committee to prepare the draft policy to ensure standard formatting, as well as the policy numbering protocol, is followed. During the committee process of updating and reformatting policies previously adopted, careful consideration should be given to the following elements of the policy template:

1. **Policy Title:** The policy may be retitled to ensure the title is reflective of the content of the policy.
2. **Policy Number:** The recommended guideline for numbering will follow the CSDA numbering protocol.

C. Numbering of Policies/Policy Worksheet (Appendix C)

1. **Policy Categories:** The following are the policy categories in the District Policy Manual:

Section 1000 – General

Section 2000 – Administration

2100 – Financial Management Policies

2200 – Inventory and Property Management Policies

2300 – Risk Management Policies

2400 – Communications and Technology Policies

Section 3000 – Personnel Guidelines and Policies

This section is maintained as a separate manual.

Section 4000 – Board of Directors Policies

4000 – General

4100 – Roles and Responsibilities

4200 – Board Meetings

Section 5000 – Operations

5100 – Operations Plan

5200 – Water System Emergency Response Plan

5300 – Environmental

2. The General Manager shall maintain the worksheet for numbering new policies or renumbering old policies, as needed.
3. An Ad-Hoc process or the Board shall recommend changes to the Worksheet, as needed.

Section 1000.04 Simple Updating and Reformatting of Policies Previously Adopted

The following procedures shall be followed when previously adopted policies require minimal changes to bring them to the approved standard, but the changes do not significantly alter the original intended purpose of the policy.

- A. The General Manager or Director shall identify the previously adopted policies that need to be updated and/or reformatted to approved standards.
- B. The updated policy shall be submitted to the Ad-Hoc Committee process for review and recommendation to the Board of Directors.
- C. The General Manager will recommend to the Board the recommendation for changes. The Board of Directors may approve the updated and/or reformatted policy at a regular Board meeting.

Section 1000.05 Review and Adoption of New or Amended Policy

Any Director or the General Manager may initiate consideration of a substantive amendment to an existing policy.

A. Ad-Hoc Committee process for Review and Recommendation

Requests for new policies and amended policies shall be reviewed by the Policy Committee. This review shall include, but not be limited to, the following:

1. Assure the policy is reflective of the District's Mission Statement.
2. Ensure consistency with other related policies to which references are made within the policy.
3. Require the application of standard policy formatting.

B. Legal Counsel Review

Policies reviewed by the Policy Committee shall be submitted by the General Manager to Legal Counsel for review prior to submittal to the Board of Directors for consideration.

C. Staff Report and Recommendation to the Board of Directors

A staff report presenting the Policy Committee's recommendation shall be approved by the General Manager and submitted according to the agenda posting timeline. The staff report shall, at a minimum, contain the following:

1. Relevant background documents, as necessary.
2. Changes to a previously adopted policy shall be presented in a red-lined copy.
3. Draft Resolution with the recommended new or updated policy included as Exhibit A.

D. Adoption of New or Amended Policy by the Board of Directors

The Board of Directors shall adopt a new policy or amendment of an existing policy at a regular Board meeting in accordance with any applicable state laws regarding public notification and the adoption by a 3/5ths vote of the Board.

Section 1000.06 Policy Management and Public Information Process

A. Policy Management

The Policy Manager shall be responsible for maintaining the central policy binder containing the certified copies of adopted policies, policies previously adopted that need updating and reformatting, and sample policies by the California Special Districts Association. (Policy Manager shall refer to

District staff member responsible for tracking the policy development process and maintaining the official record of adopted policies.) An electronic version of this binder shall be maintained in the folder on the public drive. Additionally, adopted policies are posted on the District website, www.gd-pud.org.

B. Public Information

The Board of Directors is committed to ensuring a high level of public transparency of District activities. In addition to posting agenda packets, the Policy Manager shall inform the ratepayers of the District policies adopted and amended by the Board of Directors through, but not limited to, the following methods:

- 1. Website - A copy of adopted/certified policies shall be posted on the District website.
- 2. Press Releases - When appropriate, a press release shall be issued to notify the public of District policies being considered and adopted.
- 3. Newsletter – Notice of the adoption/amendment of policies shall be included in the newsletter.
- 4. Policy Binder – A binder of current policies shall be made available to the public in the lobby of the District Office.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 1000, Development, Adoption, and Amendment of Policies, adopted by the Board of Directors of the Georgetown Divide Public Utility District on December 12, 2023.

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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Basis of Authority

POLICY NUMBER: 1010 **Adopted:** June 25, 2013 **Amended:** November 14, 2023

FORMER NUMBER: 4070

Section 1010.01 Purpose

The legal authority for the Georgetown Divide Public Utility District is derived from the California Government Code, Public Utility Code, Public Utility District Act, and related laws.

Section 1010.02

The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority except as specifically authorized. As individuals, Directors may not commit the District to any policy, act, contract, or expenditure.

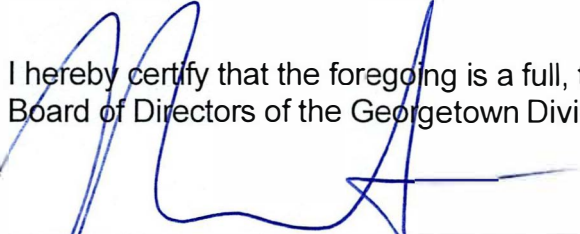
- A. Committee members may not commit the District to any policy, act, contract, or expenditure. All recommendations should go before the Board.

Section 1010.03

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 1010 amended by the Board of Directors of the Georgetown Divide Public Utility District on November 14, 2023.



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

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

1020.1 Political Reform Act of 1974, Government Code §87300, et seq., requires state and local government agencies to adopt and promulgate conflict of interest code. Reference Resolution no. 2012-16.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Legal Counsel and Auditor

POLICY NUMBER: 1045 **Adopted:** June 25, 2013 **Amended:** November 14, 2023

Former Number: 4048

Section 1045.01 Purpose

The purpose of this policy is to establish the procedures governing the Board of Directors of the Georgetown Divide Public Utility District.

Section 1045.03

The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities. Legal Counsel shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Legal Counsel.

Section 1045.04

Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve District legal documents, i.e., contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues to the Board President and/or the Board, in both Open and Closed Session. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The Board sets the rates per purchasing policy. Legal Counsel may be removed by a 3/5ths vote.

- A. The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters affecting or concerning the District. No Board member may request a legal opinion of legal counsel without concurrence by the Board President except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

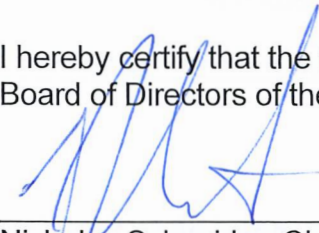
Section 1045.05

The Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. Selection of the Auditor shall be done in a noticed public meeting and at least every three years. The Auditor may be removed by a 3/5ths vote.

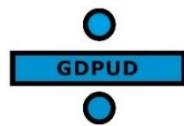
- A. The Board may appoint a committee to oversee the work of an independent auditor, which will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter which is appointed by the Board for Audit Compliance.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 1045 amended by the Board of Directors of the Georgetown Divide Public Utility District on November 14, 2023.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: ASSET PROTECTION AND FRAUD PREVENTION POLICY

POLICY NUMBER: 2105 Adopted: December 12, 2023 Amended:

REFERENCES:

Section 2105.01 Purpose and Scope

The Georgetown Divide Public Utility District is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District, and when appropriate, to pursue available legal remedies.

The purpose of this policy is to clarify acts that are considered to be fraudulent, to describe the steps to be taken when fraud or other dishonest activities are suspected, and to establish procedures to follow to account for missing funds, restitution, and recoveries.

Section 2105.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Fraud shall refer to fraud and other similar irregularities that include, but are not limited to:

- 1) Claim for reimbursement of expenses that are not job-related or authorized by District policy;
- 2) Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, timesheets, independent contractor agreements, purchase orders, budgets, etc.);
- 3) Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.)
- 4) Inappropriate use of District resources (including but not limited to labor, time, and materials.)
- 5) Improper handling or reporting of money or financial transactions;
- 6) Authorizing or receiving payment for goods not received or services not performed;
- 7) Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software;
- 8) Misrepresentation of information;
- 9) Theft of equipment or goods;
- 10) Any apparent violation of federal, state, or local laws related to dishonest activities or fraud;
- 11) Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations; and
- 12) Any other conduct, actions, or activities treated as fraud or misappropriation under any federal or state law, rule, or regulation.

Employees shall refer to any individual or group of individuals who receive compensation, either full- or part-time, including members of the Board of Directors, from the Georgetown Divide Public Utility District.

Management shall refer to any manager, supervisor, or other designated individual who manages or supervises the District's resources or assets.

The Internal Audit Committee shall refer to the group of individuals appointed to investigate a claim of fraud, as described below:

- 1) If the claim of fraud involves anyone other than the General Manager, the Ad-Hoc Internal Audit Committee shall consist of the General Manager, the District's Legal Counsel, and any other persons appointed (if any) to the Ad-Hoc Internal Audit Committee by the Board.
- 2) If the claim of fraud involves the General Manager, the Ad-Hoc Internal Audit Committee shall consist of the President of the Board of Directors, the District's Legal Counsel, and one additional Board member chosen by a majority vote of the Board.
- 3) Individuals appointed to the Internal Ad-Hoc Audit Committee by the General Manager or the President of the Board other than the District's Legal Counsel shall serve at the pleasure of the Board.

External Auditor shall refer to independent audit professionals who perform annual audits of the District's financial statements and are appointed by the Board of Directors.

Section 2105.03 Objective and Impartial Investigation

It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the District of any party who might be or become involved in or becomes the subject of such investigation. An employee being investigated for fraud may request representation by a representative of any recognized bargaining unit that represents the employee. Nothing in this policy is intended to abrogate or prevent the District from hiring or retaining a third-party investigator outside of the District to carry out any of the investigatory responsibilities noted herein. For example, the General Manager and/or Internal Audit Committee may further assign the investigation of suspected fraud of an employee to a third-party, outside investigator.

Section 2105.04 Internal Controls

Each department of the District is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance of the prevention and detection of fraud, misappropriations, and other irregularities. Management staff should be familiar with the types of improprieties that might occur within their areas of responsibility and be alert for any indications of such conduct.

Section 2105.05 Primary Responsibility for Investigation

- A. For claims of fraud not involving the General Manager, the General Manager (and an Ad-Hoc Internal Audit Committee appointed by the General Manager) shall have primary responsibility for the investigation of activity covered by this policy. The District's General Counsel shall advise the Committee, or the General Manager, as the case may be, on all such investigations.
- B. For claims of fraud involving the General Manager, the Board (or an Ad-Hoc Internal Audit Committee appointed by the Board) shall have primary responsibility for investigation of activity covered by this policy. The District's General Counsel shall advise the Ad-Hoc Committee, or the Board, as the case may be, on all such investigations.

Section 2105.06 Non-Retaliation

An employee shall not be retaliated against when acting in reasonable accordance with this policy, so long as he/she has not engaged in activity that violates this policy. When informed by an employee of a suspected impropriety based on his or her own reasonable belief, neither the District nor any person acting on its behalf shall:

- 1) Dismiss or threaten to dismiss an employee providing the information,
- 2) Discipline, suspend, or threaten to discipline or suspend such an employee,
- 3) Impose any penalty upon such an employee, or
- 4) Intimidate or coerce such an employee.

Violations of this non-retaliation policy will result in discipline up to and including termination.

Section 2105.07 Procedures

A. Employee Responsibilities

1. A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the proper management official.
2. When an employee believes his or her supervisor may be involved in inappropriate activity, the employee shall make the report to the next higher level of management and/or the General Manager. If the activity involves the General Manager, it shall be reported to the Board President or the District's Legal Counsel.
3. A reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone unless requested by the General Manager, Internal Audit Committee, the District's Legal Counsel, or law enforcement personnel.

B. Management Responsibilities

1. Management staff are responsible for being alert to and reporting fraudulent or related dishonest activities in their areas of responsibility.
2. Each manager should be familiar with the types of improprieties that might occur in his or her area of responsibility and be alert for any indication that improper activity, misappropriation, or dishonest activity did occur or is occurring.
3. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
4. If a manager determines a suspected activity may involve fraud or related dishonest activity, he or she should contact his or her immediate supervisor or the District's General Manager. If the activity involves the General Manager, it shall be reported to the Board President or the District's Legal Counsel.
5. Managers should not attempt to conduct individual investigations, interviews, or interrogations other than as directed by the General Manager or General Counsel. However, management staff are responsible for taking appropriate corrective actions to implement adequate controls to prevent the recurrence of improper actions.
6. Management staff should support the District's responsibilities and cooperate fully with the Ad-Hoc Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

7. Management staff must give full and unrestricted access to all necessary records and personnel to those responsible for identifying, investigating, and remedying fraud and related dishonest acts. Personnel records involving private information (e.g., PHI, SSN, etc.) shall be reviewed only if necessary, and only after consultation with District's Legal Counsel. All District assets, including furniture, desks, and computers, are open to inspection at any time. No District officer, agent, or employee has a reasonable expectation of privacy in District property and other resources to preclude such inspection.
8. In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management staff should avoid the following:
 - a) Speculative accusations;
 - b) Alerting suspected individuals that an investigation is underway;
 - c) Treating employees unfairly; and
 - d) Making statements that could lead to claims of false accusations or other offenses.
9. In handling dishonest or fraudulent activities, managers have the responsibility to:
 - a) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.;
 - b) Avoid discussing the case, facts, suspicions, or allegations with anyone unless required to provide information for the investigative process.; and
 - c) Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the General Manager, Internal Audit Committee, the District's Legal Counsel, or law enforcement personnel.
 - d) Direct all inquiries from the suspected individual, or his or her representative, to the General Manager, the Board President, or the District's Legal Counsel. All inquiries by an attorney or representative of the suspected individual should be directed to the General Manager or the District's Legal Counsel. All inquiries from the media should be directed to the General Manager or the Board President if the activity involves the General Manager.
 - e) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with Legal Counsel, in conformance with District policy and applicable law.

C. Board of Directors Responsibilities

1. If a Board Member has reasonable basis to suspect a fraud has occurred, he/she shall immediately contact the General Manager and the District's Legal Counsel. If the concern relates to the General Manager, such Board Member shall only contact the District's Legal Counsel.
2. The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager or Board President, as the case may be, and the District's Legal Counsel.
3. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the General Manager or the Board President after consultation with the District's Legal Counsel and any Internal Audit Committee appointed as to the matter.

D. Internal Audit Committee Responsibilities

1. If assigned by the General Manager or the Board President, an Internal Audit Committee will promptly investigate the suspected fraud.

2. In all circumstances where there is a reasonable basis to suspect a criminal fraud has occurred, the Internal Audit Committee, in consultation with the District General Manager or the Board President and Legal Counsel (if the General Manager is suspected of involvement in the fraud) will contact the appropriate law enforcement agency.
3. The Internal Audit Committee shall be available and receptive to relevant, confidential information to the extent allowed by law after consultation with the District's Legal Counsel.
4. If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will:
 - a) Discuss the findings with management and the General Manager (if not involving the GM) and District's Legal Counsel;
 - b) Report to the External Auditor such activities to assess the effect of the illegal activity on the District's financial statements;
 - c) Coordinate with the District's risk manager regarding notification to insurers and filing of insurance claims;
 - d) Take immediate action, after consultation with the Legal Counsel, to prevent the theft, alteration, or destruction of evidence. Such action shall include, but is not limited to:
 - 1) Removing relevant records and placing them in a secure location, or limiting access to those records
 - 2) Preventing the individual suspected of committing the fraud from having access to the records.
 - e) In consultation with the District Legal Counsel and the local law enforcement agency, the Ad-Hoc Internal Audit Committee may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
 - f) If the Ad-Hoc Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Ad-Hoc Internal Audit Committee will refer the media to the General Manager or Board President, if the activity involves the General Manager.
 - g) At the conclusion of the investigation, the Ad-Hoc Internal Audit Committee will document the results in a confidential memorandum report to the General Manager or the Board for action, as the case may be. If the report concludes that the allegations appear founded and the District's Legal Counsel has determined that a crime has occurred, the report will be forwarded to the appropriate law enforcement agency.
 - h) The Internal Ad-Hoc Audit Committee shall make recommendations to the appropriate department as to the prevention of future similar occurrences.
 - i) Upon completion of the investigation, including all legal and personnel actions; all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Ad-Hoc Internal Audit Committee to that department.

Section 2105.08 Disciplinary Action

Following review of investigation results, the General Manager or the Board, as the case may be, will take appropriate action regarding employee misconduct after consultation with Legal Counsel. Disciplinary action can include termination, referral of the case for criminal prosecution, or both.

Section 2105.09 Recovery of District Losses

The General Manager or the General Counsel will pursue every reasonable effort, including court-

ordered restitution, to obtain recovery of District losses from the offender, other responsible parties, insurers, or other appropriate sources.

Section 2105.10 Employee Rights

Nothing in this policy is intended to abridge or circumvent any and all disciplinary processes set forth in the applicable MOU's.

Section 2105.11 Exceptions

There will be no exceptions to this policy unless provided and approved in writing by the General Manager or the Board President and Legal Counsel. The Board of Directors reserves the right to amend, delete, or revise this policy at any time by formal action of the Board of Directors.

Certification

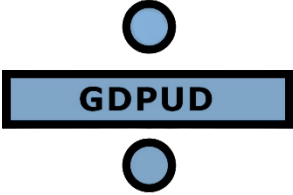
I hereby certify that the foregoing is a full, true, and correct copy of Policy 2105 adopted by the Board of Directors of the Georgetown Divide Public Utility District on December 12, 2023.

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

DISTRIBUTION:

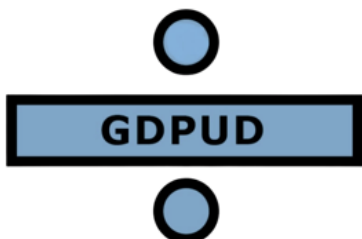
Georgetown Divide Public Utility District INVESTMENT POLICY

Adopted June , 2024



Georgetown Divide Public Utility District INVESTMENT POLICY

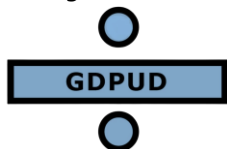
Adopted June 6, 2024



Georgetown Divide Public Utility District

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1. Policy

The Georgetown Divide Public Utility District shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of Safety, Liquidity and Return on investment. In accordance with the Municipal Code of the Georgetown Divide Public Utility District and under authority granted by the District Board, the General Manager is responsible for investing the unexpended cash in the District Treasury.

2. Scope

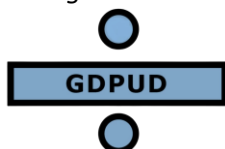
The investment policy applies to all investment activities and financial assets of the Georgetown Divide Public Utility District as accounted for in the Annual Comprehensive Financial Report (ACFR). This policy is applicable, but not limited to, all funds listed below:

- General Fund
- Capital Funds
- Other Special Revenue Funds, Debt Service Funds, Internal Service Funds
- Any new fund created by the District Board unless specifically exempted.

3. Prudence

The standard of prudence to be used by the designated representative shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Persons authorized to make investment decisions on behalf of local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard which states, “When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency”.

The General Manager and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.



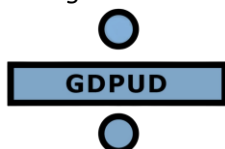
4. Objectives

The District's primary investment objectives, in order of priority, shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The District shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.
 - a. Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in issuers that carry the direct or implied backing of the U.S. Government (including, but not limited to, the U.S. Treasury, U.S. Government Agencies, and federally insured banks). The portfolio will be diversified so that the failure of any one issuer does not unduly harm the District's capital base and cash flow.
 - b. Market risk, (aka "interest rate risk") defined as market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long-term securities for the sole purpose of short-term speculation. Moreover, it is the District's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. Limited exceptions will be granted for security swaps that would improve the portfolio's yield and/or credit quality.
2. Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the Georgetown Divide Public Utility District to meet all operating requirements which might be reasonably anticipated.
3. Return on Investments: The District's investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout budgetary and economic cycles. These measurements should be commensurate with the District's investment risk constraints identified in this Investment Policy and the cash flow characteristics of the portfolio.

5. Delegation of Authority

The Municipal Code of the Georgetown Divide Public Utility District and the authority granted by the District Board assign the responsibility of investing unexpended cash to the District's Office Finance Manager. Daily management responsibility of the investment program may be delegated to the Accountant, who shall establish procedures for the operation consistent with this investment policy.



6. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the General Manager and the Accountant are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC). Furthermore, Investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the District.

7. Authorized Dealers and Institutions

The General Manager will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). Best practices include the following:

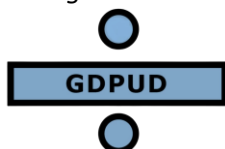
- 1) A determination that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy;
- 2) the broker/dealer firms should have the ability to meet all their financial obligations in dealing with the Public Agency;
- 3) the firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved;
- 4) no public deposit shall be made except in a qualified public depository as established by the established state laws;
- 4) all financial institutions and broker/dealers who desire to conduct investment transactions with the public agency may supply the General Manager with audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, a completed broker/dealer questionnaire, certification of having read the Public Agency’s investment policy and depository contracts.

The General Manager shall conduct an annual review of the financial condition and registrations of qualified dealers & institutions.

8. Authorized and Suitable Investments

Investment of District funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed



as to principal and interest by federal agencies or United States government-sponsored enterprises.

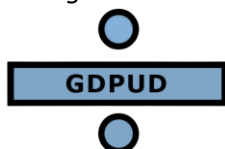
3. Local Agency Investment Fund (LAIF), which is a State of California managed investment pool, and Los Angeles County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when part of the list of authorized investments, with the knowledge that the pool/fund may include some investments allowed by statute but not explicitly identified in this investment policy.

Additionally, shares of beneficial interest issued by a joint powers authority organized pursuant to CA Code (Section 6509.7) that invests in the securities and obligations in compliance with CA Code 53601 (subsection 'a' to 'r', inclusive) are also authorized. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- The adviser is registered or exempt from registration with the Securities and Exchange Commission.
- The adviser has not less than five years of experience investing in the securities and obligations authorized in CA Code (subsection 'a' to 'r', inclusive).
- The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

4. Negotiable Certificates of Deposit issued by nationally or state-chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. Principal and accrued interest on these investments must not exceed the \$250,000 FDIC insurance limit. A maturity limitation of five years is applicable.

5. Time deposits or placement service deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 50% of the investment portfolio may be invested in this investment type. A maturity limitation of five years is applicable. Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30



percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.

6. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the Georgetown Divide Public Utility District may be purchased as allowed under the State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be used.

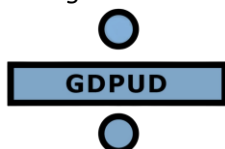
The following summary of maximum percentage limits, by instrument, are established for the District's investment portfolio:

Authorized Investment Type	Government Code	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment in One Issuer
Treasury Obligations (bills, notes, & bonds)	53601(b)	5 Years	N/A	100%	N/A
US Government Agency and Federal Agency Securities	53601(f)	5 Years	N/A	100%	N/A
Local Agency Investment Fund (LAIF)	16429.1	Upon Demand	N/A	As permitted by LAIF (currently \$65 million per account)	N/A
El Dorado County Investment Pool	53684	Upon Demand	N/A	As permitted by County Treasurer (currently no limit)	N/A
Joint Powers Authority Pool	53601(p)	N/A	See § 8.3 (above)	None	N/A
Negotiable Certificates of Deposit	53601(i)	5 Years	N/A	30%	N/A
Placement Service Deposits – Deposits or	53601.8 and 53635.8	5 Years	N/A	50%	N/A

9. Review of Investment Portfolio

The securities held by the Georgetown Divide Public Utility District must be in compliance with Section 8.0 "Authorized and Suitable Investments" at the time of purchase. The General Manager should review the portfolio (at least annually) to identify those securities that do not comply.

The General Manager should establish procedures to report any major and critical incidences of noncompliance identified through the review of the portfolio.



10. Investment Pools / Money Market Funds

A thorough investigation of the investment pool/money market fund is required prior to investing, and on a continual basis. Best efforts will be made to acquire the following information:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

11. Collateralization

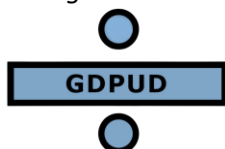
Collateralization will be required on two types of investments: non-negotiable certificates of deposit and repurchase (and reverse repurchase) agreements. To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for non-negotiable certificate of deposit and 102% for reverse repurchase agreements of principal and accrued interest.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

The District may waive the collateralization requirements for any portion of the deposit that is covered by Federal Deposit Insurance.

12. Safekeeping and Custody

All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Board of Directors and evidenced by safekeeping receipts.



13. Diversification

The District shall diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. To promote diversification, no more than 5% of the portfolio may be invested in the securities of any one issuer, regardless of security type, excluding U.S. Treasuries, federal agencies, and pooled investments such as LAIF, money market funds, or local government investment pools.

14. Maximum Maturities

To the extent possible, the Georgetown Divide Public Utility District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than 5 years from the date of purchase. Any investment longer than 5 years must be authorized in advance by the District Board of Directors.

15. Internal Controls

The General Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Georgetown Divide Public Utility District are protected from loss, theft, fraud or misuse.

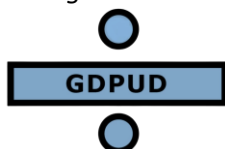
Separation of functions between the District's General Manager or Accountant is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the General Manager, executed by the General Manager or Assistant General Manager, and confirmed by the Senior Accountant. All wire transfers initiated by the Accountant must be reconfirmed by the appropriate financial institution to the General Manager. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Senior Accountant on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the District's cash and investments that have a material impact on the financial statements. The General Manager shall review and assure compliance with investment process and procedures.

16. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.



The District intends to spread its investments relatively evenly between 0 and 5 years and hold those investments to maturity. The District is limiting its authorized investments to the safest end of the investment spectrum—debt issued by the U.S. Treasury, U.S. Government Agencies, and debt that is federally insured (see section 8.0 Authorized and Suitable Investments, above, for a complete list of authorized investments).

Therefore, an appropriate performance benchmark will be a Constant Treasury Maturity Rate consistent with the weighted average maturity of the portfolio. The District recognizes that benchmarks may change over time based on changes in market conditions or cash flow requirements.

17. Reporting

The General Manager shall review and render monthly reports to the District Board that include the following information:

- Investment type (e.g. U.S. Treasury Note, U.S. Government Agency Bond)
- Name of the issuer (e.g. Federal Farm Credit Bank, Federal Home Loan Bank)
- Maturity date
- Yield to maturity
- Current market value and source of market value
- Par and dollar amount for each security the District has invested in
- Par and dollar amount on any money held by the District (e.g. LAIF balance, Cash Balance).

The report shall also include a description of any of the District's funds, investments, or programs that are under the management of contracted parties, including lending programs.

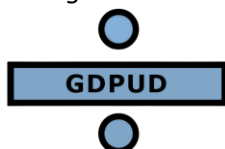
The quarterly report shall state compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance.

The quarterly report shall include a statement denoting the ability of the District to meet its expenditure requirements for the next six months or provide an explanation as to why sufficient money shall (or may not) be available.

The quarterly reports shall be placed on the District Board meeting agenda for its review and approval no later than 30 days after the quarter ends. If there are no Board meetings within the 30-day period, the quarterly report shall be presented to the Board at the soonest possible meeting thereafter.

18. Investment Policy Adoption

The Georgetown Divide Public Utility District investment policy shall be adopted by resolution of the District Board. The policy shall be reviewed annually by the District Board and any modifications made thereto must be approved by the District Board.



The General Manager shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Georgetown Divide Public Utility District.

19. Glossary of Terms in this Policy

Accrued Interest: Interest earned but not yet received.

Annual Comprehensive Financial Report (ACFR): The official annual financial report for the District. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principles (GAAP).

Bond: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Bond Swap: Selling one bond issue and buying another at the same time in order to create an advantage for the investor. Some benefits of swapping may include tax-deductible losses, increased yields, and an improved quality portfolio.

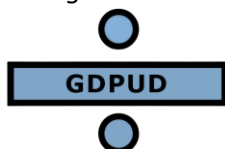
Broker: In securities, the intermediary between a buyer and a seller of securities. The broker, who usually charges a commission, must be registered with the exchange in which he or she is trading, accounting for the name registered representative.

Certificate of Deposit: A deposit insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC) at a set rate for a specified period of time.

Collateral: Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Constant Maturity Treasury (CMT): An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Custody: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement that also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.



Delivery vs. Payment (DVP): Delivery of securities with a simultaneous exchange of money for the securities.

Diversification: Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Federal Deposit Insurance Corporation (FDIC): Insurance provided to customers of a subscribing bank that guarantees deposits to a set limit (currently \$250,000) per account.

Interest Rate: The annual yield earned on an investment, expressed as a percentage.

Liquidity: Refers to the ability to rapidly convert an investment into cash.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Purchase Date: The date in which a security is purchased for settlement on that or a later date.

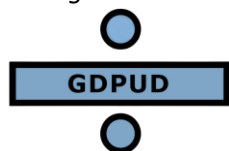
Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Risk: Degree of uncertainty of return on an asset. Safekeeping: See Custody.

Settlement Date: The date on which a trade is cleared by delivery of securities against funds.

Time Deposit: A deposit in an interest-paying account that requires the money to remain on account for a specific length of time. While withdrawals can generally be made from a passbook account at any time, other time deposits, such as certificates of deposit, are penalized for early withdrawal.

Treasury Obligations: Debt obligations of the U.S. Government that are sold by the Treasury Department in the forms of bills, notes, and bonds. Bills are short-term obligations that mature in one year or less. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more.



U.S. Government Agencies: Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

Yield: The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity: The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

20. Glossary of General Investment Terms

Active Deposits: Funds that are immediately required for disbursement.

Amortization: An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

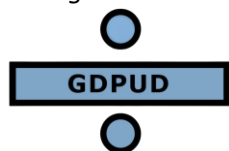
Asked Price: The price a broker dealer offers to sell securities. **Basis Point:** One basis point is one hundredth of one percent (.01). **Bid Price:** The price a broker / dealer offers to purchase securities.

Book Entry Securities: Securities, such stocks held in “street name,” that are recorded in a customer’s account, but are not accompanied by a certificate. The trend is toward a certificate-free society to cut down on paperwork and to diminish investors’ concerns about the certificates themselves. All the large New York District banks, including those that handle the bulk of the transactions of the major government securities dealers, now clear most of their transactions with each other and with the Federal Reserve through the use of automated telecommunications and the “book-entry” custody system maintained by the Federal Reserve Bank of New York. These banks have deposited with the Federal Reserve Bank a major portion of their government and agency securities holdings, including securities held for the accounts of their customers or in a fiduciary capacity for the District. Virtually all transfers for the account of the banks, as well as for the government securities dealers who are their clients, are now effected solely by bookkeeping entries. The system reduces the costs and risks of physical handling and speeds the completion of transactions.

Book Value: The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Bullet Bond: See “*Non-callable Bond.*”

Callable Bond: A debt obligation where the bond issuer (i.e. borrower) has the option to *call the bond* or pay it off early (before the scheduled maturity date). For instance, a 5-year bond might be “callable quarterly”—meaning that, although the bond has a



scheduled end date 5 years from now, it could end in 3 months (and every 3 months after that, until the scheduled maturity date).

Coupon: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Analysis: A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield: The interest paid on an investment expressed as a percentage of the current price of the security.

Discount: The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Duration: The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.

Fannie Mae: Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Federal Reserve System: The central bank of the U.S. that consists of a seven member Board of Governors, 12 regional banks and approximately 8,000 commercial banks that are members.

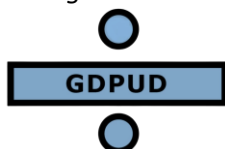
Fed Wire: A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Freddie Mac: Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Investment Agreements: An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Nationally Recognized Statistical Rating Organizations (NRSRO): A U.S. Securities & Exchange Commission registered agency that assesses the creditworthiness of an entity or specific security. NRSRO typically refers to Standard and Poor's Ratings Services, Fitch Ratings, Inc. or Moody's Investors Services.

New Issue: Term used when a security is originally "brought" to market.



Non-callable Bond: Also known as, “*Bullet Bond.*” A non-callable bond is a debt obligation where the bond issuer does not have the option to “call the bond” i.e.-end the bond before the scheduled maturity date.

Perfected Delivery: Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Repurchase Agreement (REPO): A transaction where the seller (bank) agrees to buy back from the buyer (District) the securities at an agreed upon price after a stated period of time.

Reverse Repurchase Agreement (REVERSE REPO): A transaction where the seller (District) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

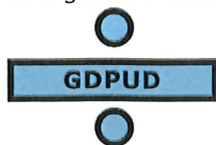
Yield Curve: The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of the Georgetown Divide Public Utility District's Investment Policy adopted by the Board of Directors of the Georgetown Divide Public Utility District on April 4, 2024.



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





GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT Policy Manual

POLICY NAME: PROCUREMENT POLICY AND PROCEDURES

POLICY NUMBER: 2135 Adopted: October 9, 2018 Amended: April 11, 2023

ARTICLE I. GENERAL

Section 1.01 Purpose

The purpose of this policy is to establish the procedures governing purchase requisitions for materials, supplies, and equipment in accordance with the State of California Government Code and contracting for public projects and consulting services in accordance with the State of California Public Contract Code and the Uniform Public Construction Cost Accounting Act.

Section 1.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

Bidder's List – refers to a list of prospective vendors.

Consultant – refers to a specially trained and experienced individual or firm for which they are qualified to provide expert services or advice related to financial, economic, accounting, architectural, engineering, legal, insurance, data processing, personnel, or other administrative matters,

Board - refers to the Board of Directors of Georgetown Divide Public Utility District.

Contractor's List – refers to a list of contractors qualified to perform the duties required to construct public projects, which should be developed and maintained by the General Manager using the criteria detailed by the California Uniform Construction Cost Accounting Commission.

District – refers to the Georgetown Divide Public Utility District.

Emergency - refers to a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Equipment - includes large heavy equipment, vehicles, furniture, and fixtures.

Facility – means any plant, building, structure, ground facility, or utility system, subject to the limitation found in Public Contract Code Section 22002(c)(3), real property, streets, and highways, or other public works improvement.

Force Account – refers to the part of the financial account of a public body resulting from the employment of a labor force usually distinguished from the part resulting from contracting similar services with commercial agencies. The Uniform Public Construction Cost Accounting Act allows for public work in the amount of \$60,000 or less to be performed by

a public agency's force account using the public agency's own resources, or by negotiated contract, or by purchase order.

General Manager - is the General Manager as appointed by the Board of Directors of Georgetown Divide Public Utility District.

Government Code - refers to the Government Code of the State of California.

Local Business Preference List – refers to a list of vendors located within the District and are qualified to provide supplies, equipment, and services for maintenance and public projects.

Professional Services – shall mean and include professional services of any type or variety, including, but not limited to, services rendered by accountants, appraisers, architects, attorneys, auditors, designers, engineers, inspectors, physicians, surveyors, and other professional and technical callings requiring special licenses or certifications.

Public Contract Code - refers to the Public Contract Code of the State of California.

Public Project - defined in Chapter 2, Section 22002 of the Public Contract Code as:

- (a) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- (b) Painting or repainting of any publicly owned, leased, or operated facility.
- (c) In the case of a publicly owned utility system, a "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- (d) A public project does not include maintenance work. For purposes of this policy, maintenance work includes all of the following:
 - (1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
 - (2) Minor repainting.
 - (3) Resurfacing of streets and highways at less than one inch.
 - (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
 - (5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts or higher.

Purchase – refers to the acquisition of property including rental lease or trade.

Purchasing Agent - refers to the appointed positions of the District charged with responsibilities governing procurement of supplies, equipment, and contracts for maintenance and public project services.

Responsible Bidder - refers to a bidder who has demonstrated the specified qualifications and capabilities to satisfy the proposed work requirements and responds appropriately according to the demands of the bidding instructions.

Supplies - includes materials, small tools and equipment, and other goods or commodities utilized in the daily operational efforts of the District.

Uniform Construction Cost Accounting Act (Act) – the Act is legislation that was enacted in 1983 to help promote uniformity of the cost accounting standards and bidding procedure on construction work performed or contracted by public entities in the “state” (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found in Sections 22000-22045.

1.03 Purchasing Agents

- (a) The Office Finance Manager, Operations Manager, or General Manager shall act as the Purchasing Agents for procurements up to Five Thousand Dollars (\$5,000). The Operations Manager does not have signature authority on contracts procured pursuant to this policy.
- (b) The General Manager shall act as the Purchasing Agent for procurements with a value of more than Five Thousand Dollars (\$5,000.00) and up to Forty-Five Thousand Dollars (\$45,000.00).
- (c) Procurement limits and contract signing authority are listed in Table 1.03(c), below:

Table 1.03(c) - Procurement Limits and Contract Signing Authority		
Title	Procurement Limit	Contract Authority
General Manager	Up to \$45,000	Up to \$45,000 without Board authorization. Over \$45,000 requires Board authorization.
Operations Manager	Up to \$5,000	None
Office Finance Manager	Up to \$5,000	None
<i>NOTE: This table serves to summarize the provisions of Section 1.03. If this table conflicts with the language of Section 103, the latter shall control.</i>		

Section 1.04 Purchasing Agent Duties

The purchasing agent shall have the authority to:

- (a) Purchase or contract for supplies, equipment, maintenance services, or public projects in accordance with the purchasing procedures detailed in this directive; *Exception.* The Operations Manager does not have signature authority on contracts procured pursuant to this policy;
- (b) Procure quality supplies, equipment, and services for maintenance and public projects at the least expense to the District;
- (c) Obtain as full and open competition as possible on all purchases and contracts;
- (d) Keep informed of the current developments in the field of purchasing and contract administration as well as prices, market conditions and new products;

- (e) Maintain reasonably necessary forms for the administration and operation of adhering to the procedures detailed in this directive;
- (f) Supervise the regular inspection of all supplies and equipment for adequacies in their intended use;
- (g) Obtain chemical and physical results of samples submitted with bids which are necessary to determine their quality and conformance with specifications, where the cost may be covered by the District, or the District may order the cost be covered by the bidder;
- (h) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment that cannot be used by the District;
- (i) Maintain bidders list, contractors list, local business preference list, current vendor list, and other related records required to perform the duties of the purchasing function.

Section 1.05 Purchase Orders

Standardized purchase orders and contracts for supplies, equipment, maintenance services, and public projects are to be submitted to the purchasing agent prior to procurement.

Section 1.06 Encumbrance of Funds

The purchasing agent is only authorized to procure supplies, equipment, and contracts for maintenance or public project services for which there is an unencumbered appropriation available to be charged.

Section 1.07 Staging of Purchases

Staging purchases and contracts into smaller units for the purposes of evading competitive bidding procedures in this directive is explicitly prohibited.

Section 1.08 Exemptions

The purchasing procedures detailed in this policy do not include the following:

- (a) Travel expenses
- (b) Subscriptions
- (c) Advertisement of government-mandated notices
- (d) Reimbursement expenses
- (e) Payroll and personnel-related expenses
- (f) Insurance claims
- (g) Conference fees
- (h) Banking services
- (i) Postage, courier, and delivery service charges
- (j) Dues to approved organizations
- (k) Payments to other government agencies
- (l) Land
- (m) Debt Service

- (n) Claims settlements
- (o) Grants

ARTICLE II. PURCHASING AND CONTRACTING FOR SUPPLIES AND EQUIPMENT

Section 2.01 Purchasing Procedures for Supplies and Equipment

Purchasing procedures for supplies and equipment authorize the purchasing agent to acquire such items within their authorized purchasing threshold, as defined in Section 1.03.

Section 2.02 Purchase Requisition Procedures

Purchase requisitions for the purchase of supplies and equipment are subject to the dollar limits provided in the following Table.

- (a) Purchase orders are required for all purchases over Five Hundred Dollars (\$500).
- (b) Purchases greater than Five Hundred Dollars (\$500) and up to the limit of the Operations Manager’s threshold, as defined in Section 1.03, require a second approval signature by the General Manager.
- (c) Purchases greater than One Thousand Dollars (\$1,000) must include attempts to receive at least three (3) quotes.
- (d) Purchases greater than Three Thousand Dollars (\$3,000) and up to Ten Thousand Dollars (\$10,000.00) every effort to procure three (3) quotes will be attempted, if less than three quotes are received a staff-level recommendation can be made utilizing the quotes submitted.
- (e) Purchases greater than Ten Thousand Dollars (\$10,000) require a formal bidding procedure before the purchase order requisition is issued.
- (f) Purchases up to Forty-Five Thousand Dollars (\$45,000) require a purchase order and Board authorization. Purchases over Sixty Thousand Dollars (\$60,000) require a formal bidding procedure.
- (g) Purchases up to Sixty Thousand Dollars (\$60,000) may be made under a negotiated contract or by purchase order. The procurement limit of this section shall be governed by the most recent edition of Public Code Section 22032.
- (h) Table 2.02(h) provides procurement limits and procedures for supplies and equipment.

Table 2.02(h) – CONTRACTING AND PURCHASING PROCEDURES FOR SUPPLIES AND EQUIPMENT		
Procurement Limits	Purchase Order	Bidding Procedures
<\$500	No purchase order required.	No quotes required.
\$501 - \$5,000	Purchase order required.	No quotes required, unless (g) applies.
\$5,001 - \$10,000	Purchase order required. Second signature by General Manager.	Attempt three (3) quotes, unless (g) applies.
\$10,001 - \$25,000	Purchase order required. Second signature by General Manager	Three (3) quotes required, unless (g) applies.
\$25,001 - \$45,000	Purchase order required. Second signature by General Manager	Three (3) quotes required, unless (g) applies.
>\$45,000	Purchase order required Board Authorization Required	Three (3) quotes required, unless (f) or (g) applies.
<i>NOTE: This table serves to summarize the provisions of Section 2.02. If this table conflicts with the language of Section 2.02, the latter shall control.</i>		

Section 2.03 Types of Purchase Orders

There are two (2) types of purchase orders. The purchasing agent may issue blanket purchase orders and individual purchase order requisitions. Procedures for each are provided below.

- (a) *Blanket Purchase Orders.* Blanket purchase orders are issued by the purchasing agent for the purchase of supplies and equipment from the vendor for which there will be multiple orders or for ongoing monthly purchases. A blanket purchase order is issued to cover all amounts anticipated to be paid to the supplier for the fiscal year or contract term and typically expires at the end of the fiscal year or contract term. Blanket purchase orders are subject to the thresholds of the purchasing agents, as defined in Section 1.03. Once the dollar limit of the blanket purchase order has been met all subsequent purchases must revert to the use of individual purchase order requisitions.
- (b) *Purchase Order Requisitions.* Individual purchase order requisitions are to be submitted to the purchasing agent, as described in Section 1.05, for the purchase of supplies, equipment, and materials from vendors without blanket purchase orders, or from vendors with blanket purchase orders for which the dollar limit has been met.

Section 2.04 Formal Bidding Procedures

The following provisions shall apply in contracting for supplies and equipment:

- (a) *Notices Inviting Bids.* Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; stating that the conditions and schedule may be found in the office of the District Clerk; mentioning that the supplies and equipment are to be delivered at such times, in such quantities, and in such a manner as the Board may designate; and stating the time, date, and place for the submission of sealed bids.
- (i) *Sending, Mailing, and Publishing of Notices.* Notices inviting formal bids shall be published, sent, and mailed as follows:
 - 1) Published at least once in a newspaper of general circulation, printed and published in the District, at least Fourteen (14) calendar days before the date of the bid opening; and
 - 2) Other mailings, advertisements, and notifications deemed appropriate by the General Manager.
- (b) *Material Changes to the Bid.* If a material change to the bid specification is issued by the District later than Seventy-Two (72) hours prior to the opening of bids, the date and time shall be extended by no less than Seventy-Two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- (c) *Base Contract.* Bid specifications which include one or more alternative bid schedules shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- (d) *Bid Opening Procedure.* Sealed bids shall be submitted to the Purchasing Agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids, in the presence of all bidders who

attend. A tabulation of all bids received shall be open for public inspection during regular business hours until the award of the contract.

- (e) *Records of Bid Documents.* Bid documents received by the District shall be maintained by the District department issuing the bid in accordance with the District's records retention schedule.
- (f) *Award of Contracts.* Contracts shall be awarded by the District to the responsible bidder that submits the lowest bid.
- (g) *No Bids Received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandon the purchase; or
 - (ii) Rebid the purchase.
- (h) *Rejection of Bids.* The District may elect to reject all bids. In the event all bids are rejected, the District shall have the option of any of the following:
 - (i) Abandon the purchase or service; or
 - (ii) Rebid the purchase.
- (j) *Tie Bids.* If Two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price and are the lowest, the District may accept the bid it chooses.
- (k) *Written Contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (l) *Emergencies.* In case of an emergency, the Board shall respond to the emergency pursuant to Section 4.02 of this policy
- (m) *Exceptions.* A separate formal bidding process is not required when purchases are made through a cooperative purchasing agreement or "piggybacking" with another public agency whose procurement process is substantially consistent with the provisions of this article.

Section 2.05 Local Business Preference

The District recognizes that local businesses make significant contributions to the economic health of the District. The District supports local business opportunities, which encourage businesses to move into and stay within the District, promote economic development, and maintain a strong local economic base, which in turn fosters economic growth in the District. Therefore, the Board has determined it is in the District's best interest to establish and provide a preference for local businesses.

- (a) *Competitive Bid Process.* The General Manager is authorized to extend a preference to a responsible and responsive local business in a competitive bid for the procurement of supplies, equipment, and materials not to exceed Five Percent (5%) of the local business's total bid price, or Two Thousand Five Hundred Dollars (\$2,500.00), whichever is lower, for the purpose of determining the lowest bid.
- (b) *Local Preference.* When a non-local business has submitted the lowest responsive and responsible bid, and when one or more local businesses have also bid, the local business's total bid amount will be reduced by Five Percent (5%) for bid comparison purposes. If the net amount is lower than the lowest bid, the bid will be awarded to the local business for the full amount of its bid.

- (c) *Local Business.* For purposes of this policy, "local business" means a vendor or contractor that has an office with at least one employee physically located within the District.
Exemptions. The local business preference does not apply to contracts funded by grants which prohibit the use of preferences.
- (d) *Women and Minority Owned Business Preference.* To help provide a level playing field for women and minority business owners, the District may extend a preference to a responsible and responsive women or minority-owned business in a competitive bid for the procurement of supplies, equipment, and materials not to exceed Five Percent (5%) of the business's total bid price, or Two Thousand Five Hundred Dollars (\$2,500.00), whichever is lower, for the purpose of determining the lowest bid. For purposes of this policy, "women and minority-owned business" means a business comprising of fifty-one percent (51%) or more women or minority owners whose management and daily operations are controlled by one or more of those individuals. A list of certified women and minority-owned businesses is kept by the Supplier Clearinghouse under the supervision of the California Public Utilities Commission.

ARTICLE III. CONTRACTING FOR NEW CONSTRUCTION, ALTERATION, MAINTENANCE, OR REPAIR SERVICES

Section 3.01 Contracting Procedures for New Construction, Alteration, Maintenance, or Repair Services

Procurement procedures for new construction that is not a public project, alteration, maintenance, or repair service, authorize the Purchasing Agent to procure such work within his or her authorized purchasing threshold, as defined in Section 1.03.

Section 3.02 Contracting Procedures

Contracting procedures for new construction that is not a public project, alteration, maintenance, or repair service, are subject to the dollar limits provided in Table 3.02(g).

- (a) Requisition orders are required for all purchases over Five Hundred Dollars (\$500).
- (b) Purchases greater than Five Hundred Dollars (\$500) and up to the limit of the Operations Manager's threshold, as defined in Section 1.03, require a second approval signature by the General Manager.
- (c) Purchases greater than One Thousand Dollars (\$1,000) must include attempts to receive at least Three (3) quotes.
- (d) Purchases greater than Three Thousand Dollars (\$3,000) and up to Ten Thousand Dollars (\$10,000.00) every effort to procure three (3) quotes will be attempted, if less than three quotes are received a staff-level recommendation can be made utilizing the quotes submitted.
- (e) Purchases greater than Ten Thousand Dollars (\$10,000) require a formal bidding procedure before the purchase order requisition is issued.
- (f) Purchases over Forty-Five Thousand Dollars (\$45,000) require a purchase order, Board authorization, and a formal bidding procedure.
- (g) If the purchase of supplies and equipment is for a public project and performed by the employees of the District, purchases up to Sixty Thousand Dollars (\$60,000)

may be performed by force account, by negotiated contract, or by purchase order. The procurement limit of this section shall be governed by the most recent edition of Public Code Section 22032.

- (h) Table 3.02(h) provides procurement limits and procedures for new construction, alteration, maintenance, or repair services.

Table 3.02(h) – CONTRACTING PROCEDURES FOR NEW CONSTRUCTION, ALTERATION, MAINTENANCE OR REPAIR SERVICES		
Procurement Limits	Purchase Order	Bidding Procedures
<\$500	No purchase order required.	No quotes required.
\$501 - \$5,000	Purchase order required.	No quotes required, unless (g) applies.
\$5,001 - \$10,000	Purchase order required. Second signature by General Manager.	Attempt three (3) quotes, unless (g) applies.
\$10,001 - \$25,000	Purchase order required. Second signature by General Manager	Three (3) quotes required, unless (g) applies.
\$25,001 - \$45,000	Purchase order required. Second signature by General Manager	Formal bidding procedure required, unless (g) applies.
>\$45,000	Purchase order required. Board Authorization Required	Formal bidding procedure required, unless (g) applies.

NOTE: This table serves to summarize the provisions of Section 3.02. If this table conflicts with the language of Section 3.02, the latter shall control.

Section 3.03 Purchase Orders

Purchase orders shall be submitted to the purchasing agent, as described in Section 1.05, for requests for new construction not deemed a public project, alteration, maintenance, or repair service.

Section 3.04 Work by the District

Nothing in this article prohibits the Board from doing or causing to be done directly by the District, and without any contract, any or all work necessary or proper in or about the making of all current and ordinary repairs, upkeep, or maintenance.

Section 3.05 Bonds

Bidders for construction contracts shall give bonds for the faithful performance of the construction contract.

Section 3.06 Formal Bidding Procedures

The provisions in Section 2.04 shall apply to formal bidding procedures for contracting for new construction, alteration, maintenance, or repair services, except for subdivisions (g) and (h), which shall read:

- (i) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandon the service; or
 - (ii) Rebid the service.

- (ii) *Rejection of bids.* The District may elect to reject all bids. In the event all bids are rejected, the District shall have the option of any of the following:
 - (iii) Abandon the service;
 - (ii) Rebid the service; or
 - (iii) Perform the service by employees of the District after the Board passes, by a two-thirds (2/3rd) vote, a resolution declaring that all bids submitted are unsatisfactory or excessive.

ARTICLE IV. PURCHASING AND CONTRACTING FOR PUBLIC PROJECTS

Purchases and contracts for public projects are subject to the Public Contract Code and Uniform Public Construction Cost Accounting Act and shall adhere to the following competitive bidding procedures in the following sections of this article. The estimated value of purchases and contracts shall not include sales tax or freight. It is unlawful to split or separate into smaller work orders or projects for the purpose of evading the purchasing and contracting limits set forth in this section.

Section 4.01 Purchasing and Contracting Procedures for Public Projects

- (a) *Open Market Bidding Procedures.* Purchases and contracts of an estimated value in the amount of Sixty Thousand Dollars (\$60,000.00) or less may be made by force account, negotiated contract, or by purchase order pursuant to the provisions of Section 4.04 of this article, except as otherwise provided in this section, or the amount listed in the most recent Public Contract Code Section.22032.
- (b) *Informal Bidding Procedures.* Purchases and contracts of an estimated value in the amount of Two Hundred Thousand Dollars (\$200,000.00) or less may be made by informal bidding procedures pursuant to the provisions of Sections 4.05 and 4.06 of this policy, except as otherwise provided in this section, or the amount listed in the most recent Public Contract Code Section 22032.
- (c) *Formal Bidding Procedures.* Purchases and contracts of an estimated value in an amount greater than Two Hundred Thousand Dollars (\$200,000.00) shall be made by formal bidding procedures pursuant to the provisions of Sections 4.05 and 4.07 of this policy, except as otherwise provided in this section.
- (d) *Exceptions.* The bidding procedures and force account restrictions set forth in this article shall be dispensed with when bidding would be impossible, impractical, or incongruent; in an emergency; when the price is controlled by law; when the commodity, maintenance service, or project can only be provided or performed by one vendor. For the purposes of this section:
 - (i) "Impossible" shall mean actual impossibility or extreme and unreasonable difficulty or expense.
 - (ii) "Impractical" shall mean incapable of being performed by the bid procedure.
 - (iii) "Incongruous" shall mean not suitable to the bid procedure.
- (e) *Cooperative Agreements.* No provision of this article shall be interpreted or construed to prohibit or prevent the District from purchasing or contracting for supplies, equipment, maintenance services, or public projects by contracts, arrangements, and agreements for cooperative purchasing programs not otherwise prohibited by law with any federal government agency, the state, the county, any other public agencies, or with any cooperative purchasing alliance acting on behalf

of governmental entities. Any such contract, agreement, or arrangement otherwise subject to open market or informal bidding procedures shall be first approved by the Purchasing Agent and if subject to formal bidding procedures shall be first approved by the Board, or by the General Manager, if the funding for the purchase has already been approved by the Board through the budget process. At the discretion of the appropriate approving authority, the bidding procedures of any agency may be used in such joint contracting arrangements.

- (f) A *Requisition Report* shall be added to the monthly financial reports to inform the Board of procured items of over \$500 that do not require Board authorization; for example, this would include computers, tools, and hardware (non-consumable goods).
- (g) The following procedures shall be followed for the issuance of *Request for Bids (RFB's)*:
 - (i) RFB's shall be posted on the District website in a listing of current and past RFB's;
 - (ii) the Board shall be notified of the date when RFB's are released;
 - (iii) the Board's agenda packet that includes the awarding of a contract or agreement for the Board's approval shall contain the RFB documents and information about all bidders and will be provided to the Board with a minimum of four (4) days for review.
- (h) All contracts cannot exceed more than ten percent (10%) of their original allocated amount. If a contract amount exceeds the \$45,000 of the General Manager's signing authority, it requires Board authorization.

Section 4.02 Emergencies

- (a) *Generally.* In cases of emergency, the Board shall follow the procedures in Public Contract Code Sections 22035 and 22050.
- (b) *Authority to Act.* In cases of emergency, the Board, by a Four-Fifths (4/5ths) vote, may direct the General Manager to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts.
- (c) *Work by Day Labor or Contract.* The work may be done by day labor under the direction of the Board, by contract, or by a combination of the two.
- (d) *Review of Board Actions.* Where the Board orders any action as permitted by Public Contract Code section 22050, the Board shall review the emergency action every Fourteen (14) days thereafter until the action is terminated, to determine, by a Four-fifths (4/5) vote, that there is a need to continue the action.
- (e) *Review of General Manager Actions.* Where the General Manager orders any action as permitted by Public Contract Code section 22050, the Board shall initially review the emergency action at the next regularly scheduled meeting of the Board, not to occur later than fourteen (14) days after the action. The Board shall review the emergency action every Fourteen (14) days thereafter until the action is terminated, to determine, by a Four-Fifths (4/5) vote, that there is a need to continue the action unless the General Manager has terminated that action prior to the Board reviewing the emergency action and making a determination pursuant to this subdivision.
- (f) *Termination of Emergency Action.* When the Board reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

- (g) All regulations not met during the emergency action by the district shall come into compliance within the required amount of time.

Section 4.03 Authorized Signature

- (a) *Board President.* The President shall be authorized to sign on behalf of the District all approved contracts provided for in this article. In the absence of the President, the Vice President shall be so authorized.
- (b) *General Manager.* The General Manager shall be authorized to sign on behalf of the District all contracts provided for in Section 4.06 of this article and such other approved contracts as the Board may specifically direct from time to time.

Section 4.04 Open Market Bidding Procedures

Except as otherwise provided in subsections (d) and (e) of Section 4.01 of this policy, the solicitation of bids and award of contracts for public projects with an estimated value in the amount of Sixty Thousand Dollars (\$60,000) or less may be made by the Purchasing Agent by force account, negotiated contract, or by purchase order. Whenever possible, bids shall be obtained in the open market in accordance with the following procedures:

- (a) *Minimum number of bids.* Open market purchases, whenever possible, shall be based on at least three (3) bids and shall be awarded to the lowest responsive and responsible bidder.
- (b) *Notices inviting bids.* The Purchasing Agent shall solicit bids from prospective vendors by written requests, by telephone, by facsimile or electronic mail, or by other advertising.
- (c) *Written records of bids.* Written records of bids received shall be maintained by the Purchasing Agent in accordance with the District's records retention schedule. Such records, while so kept, shall be open to public inspection and shall include the business name, address, and telephone number of the vendor; vendor representative; description of the bid items, including unit quantities if applicable, unit prices or lump sum amount quoted by the vendor; and the date the bid was received.

Section 4.05 General Provisions for Informal and Formal Bidding Procedures

The following provisions shall apply in contracting for public projects under both informal and formal bidding procedures:

- (a) *Material Changes to the Bid.* If a material change to the bid specification is issued by the District later than Seventy-Two (72) hours prior to the opening of bids, the date and time shall be extended by no less than seventy-two (72) hours. The term "material change" means a change with a substantial cost impact on the total bid as determined by the District.
- (b) *Base Contract.* Bid specifications which include one or more alternative bid schedules shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
- (c) *Bid opening procedure.* Sealed bids shall be submitted to the Purchasing Agent and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract.

- (d) *Records of bid documents.* Bid documents received by the District shall be maintained by the District department issuing the bid in accordance with the District's records retention schedule.
- (e) *Award of contracts.* Contracts shall be awarded by the District to the responsive and responsible bidder that submits the lowest bid.
- (f) *No bids received.* In the event no bids are received, the District shall have the option of any of the following:
 - (i) Abandoning the purchase or project;
 - (ii) Rebidding the purchase or project; or
 - (iii) Perform the work by employees of the District.
- (g) *Rejection of bids.* The District may elect to reject all bids. In the event the District anticipates rejecting all bids, the District shall provide a written notice to an apparent low bidder, pursuant to Public Contract Code section 22038. Furthermore, the District shall have the option of any of the following:
 - (i) Abandon the project;
 - (ii) Rebid the purchase or project using the appropriate bidding procedures; or
 - (iii) Perform the project by force account without further complying with Public Contract Code section 22020 et seq., after the Board passes a resolution by
 - (iv) a four-fifths (4/5th) vote of its governing body declaring that the project can be performed more economically by District employees.
- (h) *Tie bids.* If Two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price and are the lowest, the District may accept the bid it chooses.
- (i) *Written contracts.* Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
- (j) *Bidders' security.* Security will be required in an amount equal to Ten Percent (10%) of the bid quotation as described in the Public Contract Code. Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the district beyond sixty (60) days from the time the award is made.
- (k) *Bonds.* Bidders for construction contracts shall give bonds for the faithful performance of the construction contract.

Section 4.06 Informal Bidding Procedures

Except as otherwise provided in subsections (a), (d), and (e) of Section 4.01 and in Section 4.02 of this article, the solicitation of bids may be authorized by the Purchasing Agent and the award of contracts for public projects up to an estimated value in the amount of Two Hundred Thousand Dollars (\$200,000.00) or the amount listed in the most recent Public Contract Code Section 22032, may be made by the General Manager in accordance with the requirements of the Public Contract Code section 22032, et seq., and the following informal bidding procedures:

- (a) *Budgetary Authorization.* The bid items shall have been authorized as a part of an approved budget of the District, and the purchase or contract shall not exceed the amount so authorized.

- (b) *Contractor's List.* A list of contractors shall be developed and maintained in accordance with the provisions of section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.
- (c) *Notices Inviting Bids.* Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; and stating the time, date, and place for the submission of sealed bids.
- (d) *Mailing of Notices.* Notices inviting informal bids shall be mailed at least ten (10) calendar days before the due date of the submission of bids as follows:
 - (i) Mailed to all firms on the bidders list or contractors list for the category of work being bid;
 - (ii) For bid items defined as public projects, mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting Commission; and
 - (iii) Other mailings, advertisements, and notifications as deemed appropriate by the purchasing agent.
- (e) *Bids Received in Excess of Two Hundred Thousand Dollars (\$200,000.00).* If all bids received are in excess of Two Hundred Thousand Dollars (\$200,000.00), the Board may award the contract to the lowest responsive and responsible bidder by the adoption of a resolution by a Four-Fifths (4/5ths) vote if the Purchasing Agent determines the cost estimate was reasonable and the low bid does not exceed Two Hundred Twelve Thousand Five Hundred Dollars (\$212,500.00).

Section 4.07 Formal Bidding Procedures

Except as provided in subsections (d) and (e) of Section 4.01 of this article, the solicitation of bids and award of contracts for public projects with an estimated value in excess of Two Hundred Thousand Dollars (\$200,000.00) shall be made in accordance with the requirements of the Public Contract Code section 22031 et seq., and the following formal bidding procedures:

- (a) *Plans and Specifications.* The Board shall adopt any plans, specifications, and working details as appropriate for the bid items prior to a solicitation for formal bids. Any person may examine the plans, specifications, or working details, or all of these, adopted by the District for any project.
- (b) *Notices.* Notices inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least Fourteen (14) calendar days prior to the opening of bids in a newspaper of general circulation, printed and published in the jurisdiction of the District; or if there is no newspaper that is circulated within the jurisdiction for the District, publication shall be by posting the notice in at least three places within the jurisdiction of the District as have been designated by ordinance or regulation of the District as places for the postings.
- (c) *Sending, mailing, and publishing of notices.* Notices inviting formal bids shall be published, sent, and mailed as follows:
 - (i) For bid items defined as public projects, sent electronically, by either facsimile or electronic mail and mailed to all construction trade journals designated by the California Uniform Construction Cost Accounting

- Commission at least Fifteen (15) calendar days before the date of the bid opening;
 - (ii) Sent electronically, by facsimile or electronic mail, or mailed to all firms on the bidders list at least Fifteen (15) calendar days before the date of the bid opening;
 - (iii) Published at least once in a newspaper of general circulation, printed and published in the District, at least Fourteen (14) calendar days before the date of the bid opening, or in a manner as authorized by Public Contract Code section 22037 if there is no newspaper of general circulation; and
 - (iv) Other mailings, advertisements, and notifications deemed appropriate by the department head of the requesting agency.
- (d) The following procedures shall be followed for *Request for Bids (RFB's)*:
- (i) RFB's shall be posted on the District website to the listing of current and past RFB's;
 - (ii) the Board shall be notified of the date when RFB's are released;
 - (iii) the Board's agenda packet that includes the awarding of a contract or agreement for Board approval shall contain the RFB documents and information about all bidders and shall be provided to the Board with a minimum of four (4) days for review.

Section 4.08 Local Business Preference

The District recognizes that local businesses make significant contributions to the economic health of the District. The District supports local business opportunities, which encourage businesses to move into and stay within the District, promote economic development and maintain a strong local economic base, which in turn foster economic growth in the District. Therefore, the Board has determined it is in the District's best interest to establish and provide a preference for local businesses.

- (a) *Competitive bid process.* The General Manager is authorized to extend a preference to a responsible and responsive local business in a competitive bid for a public project not to exceed five percent (5%) of the local business's total bid price, or Two Thousand Five Hundred Dollars (\$2,500.00), whichever is lower, for the purpose of determining the lowest bid.
- (b) *Local preference.* When a non-local business has submitted the lowest responsive and responsible bid, and when one or more local businesses have also bid, the local business's total bid amount will be reduced by five percent (5%) for bid comparison purposes. If the net amount is lower than the lowest bid, the bid will be awarded to the local business for the full amount of its bid.
- (c) *Local business.* For purposes of this chapter, "local business" means a vendor or contractor that has an office with at least one (1) employee physically located within the District.
- (e) *Women and Minority Owned Business Preference.* To help provide a level playing field for women and minority business owners, the District may extend a preference to a responsible and responsive women or minority-owned business in a competitive bid for the procurement of supplies, equipment, and materials not to exceed Five Percent (5%) of the business's total bid price, or Two Thousand Five

Hundred Dollars (\$2,500.00), whichever is lower, for the purpose of determining the lowest bid. For purposes of this policy, “women and minority-owned business” means a business comprising of fifty-one percent (51%) or more women or minority owners whose management and daily operations are controlled by one or more of those individuals. A list of certified women and minority-owned businesses is kept by the Supplier Clearinghouse under the supervision of the California Public Utilities Commission.

- (d) *Exemptions.* The local, women, and minority-owned business preferences do not apply to the following:
- (i) Contracts funded by grants which prohibit the use of preferences, and
 - (ii) Contracts for services.

ARTICLE V. CONTRACTS FOR PROFESSIONAL AND CONSULTING SERVICES

Section 5.01 Contracting Procedures

Contracts for consultant/professional services shall be made pursuant to the provisions of this policy.

Section 5.02 Architectural, Landscape Architectural, Professional Engineering, Environmental, Land Surveying, and Construction Management Services

- (a) Procurements for architectural, landscape architectural, professional engineering, environmental, land surveying, and construction management services contracts shall comply with this section and Section 5.03.

Selection. Contracts for architectural, landscape architectural, engineering, environmental, land surveying, and construction management services are subject to the provisions of this article and shall be awarded in accordance with California Government Code section 4525 et seq. Selection process will be designed to select the most qualified firm to provide the desired services at a reasonable price. Selection will not be solely based on price; however, price may be a factor in selecting a firm. If the price will be a factor, it will be discussed in the RFP, along with the method used to consider price.

- (b) *Maximum Participation of Small Business Firms.*
- (i) Definition of Small Business. “Small business,” as used in this section, shall have the same definition in Government Code section 14837(d)(1).
 - (ii) Quotes. The District shall attempt to obtain at least two (2) quotes or proposals from a small business, where this article requires quotes or RFPs under Section 5.03.
- (c) *Prohibition of Unlawful Activity.* The District specifically prohibits practices that might result in unlawful activity, including but not limited to rebates, kickbacks, or other unlawful considerations. The District also prohibits its employees from participating in the selection process when those employees have a financial interest with an individual or business entity seeking a contract under this Section and would be subject to the prohibition of Government Code section 87100.

Section 5.03 Procurement

- (a) Procurement of Professional and Consultant Services: \$45,000.00 or Less.

-
- (i) *Informal Request for Proposal Procedure (RFP)*. Except as set forth herein, the procurement of consultant or professional services with a value of Forty-Five Thousand Dollars (\$45,000.00) or less shall be made following the procedure prescribed below:
- (1) *Solicitation of Proposals*. The General Manager may solicit proposals by written (including e-mail) or verbal request to prospective consultants. Informal requests for proposals shall attempt, whenever feasible, to obtain at least three (3) proposals.
 - (2) *Award of Contracts*. The General Manager shall award contracts pursuant to this subdivision to the best qualified and most responsible proposer, which may not necessarily be the lowest priced proposal. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.
 - (3) *Signature Authority*. The General Manager shall have the authority to execute a contract granted pursuant to this section. Such contracts shall be formal written agreements executed by the General Manager on behalf of the District.
- (ii) *Exceptions*. The General Manager may dispense with the informal RFP procedure, whether the informal RFP procedure has been initiated or not, for the reasons set forth below:
- (1) In an emergency;
 - (2) When the services can be obtained from only one (1) source which has been reviewed and approved in writing by the General Manager;
 - (3) When, in the judgment of the General Manager, compliance with the procedure is not in the best interest of the District; or
 - (4) When processed through a cooperative purchasing agreement with another public agency, whose procurement process is substantially consistent with the provisions of this article.
- (b) *Procurement of Professional and Consultant Services: More than \$45,000.00*.
- (i) *Formal Request for Proposal Procedure*. Except as set forth herein, the procurement of consultant or professional services with a value of more than Forty-Five Thousand Dollars (\$45,000.00) shall be made following the procedure prescribed below:
- (1) *Solicitation of Proposals*. The General Manager shall solicit proposals by written (including e-mail) or verbal request to prospective consultants.
 - (2) Informal requests for proposals shall, whenever feasible, be based on at least three (3) proposals.
 - (3) *Award of Contracts*. The Board shall award contracts pursuant to this subsection to the best qualified and most responsible proposer, which may not necessarily be the lowest-priced proposal. The dollar amount of the proposal shall be considered but the award need not be made to the lowest dollar proposal.
 - (4) *Signature Authority*. The Board President, or General Manager with the Board's approval, shall have the authority to execute a contract granted pursuant to this section. Such contracts shall be formal written agreements executed by the Board President, or General Manager on behalf of the District.

- (ii) *Exceptions.* The Board may dispense with the informal RFP procedure, whether the informal RFP procedure has been initiated or not, for the reasons set forth above under subdivision (a)(ii).
- (iii) The following procedures shall be followed for *Request for Proposals (RFP's)*:
 - a. RFP's shall be posted on the District website in a listing of current and past RFP's;
 - b. the Board shall be notified of the date when RFP's are released;
 - c. the Board's agenda packet that includes the awarding of a professional services agreement shall contain the RFP documents and information about all proposers and shall be provided to the Board with a minimum of four (4) days for review.

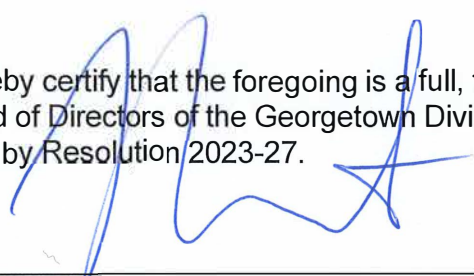
ARTICLE VI. PURCHASING AND CONTRACTING FOR FEDERAL AND STATE GRANTS

Section 6.01 State and Federal Requirements

The District will follow all guidance and purchasing regulations as laid out within the specific grant program. Additionally, all environmental regulations shall be followed pursuant to the grant guidelines.

Certification

I hereby certify that the foregoing is a full, true and correct copy of Policy 2135 amended by the Board of Directors of the Georgetown Divide Public Utility District on the eleventh day of April 2023 by Resolution 2023-27.



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

Georgetown Divide Public Utility District | 2019 Policy Manual

POLICY TITLE: Debt Management Policy

POLICY NUMBER: 2140

This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt issued by the District. The District hereby recognizes that a fiscally prudent debt policy is required to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenues, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured to protect current and future taxpayers, ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

2140.1 Purposes for Which Debt May Be Issued

2140.1.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate:

- a) When a project to be financed is necessary to provide District services.
- b) When the project to be financed will benefit constituents over several years.
- c) When total debt does not constitute an unreasonable burden to the District and its taxpayers or ratepayers.
- d) When the debt is used to refinance outstanding debt to reduce the total cost of the debt or to realize other benefits of a debt restructuring, such as increased flexibility in the use of cash and reserves.

2140.1.1.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- c) The District estimates that sufficient revenues will be available to service the debt through its maturity.
- d) The District determines that the issuance of the debt will comply with the applicable state and federal law.

2140.1.2 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows to maintain a steady and even cash flow balance as in anticipation

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of periodic receipts of property taxes and other revenues. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment consistently with debt limit requirements of article XVI of the California Constitution, article XVI, § 18.

2140.1.3 **Financings on Behalf of Other Entities.** The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with this policy.

2140.2 Types of Debt – The following types of debt are allowable under the Debt Policy

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and other revenue anticipation notes (TRANs)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

2140.2.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

2140.3. Relationship of Debt to Capital Improvement Program and Budget

2140.3.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District’s capital budget and capital improvement plan.

2140.3.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues (“pay as you go”). The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

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2140.3.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

2140.4. Policy Goals Related to Planning Goals and Objectives

2140.4.1 The District is committed to long-term financial planning, maintaining appropriate reserves and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budgets.

2140.4.2 It is a policy goal of the District to protect taxpayers, ratepayers and constituents by using conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical total borrowing costs.

2140.4.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

2140.4.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

2140.4.5 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to temporarily reduce annual budgetary expenditures. Capital investments intended to reduce District operating costs indefinitely, as by improving the efficiency of its operations, are appropriate for long-term debt.

2140.4.6 The District shall seek to time debt issues to avoid need for unplanned general fund expenditures for capital improvements or equipment.

2140.5. Internal Control Procedures

2140.5.1 When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

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- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.
- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- c) The District's investment policies as they relate to the use and investment of bond proceeds.

2140.5.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account to ensure debt proceeds are expended only for the purposes for which the debt was issued, the expenditure of which will be carefully documented by the District in records compliance with current accounting standards and subject to the District's annual audit.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Internal Controls

POLICY NUMBER: 2160

Adopted: May 2, 2024

Amended:

REFERENCES:

Section 2160.01 Purpose

The Georgetown Divide Public Utility District is committed to ensuring accurate financial reporting, through maintaining precise records and implementing protective measures. This policy serves to safeguard the District and ensure that functions are established that minimize risk, protect assets, promote operational efficiency, and ensure adherence to governing laws, regulations, and best practices.

Section 2160.02 Procedures for Separation of Duties

There will be established procedures for the adequate separation of duties, including at least the following:

- A. A receipt log of all cash/checks received will be prepared daily by an employee not in the Finance department.
- B. The accounting Office Finance Manager prepares and oversees the daily deposits and ensures they balance utilizing the District's accounting software.
- C. The Finance Director confirms that the daily deposits agree with the original of the receipt log which he/she maintains.
- D. The bank reconciliation will be prepared promptly after month's end by an employee with no authority to prepare or sign checks or authorize other debits against the account.
- E. All invoices presented for payment must be approved by an authorized person, every check must be signed by two authorized signers.
- F. All paid invoices shall be so marked and filed for reference.
- G. The same employee cannot be responsible for authorizing transactions, collecting, or paying bills, and maintaining accounting records.

Section 2160.03

There will be an annual financial audit and any finding(s) shall be reported directly to the President of the Board of Directors with simultaneous notice to the General Manager.

Section 2160.04

There will be biennial audits of the Property/Liability and Workers' Compensation Program claims paid by the District and those report(s) will be promptly presented to the Board of Directors.

Section 2160.11

Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with the District's General Counsel's recommendation.

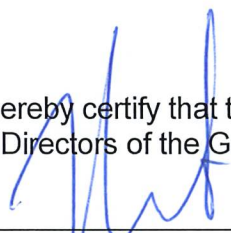
Section 2160.12

The Board of Directors confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor.

This Policy No. 2160 supersedes any policy inconsistent with the provisions included above.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2160 adopted by the Board of Directors of the Georgetown Divide Public Utility District on May 2nd, 2024.



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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

Policy Title: LEAKAGE CONSIDERATION POLICY

Policy Number: 2170

Date Approved: April 11, 2023

References: This policy replaces Policy 1118 adopted on (date) and amended on 11/12/2019 by Resolution 2019-62.

2170.1 — Policy:

Customers of the Georgetown Divide Public Utility District could experience a significant increase in their monthly water bill from a water leak on their side of the meter from a broken pipe/fitting or other water devices. This policy provides for a process for applying for a leak consideration adjustment to their water bills when eligibility criteria outlined in this policy are met, including enrollment in the WaterSmart customer online portal.

In compliance with water conservation legislation and through its Urban Water Management Plan, the District's residential water conservation efforts are regularly monitored and evaluated by comparing usage from month to month. Customers are responsible for monitoring their own water usage. The District provides customers with the option of enrolling in the WaterSmart customer online portal to receive leak alerts and unusual use notifications by email, text, or voice mail. Customers can enroll in this service by clicking on the following link:

<https://gdpud.watersmart.com/index.php/home>.

2170.2 – Definitions

Applicant – shall refer to a customer who is the legal owner of the property applying for leak consideration adjustment to their water bill.

Board – shall refer to the Board of Directors of the Georgetown Divide Public Utility District.

District – shall refer to the Georgetown Divide Public Utility District.

Usual Consumption – shall be based on a review of the customer's usage history.

WaterSmart Customer Online Portal – shall refer to the modern digital portal to access detailed information about household water use. The free online service is part of the District's commitment to providing customers with the best tools to manage water use, avoid costly water leaks and potential water damage, and receive critical notifications from the District.

2170.3 — Eligibility Criteria

To apply for a bill adjustment due to leakage considerations under this policy, all of the following criteria must be met:

- 1) The applicant must be the legal homeowner of the property (renters paying water bills must contact the owner to apply for the adjustment).
- 2) The applicant must be a residential treated water customer.
- 3) The loss of water cannot be due to irrigation, pool failures, indoor leaking faucets or running toilets.
- 4) The customer's account must be in good standing during the time of application.

GDPUD POLICIES AND PROCEDURES

- 5) The customer must have repaired the leak within ten (10) calendar days of notification or when the leak was discovered.

2170.4 – Calculation of Adjustment

The adjustment for leak consideration is calculated by staff using the following provisions:

- 1) The District shall determine the amount of water loss during the identified leakage occurrence by comparing the average measured quantity delivered during the same billing period in the preceding year. Staff shall use the immediate past year but may, at the staff's discretion, consider other years if necessary to determine usual usage.
- 2) The customer shall receive a sixty percent (60%) credit for the calculated water loss and will be responsible to pay for forty percent (40%) of the water usage. Water consumption not subject to the water loss calculation shall be billed at the appropriate rate.
- 3) Adjustments are limited to the water usage portion of the bill only.

2170.5 – Number of Adjustments

The following are the provisions for the number of times a customer may apply for a bill adjustment due to a leak consideration:

- 1) One adjustment in one billing cycle is granted for every three years of an active account status. If a leak persists over more than one billing cycle, the customer shall only receive relief for excess water usage that occurred during one billing cycle.
- 2) The leakage consideration may be extended to two billing cycles at the discretion of the General Manager, or a designee if it can be documented that the leak started within the last ten (10) calendar days of the billing cycle.
- 3) If a property transfers ownership, considerations requested by the previous owner do not apply.

2170.6 – Adjustment Decisions and Appeal Process

The following provisions shall apply to the adjustment decision-making process:

- 1) The General Manager and/or designee shall render the bill adjustment decision to the customer in writing detailing the adjusted amount of the bill or denying the request.
- 2) The General Manager's decision may be appealed to the Board of Directors within ten (10) business days from the date of the decision.
- 3) The customer's written appeal must describe in detail the basis for the appeal and explain why the adjustment should be granted.
- 4) The General Manager shall post the appeal on the agenda of a regular meeting of the Board of Directors within forty (40) calendar days from the date the written appeal is received.

2170.7 – Adjustment Application Procedures

To apply for a leak consideration adjustment, the customer must submit a written request letter or complete a leak consideration form within thirty (30) days from the billing date on which the loss

GDPUD POLICIES AND PROCEDURES

occurred. (For example, if the leak occurred in the billing cycle for service months July/August, the billing date would be September 1, and the deadline for submittal of adjustment request would be September 30.)

- 1) **Required Information.** The request must include the following information:
 - (a) The customer's name, account number, daytime phone number, and email for follow-up by District staff;
 - (b) How and when the leak occurred;
 - (c) When and how the leak was brought to the customer's attention;
 - (d) Whether the customer was enrolled in the WaterSmart online portal;
 - (e) Proof of how the repair was completed to include before and after photos and/or plumber's bill, and parts receipt; and a letter of explanation;
 - (f) If the customer or others made the repairs with parts on hand and have no receipts, this must be explained in the written request letter or form.

- 2) **Written Request.** The written request for an adjustment must be addressed to the General Manager at the District Office and delivered by email to gm@gd-pud.org, or sent by U.S. Mail or hand-delivered to:

General Manager
Georgetown Divide Public Utility District
6425 Main Street
Georgetown, CA 95634

Note: If the request is delivered by mail, the postmark shall serve as the official date the request is received by the District.

- 3) **Leak Consideration Form.** This form is attached to this policy as Exhibit A and is available at the District Office located at 6425 Main Street, Georgetown, CA 95634 or online at the following link: [Leakage Consideration Application - Georgetown Divide Public Utility District \(gd-pud.org\)](#)

ATTACHMENT:

Exhibit A – Leakage Consideration Form

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2170 adopted by the Board of Directors of the Georgetown Divide Public Utility District on the eleventh day of April 2023 by Resolution 2023-21.

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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Low-Income Rate Assistance Program

POLICY NUMBER: 2180

Adopted: March 13, 2018

Amended:

REFERENCES:

Section 2180.01 Purpose

The Board of Directors of the Georgetown Divide Public Utility District (District) desires to offer financial assistance to low-income treated water customers.

Section 2180.02 Eligibility

1. Must receive treated water service from the District.
2. Customer must live (primary residence) at the address receiving the discount.
3. Must be a residential customer.
4. Meet the income guidelines outlined in Section 3.
5. Customer must notify the District when no longer eligible.
6. Customer must submit for renewal by June 30 each year.
7. Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs.

Section 2180.03 Income Verification

1. Qualification is based on the total household gross income as specified in Section 2180.04.
2. Two methods of demonstrating:
 - i. Provide a copy of PG&E bill showing CARE rate for treated water account holder; or
 - ii. Submit income documentation to the District for review and approval.
 - a. Customer must account for all sources of qualifying household income.
 - b. To ensure consistency with PG&E CARE Program income requirements, the District will request the same income information and backup documents as the PG&E CARE program.
 - c. Customers must black out any account numbers or Social Security numbers.
 - 1) Customers must provide income information for all members of the household. This information may include several of the documents listed below:

If you or someone in your household participates in	You should send in a copy of:
Public Assistance Programs Medicaid/Medi-CAL, Supplemental Security Income (SSI), CalFresh/SNAP (Food Stamps), LIHEAP, WIC, Healthy Families A & B, Cal WORKs (TANF), National School Lunch Program (NSLP), Bureau of Indian Affairs General Assistance, Head Start Income Eligible (Tribal Only)	Award letter(s) OR letter of participation in the program(s)

If you or someone in your household receives income from:	You should send in a copy of:
Wages, Salaries, Tips, Commissions	Two most recent consecutive check stubs, W2 or IRS 1040 Form
Pensions, Social Security, SSP, SSDI, Disability Payments, Workers Compensation, Unemployment Benefits, VA Benefits, Foster Care Payments	Award letter(s), two most recent consecutive check stubs, or the most recent bank statement (to show direct deposit)
School Grants, Scholarships, Other Aid	Award Letter(s) OR two most recent consecutive check stubs
Insurance and/or Legal Settlements	Settlement Documents
Child and/or Spousal Support	Court documents OR two most recent consecutive check stubs
Farm Income	First page of IRS 1040
Interest and/or Dividends from Savings, Stocks, Bonds, Mutual Funds	IRS Form 1040 or IRS Form 1099(s) or three consecutive bank statements
401K or IRA withdrawals or Annuities	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Capital Gains	Investment account statement(s), IRS Form 1040 or IRS Form 1099
Rental and/or Royalty Income	IRS Form 1040 AND Schedule E for Rental Income
Profit from Self-Employment	IRS Form 1040 and Schedule C
Gambling/Lottery Winnings	Determined on a case-by-case basis
Union Strike Fund Benefits	Two most recent consecutive benefit check stubs
Cash Income (when you have not filed federal or state taxes)	Signed letter detailing type of work, estimated monthly amount of cash payment, employer name and phone number
Monetary gifts, none of the examples apply or if you do not receive any income	Signed letter explaining the current source(s) of income used to support your household.

Section 2180.04 Gross Income Limits

1. The District will use the most current income limit information from the PG&E Care Program (updated in May each year) and/or the CA Department of Housing and Community Development Official State Income Limits for El Dorado County (updated in December each year) for the extremely low (15-30% of AMI) and very low (30% to 50% of AMI) categories.

Section 2180.05 Discount Amount

1. Customers will receive a discount of 25% off the base rate of treated water.
2. This will be reviewed by staff annually on or before June 30, to determine suitability. Any changes require approval by the Board of Directors.

Section 21803.06 Eligibility Renewal

1. Renewal information must be received by the District before June 30th annually.
2. Participants will be notified by mail in the April and May bills to resubmit their eligibility information.

Section 21803.07 Fund Limit \$30,000 and Wait List

1. The maximum property tax revenue that will be allocated to this program (fund limit \$30,000) will be determined as part of the annual budget process. Rate revenues shall not be used to fund the discount.
2. A change to the fund limit can be authorized by action of the Board of Directors.
3. Staff will provide information on projected discount expenses during the annual budget process to the Board of Directors
4. Discounts for the fiscal year will be applied on a first-come, first-served basis for both new applicants and renewal applicants.
5. If customer demand exceeds the fund limit, a waitlist will be created.
6. Customers on the wait list will be enrolled into the program on a first-come, first-served basis as funds become available.
 - i. If a customer has been on the waitlist for more than 6 months, the customer must re-submit income eligibility information in order for the application to be reviewed before enrollment in the program.

Section 21803.09 Program Acceptance

1. Customers may apply at any time for initial applications and by June 1 for renewals; however, they may be placed on a waitlist based on funding availability.
2. The District may require up to 30 days to provide a determination of a customer's eligibility for a discount.
3. Discounts will be distributed as listed in Section 2180.03.
4. For customers described in Section 2180.03 (b), additional time may be required for written agreements before a discount can be applied.
5. Applicants will be sent verification of the District's receipt of the application via email or WaterSmart notification.

Section 21803.10 Marketing and Outreach

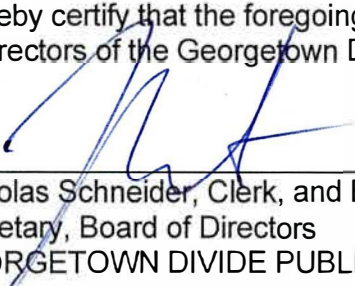
1. The District will attempt to reach all eligible customers about the program including:
 - i. Bill Inserts
 - ii. Email, website, email, and social media notifications
 - iii. Press releases to local newspapers
 - iv. Creating partnerships to share information
 - v. Brochures at the post office, library, nonprofits, and other gathering places
 - vi. Community Presentations

Section 21803.11 Policy Review

1. This policy shall be reviewed annually by the Board of Directors for consistency with applicable state laws, income levels, and discount rates.
2. Staff will provide information on projected discount costs during the annual budget process to the Board of Directors.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2195 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:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: EMPLOYEE EXPENSE REIMBURSEMENT POLICY

POLICY NUMBER: 2190 **Adopted: 6/25/2013** **Amended:12/12/2023**
Former Number: 4025

REFERENCES: Policy 4030 – Board Compensation, Expense Reimbursements, and Annual Travel Allowance Policy

Section 2190.01 Purpose and General Principles

The purpose of this policy is to establish the procedures governing the manner in which District employees may be reimbursed for expenditures related to District business under the following general principles:

- A. District employees seeking payment or reimbursement must obtain prior authorization from the General Manager for the type of expenses or travel as provided before incurring the expenses and commencing travel.
- B. District employees shall neither profit nor experience a financial loss by incurring expenses while conducting authorized District business.
- C. District employees shall have their expenses for registration, lodging, transportation, meals, incidentals, and other costs paid or reimbursed to them when they are required to travel or incur other expenses in the performance of their duties, provided those expenses were actually and necessarily incurred, are reasonable in amount, and subject to the maximum limits of the Federal Per Diem Rates, where possible. Federal Per Diem Rates refers to rates established annually by the U.S. General Services Administration to set food and lodging expense limitations.
- D. All expenses must be reasonable and necessary, and employees are required to exercise prudence in all expenses.
- E. When opting to use private automobiles, employees are responsible for ensuring that the vehicle is in sound and safe operating condition. They must possess a valid driver's license and have current auto insurance as required by Section ____ of the Personnel Handbook.
- F. The District will not pay or reimburse any costs for alcoholic beverages, or for any expenses incurred on behalf of an employee's spouse or family member who might accompany the employee.

Section 2190.02 Procedures for Requesting Expense Reimbursement

The following procedures apply to expense payments and reimbursements:

A. General Manager Approval

Requests for travel authorization (Section 1 of Expense Reimbursement Form) should be submitted at least 30 days prior to travel or anticipated expenses to be incurred, whenever feasible, to allow appropriate consideration and to minimize costs. The General Manager shall review and approve advanced travel/expense authorization requests.

B. Expense Reimbursement Form

District employees may request reimbursement for out-of-pocket expenses for item(s) and/or services appropriately relating to pre-approved District business by submitting an Expense Reimbursement Form (Appendix A) explaining the purpose for the expenditures and attaching copies of all receipts as evidence of each expense. Such requests should be submitted not more than ten (10) days after the expense is incurred or the travel is completed, whichever is later.

C. Board Approval

Reimbursement requests for costs actually and reasonably incurred by the General Manager shall be reviewed and approved by the Treasurer and one member of the Board of Directors.

Section 2190.03 Expenses Allowed for Payment or Reimbursement

Expenses incurred by employees related to District business as listed below may be paid directly or reimbursed upon proper review and approval.

A. Mode of Transportation

For pre-approved travel outside the county by the General Manager, or staff designee, an economical mode and class of transportation reasonably consistent with scheduling requirements shall be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available.

B. Mileage Reimbursement

Reimbursement for use of personal vehicles shall be set at the rate of mileage reimbursement allowed under Publication 535 of the Internal Revenue Service and shall be described on the Expense Reimbursement Form as to the distance traveled, the date, the purpose, and amount requested. Publication 535 of the Internal Revenue Service provides the mileage rate for reimbursement calculation that is provided in this IRA tax document.

C. Food and Lodging

The Federal Per Diem Rates shall be used for food and lodging expense limitations during District-related travel.

D. Conference and Training Registration Fees

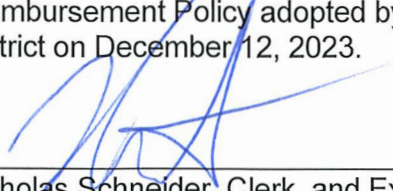
Upon required approvals, to the extent practicable, the District shall make registration payments directly to the sponsoring organization or association. The District shall make the effort to obtain reduced rates through early registration or other opportunities for rate reductions.

Section 2190.04 Payment or Reimbursement of Expenses for Non-District Employees is Prohibited, except as follows:

- A. With prior approval, meal costs for representatives of other government agencies, community organizations, or private interests, when the meal is attended by one or more District employees, the meal directly and substantially facilitates the conduct of District business and public benefit, and the expense is authorized by the General Manager.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2190 Employee Expense Reimbursement Policy adopted by the Board of Directors of the Georgetown Divide Public Utility District on December 12, 2023.



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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT

POLICY NUMBER: 2200

Adopted: December 12, 2023

Amended:

REFERENCES:

Section 2200.01 Purpose

The Georgetown Divide Public Utility District has extensive equipment and vehicles that are utilized to maintain, repair, and upgrade District assets. Vehicles and equipment that have exceeded their useful life or are no longer utilized for operation are inventoried for disposal or resale.

The purpose of this policy is to establish the procedures governing the disposal of surplus property or equipment.

Section 2200.03 Sale of Surplus Equipment

A. Declaration of Surplus Equipment and Approval of Surplus Sale. The Board of Directors shall take action to declare equipment as surplus and approve the sale of surplus equipment at a regular Board meeting.

B. Advertisement of Sale. The sale of surplus equipment shall be advertised through, but not limited to, the following methods:

1. The sale of surplus equipment shall be posted on the District's website,
2. The surplus sales shall be posted on a third-party liquidation service, a liquidity services marketplace that works specifically with government agencies to manage surplus disposition.
3. The District may issue a press release announcing the sale.
4. The District may include an article in its bi-monthly newsletter.

C. Sale of Surplus Equipment through a third-party government liquidator.

As a government entity, the District is a registered seller on GovDeals.com.

D. Receipt of Payment. Through this type of service, Buyers have direct access to surplus equipment sales from government organizations by registering with GovDeals.com as a buyer.

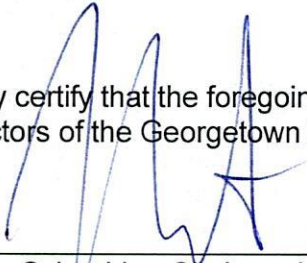
Payments received for surplus property and equipment shall be processed according to the policy and procedures outlined in Policy 2100, Accounts Receivable Policy.

Section 2200.05 Conflicts of Interest

As required by Government Code Section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2200 adopted by the Board of Directors of the Georgetown Divide Public Utility District on December 12, 2023.



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

DISTRIBUTION: Operations Manager



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: ASSET MANAGEMENT POLICY

POLICY NUMBER: 2215 **Adopted:** January 4, 2024 **Amended:** January 4, 2024

REFERENCES: Policy 2155 Debt Management Policy,

Section 2215.01 Background and Purpose

The Georgetown Divide Public Utility District's capital assets include major government facilities, infrastructure, equipment, and networks that enable the delivery of public sector services. The performance and continued use of these capital assets are essential to the efficient delivery of reliable clean drinking water, seasonal non-potable water, and wastewater services.

The Board of Directors is committed to establishing sound capital planning, budgeting, and reporting practices to encourage adequate capital spending levels to properly maintain its capital assets. The Board allocated funds for a large-scale asset/operations management program to track, maintain, and depreciate infrastructure for planned replacement.

This policy serves as a guide for capital asset management practices that are supported by both finance and operational/engineering expertise. This policy requires the annual development of a Capital Improvement Plan (CIP), a complete inventory, and regular measurement of the physical condition and existence of all capital assets.

Section 2215.02 Capital Improvement Plan

Each year, the District shall review its Five-Year CIP, a budgeting and planning tool which supports actual appropriations that are made through the adoption of the operating budget. The CIP will define and prioritize the capital projects that the District plans to take on in the next five years. All projects in the CIP, with minor and few exceptions, shall be based on needs assessments performed to determine the benefit of the asset compared to its cost.

A. Identification of Potential Capital Projects

Each year, the District staff shall suggest potential Capital Projects for the CIP. Capital Project refers to a project in a CIP with a three- to five-year cycle. At a minimum, this process will provide for the following:

1. **Long-term Operating and Maintenance Costs.** A plan will identify the cost to operate and maintain the Capital Asset over its life cycle. Capital Assets refers to assets used in operations that have initial useful lives extending beyond a single reporting period. Capital assets include major government facilities, infrastructure, equipment, and networks that enable the delivery of public sector services.
2. **Funding Source.** A plan will describe where the funding is expected to come from to acquire, operate, and maintain the Capital Asset.
3. **Project Timing.** A plan will identify the proposed schedule for planning, bidding,

construction, and other milestones in the creation of the Capital Asset.

B. Selection of Capital Projects

The District will create a process to assess Capital Projects.

1. **Project Assessment Form.** Staff shall initiate the Capital Project process using the project assessment form, included with this policy as Appendix A. The selection process should include:
 - a) **Long-term Forecasts.** Long-term forecasts should be prepared to make clear the resources available for capital spending and to assess the impact of operation and replacement costs.
 - b) **Project Impact.** A Capital Project should not be considered on its own. The impact a Capital Project has on other projects should be recognized and costs shared between them where appropriate.
 - c) **Funding of Preliminary Activities.** For some Capital Projects, it may be wise to fund only preliminary engineering/planning before promising to fund the whole project. These expenses can be large, so they should be assessed and prioritized. A thorough assessment of grant opportunities to fund preliminary activities shall be pursued.
 - d) **Operating and Maintenance Costs.** Resources should be identified to operate and maintain a Capital Asset before assigning resources to build it.
 - e) **Life Cycle Costing.** The cost study of a proposed Capital Project should include the life of the Capital Asset – from planning and acquisition to disposal.
 - f) **Project Timing and Scope.** Schedule and scope estimates should be achievable within the requested financial and human resources.

2. Board Review of Potential CIP Projects

Potential Capital projects shall be presented to the Board of Directors and the public during a regular Board meeting for review prior to the initiation of the CIP Budget planning process.

C. Balanced Capital Improvement Plan

The CIP is a fiscally balanced, long-term plan. For the entire period of the CIP, revenues will be equal to the projected costs. It is possible that the plan will have more costs than revenues in any single year of the plan (with the exception of the first year, which is intended to become an appropriation plan for the District). However, over the life of the five-year plan, all expenses will be covered with CIP reserves. Staff may record, in a separate document, projects that are deemed important but cannot fit into a balanced CIP. The Board of Directors may choose to look at unfunded projects and/or defund an existing project in favor of another.

D. CIP Funding Strategy

1. The District may elect to use long-term debt financing, cash-at-hand financing, or revolving loans to fund a project and acquire a Capital Asset. This determination shall be made upon a case-by-case review of available options.
2. Each Capital Project should attempt to obtain grant financing whenever possible.
3. All funding should come out of the Capital Reserves.

E. Capital Budget

Each year, the District shall develop a capital budget that will be the spending plan for Capital Projects. The first year of the CIP will be an important input into the capital budget for the fiscal year.

F. Report of Capital Improvement Projects

District staff shall provide a monthly report of capital improvement projects during the regular Board meeting that shall include the following information:

1. Priority Level
2. Percentage of Project Completed
3. Projected Completion Date
4. Funding Sources
5. Photos of Project
6. Summary of Work Completed During the Previous Month

Section 2215.03 Asset Management

The District's assets range from a 21,000-acre-foot reservoir and dam, two (2) three-million-gallon treatment plants, 12 storage tanks, 70 miles of conveyance canals and distribution system, 200 miles of transmission pipelines to approximately 3,900 service connections, and all of the equipment and supplies utilized to keep the system operating.

A. Asset Inventory

The District shall develop a full asset inventory that projects equipment replacement and maintenance needs for a multiyear period and will update this projection each year as follows:

1. Describe the current condition of the District's assets and compare this condition to a standard for asset condition.
2. Account for the full cost to maintain assets up to standard condition over their life cycle and account for risks associated with assets that are below standard condition.
3. Inventory and assess the assets by responsible departments and ensure that their records are consistent with the Department of Finance's capital asset records.
4. This inventory should contain essential information, including the following:
 - a. Capital asset description
 - b. Location
 - c. Physical dimensions (if needed)
 - d. "as-built" documents, or a link to where these are stored
 - e. Warranties, or a link to where these are stored
 - f. Condition rating
 - g. Maintenance history
 - h. Replacement costs (if available)
 - i. Operating cost information (if needed)
 - j. Usage statistics
 - k. Date placed in service
 - l. Original value
 - m. Original useful life
 - n. Impairments

B. Assessment Process

1. **Established Methods of Condition Assessment** shall document the established methods of condition assessment for all types of capital assets, including but not limited to the following:
 - a. The physical condition inventory and measures used should be kept current, with facility condition ratings updated every one to three years.

- b. The frequency of physical condition rating and asset inventory updates may vary depending on several factors, including the capital asset age and type, likelihood of degradation, and ease at which assessments can be conducted.
 - c. A qualified engineer shall assist with the preparation of the plan as it relates to infrastructure or any other capital asset type that the governmental entity does not have qualified staff to assist.
2. **Condition/functional Performance Standards** shall be established for each type of capital assets, including, but not limited to, the following:
 - a. Shall be understandable and reliable.
 - b. May be dictated by mandated safety requirements; federal, state, or provincial funding requirements, or applicable engineering and other professional standards. These standards include state government-established standards, bridge sufficiency ratings, Pavement Quality Index (PQI) or Pavement Condition Index (PCI), Facility Condition Index (FCI), etc. Indirect measurements such as water main breaks, sewage overflows, etc., are also available for certain capital asset types.
 - c. Should be used as a basis for multi-year capital planning and annual budget funding allocations for capital asset maintenance and replacement.
 3. **Evaluating Existing Capital Assets** to determine if they still provide the most appropriate method to deliver services. Understanding how critical the capital asset is to the government, the likelihood and consequence of failure of that asset, and similar factors can help the government identify the true value of the asset to effective service delivery and ensure appropriate resource allocation for maintenance.

Section 2215.04 Priority of Asset Maintenance and Replacement

It is the policy of the District to maintain its assets at a level that protect capital investments and reduce future maintenance and replacement costs. Each year, District staff shall develop and recommend to the Board of Directors a prioritized asset maintenance spending plan that will be included in the fiscal year Operating Budget. The District shall implement the following priority system:

- **Priority 1a** projects are mandatory from a health and safety standpoint.
- **Priority 1b** is required by law, regulations, or contract.
- **Priority 1c** projects are those that are already under construction.
- **Priority 2a** projects are necessary to maintain the reliability of the District's systems and facilities by replacing existing assets that have exceeded their useful life. Failure to replace the asset would lead to eventual failure of the water or wastewater facilities and cause interruptions in service.
- **Priority 2b** projects provide for increased revenues.
- **Priority 2c** projects meet demands of increasing growth.
- **Priority 3a** projects increase service levels.
- **Priority 3b** projects improve efficiency.
- **Priority 3c** projects provide a community benefit.

Section 2215.05 Funding of Asset Maintenance

A. Sufficient Funding

It is the District's policy to allocate sufficient funds in the multi-year capital plan and annual operations budget for the condition assessment determination and reporting, preventative maintenance, repair, renewal, and replacement of capital assets in order to continue the provision of services that contribute to public health, safety, and quality of life of the public.

B. Preservation of Existing Assets

It is the District's policy to ensure the District's existing assets are preserved to the best of its ability before assigning resources to build or acquire new assets that also have operating and maintenance needs. This policy protects our historical investment in capital assets. It also helps us build or acquire new assets to replace assets we can't afford to maintain.

C. Identifying and Dedicating Fees and Funding Sources

It is the District's financial policy to identify and dedicate fees or other revenue sources to help maintain the expected service levels of capital assets.


Section 2215.06 Report of Capital Assets

Beginning in 2024 a report on capital assets will be presented to the Board and then reported once every three years beyond that. The District staff shall provide a report on Capital Assets to the Board of Directors approximately during a fourth-quarter regular Board meeting that describes the following:

- Condition ratings jurisdiction-wide compared to established policy standards.
- Condition ratings by geographical area, capital asset class, and other relevant factors.
- Indirect condition data (e.g., water main breaks, sewer backup complaints).
- Renewal and Replacement life cycle(s) by infrastructure type.
- Funding sources for capital assets, including any restrictions that might be imposed on use and/or disposal.
- Year-to-year changes in the net value of assets.
- Actual expenditures and performance data on maintenance, renewal, and replacement compared to budgeted expenditures performance data (e.g., budgeted street miles, reconstructed compared to actual).
- Long-term trends extending over the prior four to six or more years. Year-to-year expenditure figures are less valuable due to general inflation rates and the changing supply and cost of construction contractors and contract bids over time.
- Other more "global" measures such as replacement cycle, year-to-year comparisons of work completed (e.g., miles of sewers, water mains, streetlights, etc., repaired/replaced), book value, etc., may also be used.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2215 amended by the Board of Directors of the Georgetown Divide Public Utility District on January 4, 2024.



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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: VEHICLE REPLACEMENT POLICY

POLICY NUMBER: 2216 **Adopted: November 14, 2023**

Section 2216.01 Purpose

The purpose of this policy is to establish a cost-effective vehicle replacement program that allows the Georgetown Divide Public Utility District (“District”) to keep costs low, extend the life cycle of vehicles, and control safety standards. This policy serves as a guide and is intended to be used for budgetary and strategic planning purposes.

The factors that must be assessed to determine the timing of a vehicle replacement include, but are not limited to the vehicle’s purpose, age, mileage, and cost of ownership to create a benchmark for relinquishment. This assessment is based on vehicle maintenance data collected through the District’s Operations Management System (OMS) to develop a vehicle replacement rating (VRR). The OMS is the foundation of the District’s asset management program.

Section 2216.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Operations Management System (OMS)-shall refer to the current asset management software in use.

Vehicle Replacement Rating- refers to a specially designed points system that helps determine when a vehicle needs to be replaced. The District uses the Government Services Agency (GSA) as a baseline for determining when a vehicle needs to be replaced.

Section 2216.03 Operations Management System (OMS)

The operations and administrative staff are trained as users of the District’s OMS software.

A. Equipment Information

Information about each piece of equipment on the District’s inventory is provided in the OMS, including, but not limited to an ID#, manufacturer, model, year, equipment classification, meter type, description, and vehicle identification number (VIN).

B. Tasks

Tasks (such as inspection, maintenance, and repair), related to each equipment unit are recorded in the OMS software, along with its status (projected, planned, in progress, completed, or canceled), with the related costs.

C. Equipment Logs

- (1) Usage- equipment operators are responsible for maintaining a usage log that provides the date, identifies the task/activity, length of time, and the related costs.
- (2) Fuel– operators and accounting staff maintain a record of each vehicle's fuel purchases, including an odometer reading, quantity, and cost. This information calculates the current MPG (miles per gallon), the average MPG, the current cost per mile, and the average cost per mile.

D. Vehicle Replacement Rating

Regular equipment inspections are conducted to establish the vehicle replacement rating. The rating values listed below are based on a scale of 0-5, 0 being good:

- (1) Age – age of the vehicle.
- (2) Usage – distance driven, or time used.
- (3) Maintenance and Repair Costs – total life M&R costs, not including accident damage repairs.
- (4) Reliability – frequency the vehicle is in the shop for repairs.
- (5) Type of Service – the type of service the vehicle receives.
- (6) Condition – mechanical inspections, accidental damage repairs and estimated conditions.

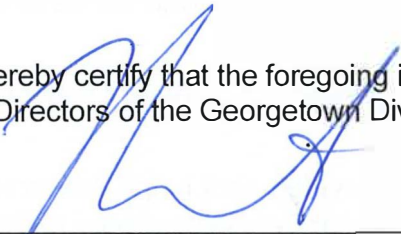
The Vehicle Replacement Rating (VRR) is the average of all the values.

Section 2216.05 Budgetary and Strategic Planning

The vehicle replacement rating and other important information gathered through the OMS software serve as budgetary and strategic planning tools. During the budget review process, the Operations Manager will assess the VRR rating of vehicles and use this information to prepare an Equipment Replacement Matrix for approval by the General Manager. Appendix A is the matrix that was included in the board-approved FY 2023-2024 Operating Budget. This appendix will be updated with the adoption by the Board of the Operating Budget.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2216 adopted by the Board of Directors of the Georgetown Divide Public Utility District on November 14, 2023.

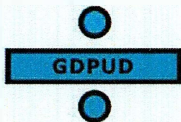


Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DISTRIBUTION:
Operations Manager

Equipment Inventory

ID	Manufacturer	Model	Meter Type	Description	Classification	Department	Year	Current Usage
Unit #18	Freightliner	114SD	Miles	Tandem Axle Dump Truck	Heavy Truck	Multiple	2017	141603
Unit #1	Chevy	C1500 4x4	Miles	Standard Pickup	Light Truck	Multiple	2004	131839
Unit #34	Chevy	C1500 4x4	Miles	Standard Pickup	Light Truck	5300 - Water Treatment	2008	132088
Unit #36	Ford	F550	Miles	Single Axle Dump	Medium Truck	Multiple	2019	23301
Unit #10	Dodge	Utility 5500 4x4	Miles	Service Truck	Medium Truck	5400 - Treated Water Distribution	2016	148241
Unit #12	Ford	Utility F550	Miles	Service Truck	Medium Truck		2023	8156
Unit #31	Ford	F150 4x4	Miles	Standard Pickup	Light Truck	5300 - Water Treatment	2016	128207
Unit #11	Ford	Utility F350 4x4	Miles	Service Truck	Medium Truck	5200	2017	112533
Unit #2	Ford	F150	Miles	Standard Pickup	Light Truck	5100 - Source and Supply	2017	110737
Unit #32	Dodge	Ram 1500	Miles	Standard Pickup	Light Truck	Multiple	2019	86571
Unit #4	Dodge	Ram 1500	Miles	Standard Pickup	Light Truck	6100 - Wastewater Zone	2019	93350
Unit #9	Dodge	Ram 1500	Miles	Standard Pickup	Light Truck	5200 - Raw Water Transmission & Distribution	2019	80468
Unit #30	Dodge	Ram 1500	Miles	Standard Pickup	Light Truck	5400 - Treated Water Distribution	2020	74791
Unit #33	Dodge	Ram 1500	Miles	Standard Pickup	Light Truck	5200 - Raw Water Transmission & Distribution	2020	61029
Unit #14	Dodge	Ram 1500	Miles	Standard Pickup	Light Truck	Maintenance	2021	34535
Unit #139	Polaris	Ranger	Hours	Utility Terrian Vehicle	N/A	5100 - Source and Supply	2019	
080	Ditch Witch	FX30	Hours	Vac Trailer	N/A	5400 - Treated Water Distribution	2015	
025	Wanco, Inc.	WLTT	Hours	Light Trailer	N/A	5400 - Treated Water Distribution	2022	
011	Miller	Trailblazer 325	Hours	Mobile Welder	N/A	Multiple	2022	
082	John Deere	210L	Hours	Loader	N/A	Multiple	2019	
081	John Deere	50g	Hours	Mini-Excavator	N/A	5400 - Treated Water Distribution	2016	
133	John Deere	35g	Hours	Mini-Excavator	N/A	5100/5200	2023	
149	John Deere	3032E	Hours	Tractor	N/A	6100 - Wastewater Zone	2019	
160	Volvo	ECR88d Pro	Hours	Compact Excavator	N/A	5100/5200	2024	
173	John Deere	333G	Hours	Compact Tracked Loader	N/A	5100/5200/5400	2024	
175	Hyundai	25L-PA	Hours	Forklift	N/A	5300	2019	
070	Ingersoll Rand	185	Hours	Mobile Air Compressor	N/A	5100/5200	2003	
052	Multiquip	MQ	Hours	Water Trailer	N/A	Multiple	2020	



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: TEMPORARY WATER USE POLICY

POLICY NUMBER: 2220

Adopted: July 11, 2023

Amended:

Section 2220.01 Purpose

The purpose of this policy is to establish the requirements and procedures governing the granting of permission to temporarily use water from a Georgetown Divide Public Utility District (GDPUD or District) connection (fire hydrant, blow-off valve, etc.) through the issuance of a permit for temporary water use. Such temporary water use may become necessary during new construction or major renovation.

Section 2220.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Hydrant Wrench – shall refer to the specific tool used to operate a fire hydrant.

Jumper Pipe - shall refer to fittings/connections/pipe utilized for connection between existing facilities.

Meter Assembly - shall refer to equipment supplied by the District equipped with metering device, couplings, and valve(s).

Permit – shall refer to the official document that authorizes an individual to temporarily use water from a District connection.

Permittee - shall refer to the holder of the permit authorizing temporary use of District water.

Section 2220.03 Temporary Water Use Policy and Procedures

Persons shall be granted revocable, personal permission to temporarily use water from the GDPUD connection (i.e., fire hydrant) subject to the terms and conditions of a temporary water use permit and all other applicable rules and regulations of GDPUD.

Section 2220.03.01 Terms and Conditions of Temporary Water Use Permit

The terms and conditions of a temporary water use permit shall include the following:

- A. The permit may not be transferred or assigned in whole or in part to anyone else without the express written consent of GDPUD, which may be withheld in its sole discretion. Any attempt to transfer or assign this permit without such consent of GDPUD shall be null and void. This permit is valid for a maximum term of one year from the date of issuance. The District reserves the right in its sole discretion to accept or reject any application for a permit for use of temporary water and/or to suspend, revoke or modify any such permit at any time after issuance.
- B. The permittee must make this permit available for inspection by the District, any local, state, or federal environmental health agency, the fire department, and/or law

enforcement at all times while the permit is in effect.

- C. The permittee shall cease using temporary water under this permit immediately upon receipt of verbal or written notice from GDPUD, which may be issued at any time at GDPUD's sole discretion. If the permittee ceases to address the verbal or written notice the District reserves the right to remove the meter at any time.
- D. The meter assembly and/or backflow prevention assembly will hereinafter be referred to as GDPUD hardware. The meter assembly includes both the meter and the backflow prevention device. GDPUD hardware will be installed and removed only by GDPUD personnel. The configuration of this hardware shall not be changed or modified. The hardware shall not be bypassed or jumped under revocation of permit.
- E. GDPUD valves shall not be opened or closed by the permittee. Only the meter gate valve can be used to control the flow of water. This does not apply to jumper pipe installations. Hydrants can be operated, but only opened by a hydrant wrench. Flows are required to be regulated by a gate valve attached to the District hardware. Operational valves cannot be operated.
- F. The permittee shall, to the fullest extent permitted by law, indemnify, defend and hold harmless GDPUD, and its officials, employees, agents, and representatives, from and against any and all claims, damages, loss, and/or liabilities for injury to any person(s) (including death) or damage to any property (real or personal) arising out of or related to, directly or indirectly, any activity of the permittee under this permit, including without limitation any damage, loss or theft of any GDPUD hardware or GDPUD connection used hereunder. The obligations under this paragraph shall survive expiration or termination of this permit.
- G. The permittee shall, at all times, maintain District-approved backflow protection through the required method as directed by a GDPUD Inspector during installation. Failure to maintain strict adherence to District requirements including, but not limited to, unauthorized modification, removal or bypass of approved backflow protection will result in immediate termination of permit and seizure of District hardware. Such actions may be subject to a revocation of the permit and the inability to rent a water meter for up to two years.
- H. The permittee shall notify GDPUD of any missing, broken, damaged or otherwise malfunctioning GDPUD hardware immediately upon discovery. Broken, damaged or otherwise malfunctioning GDPUD hardware shall not be used to take any water.
- I. Without in any way limiting the permittee's obligations under paragraph F above, prior to issuance of any GDPUD hardware hereunder, the permittee shall submit a deposit to the District in the amount then required to cover the cost of repair or replacement of the GDPUD hardware or any damage to GDPUD facilities caused by permittee's activities under or in violation of this permit. GDPUD personnel will recover the GDPUD hardware immediately upon expiration or termination of this permit. The deposit may be refunded in whole or in part within 60 days of inspection and repair or replacement (if needed) of the returned GDPUD hardware or any damaged GDPUD facilities.
- J. The permittee shall comply with all terms and conditions of this permit and all applicable rules and regulations of GDPUD at all times hereunder, including without limitation all fees and charges for issuance of this permit and use of water hereunder.
- K. For jumper pipe installations GDPUD will provide a meter, which will be installed by the permittee. GDPUD personnel will deliver the meter to the project site upon approval of permit. For all jumper pipe installations permittee shall be responsible for providing and

installing a USC-approved reduced pressure principle backflow prevention assembly (RP) downstream of meter. The permittee shall not operate GDPUD hardware until the jumper pipe has been activated and successfully tested by GDPUD personnel.

- L. For jumper pipe installations not associated with hydrant connections the permittee shall be responsible for any damage or loss of GDPUD hardware and shall take all appropriate measures to secure GDPUD hardware as necessary to guard against such damage or loss.
- M. Charges are subject to change. The permittee is responsible for paying the charges in effect at the time of use.
- N. If connected to a blow-off, the customer must provide the necessary fittings to install District hardware 18"-30" above finished grade.

Section 2220.04 Temporary Water Use Permit Application

To apply for a temporary water use permit, the applicant must complete the Temporary Water Use Permit Application Form (Appendix A). This form is available at the GDPUD District Office. The completed Temporary Water Use Permit application should be submitted by email to info@gd-pud.org.

Section 2220.05 Temporary Water Use Fees and Charge

Permittee shall pay all fees and charges for the issuance of this permit and use of water as authorized:

- A. Hardware/Invoice Deposit.** Applicants for a temporary water use permit shall be required to pay a hardware and invoice deposit of Three Thousand Dollars (\$3,000.00) as security should the hardware be lost, stolen, or damaged.
- B. Damage/Repair Costs.** District hardware is inspected upon return. The permittee will be charged for parts and labor to repair any damage found to return the hardware to fully operational condition or to replace the hardware if it cannot be repaired. The costs of such repairs shall not exceed the amount of the hardware deposit.
- C. Permit Fee.** A permit fee of Forty Dollars (\$40.00) is assessed to offset the cost of processing and conducting the cross-connection inspection.
- D. Daily Rental Fee.** A daily rental fee of Four Dollars (\$4) per day is assessed to cover the costs of initial testing, depreciation, replacement of parts, and loss coverage for the hardware.
- E. Commodity Charge.** A commodity charge of Five Cents (\$0.05) per cubic foot is assessed for the amount of water used. A meter read is required to be submitted to the District Office on the third week of February, April, June, August, October, and December. A photo of the meter read, company name, and permit number can be submitted by email to accountspayable@gd-pud.org, texted to (530) 317-8069, or delivered to the District Office.

Section 2220.06 Cross-Connection Inspection of Receiving Vessels

The District requires an inspection of the applicant's receiving vessels at the District Office by the Cross-Connection Control Specialist prior to the issuance of a permit.

Section 2220.07 Approved Hydrant Locations

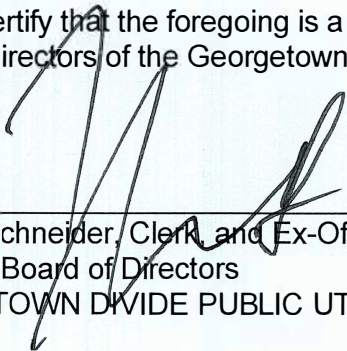
Permit applicants will be provided with a list of approved hydrant locations for temporary water use.

Section 2220.08 Safety and Security of District Facilities

Permit applicants must take the greatest care when utilizing the temporary hardware provided by the District. This includes contamination to the system, vandalism to the system, and unintentional damage to the system. It is recommended by the District that the meter be removed after every fill of the applicant's tank and only an approved hydrant wrench shall be used and not left on the hydrant unattended. All efforts will be utilized to minimize erosion around or near the hydrant and debris from entering the road.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2220 amended by the Board of Directors of the Georgetown Divide Public Utility District on July 11, 2023.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Financial Reserve Policy and Procedures

POLICY NUMBER: 2225 **Adopted:** November 13, 2018 **Amended:** April 4, 2024

REFERENCES: Governmental Accounting Standards Board Statement No. 54

Section 2225.01 Purpose

The Georgetown Divide Public Utility District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) **Operating Reserve:**
The purpose of the Operating Reserve is to cover operating and administrative costs, as well as the difference in timing between the District's receipts and expenses. As such, the Operating Reserve accommodates rate stabilization in order to guard against water rate fluctuations.
- b) **Capital Replacement Reserve:**
The purpose of the Capital Replacement Reserve is to meet future capital expenditure and surplus property needs.
- c) **Emergency Reserve:**
The purpose of the Emergency Reserve is to cover the costs of potential replacement costs related to catastrophes; net of any insurance proceeds received.
- d) **Other reserves as legally mandated.**

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves among these classes: non-spendable, restricted, committed, assigned, and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

Section 2225.02 Policy

Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract, or agreement), including donations, interest earned, fees for service, or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors.

- a) **Operating Reserve:**
Operating Reserve will accumulate from unrestricted funds in an amount equal to 120 days of operating expenses.

- b) **Capital Replacement Reserve:**
Capital Replacement Reserve will accumulate from existing unrestricted funds in an amount determined by analysis of the annual amount needed for replacement and rehabilitation based on current value of assets and anticipated service life as described by the American Water Works Association, or as described in a Board-adopted rate study.
- c) **Emergency Reserve:**
Emergency Reserve will accumulate from unrestricted funds in an amount equal to replacement cost, less any amounts anticipated to receive from insurance, the Federal Emergency Management Agency (FEMA), and the State Office of Emergency Services (OES), less the Capital Replacement Reserve. The likelihood of a loss generating a net cost to the District which exceeds the Capital Replacement Reserve would be remote. The Emergency Reserve would be considered to be funded by the Capital Replacement Reserve.

Section 2225.03 Reserve Fund Utilization

Reserve Balances are designated by the Board of Directors from unrestricted funds. Designation by the Board is authoritative and any departure from the designation is a violation of this policy. As such, any changes or recommendations for changes must be presented to, and approved by, the Board of Directors. Therefore, the use of funds are to be used for their intended use, defined as follows:

- a) **Operating Reserve:**
Operating Reserve funds will be used exclusively to ensure the ability to cover immediate operating cash flows.
- b) **Capital Replacement Reserve:**
Capital Replacement Reserve funds shall be limited to costs related to improve capital assets, increase their useful life, or add to the value of these assets.
- c) **Emergency Reserve:**
Emergency Reserve funds are to be used to cover the cost of capital replacement, net of any insurance proceeds or reimbursements from State, Federal, or other grant agencies.
- d) **Excess Revenue:**
In the event excess revenue exists at the end of the fiscal year, these funds may be used to meet reserve balance thresholds, and the Board of Directors has the authority to designate funds to reserve funds as deemed necessary.

Section 2225.04 End of Year Fund Transfer

At the end of the fiscal year a fund transfer is authorized by the Board that takes funds from the Water Fund and deposits them into the Capital Reserve Fund. This fund transfer will occur after the audited report and with recommendations from the District CPA. The Operating Reserves for the District are calculated to maintain a 120-day operating reserve and the remainder is to be authorized by the Board to transfer to the Capital Reserve Fund.

Section 2225.05 Monitoring Reserve Levels

The General Manager, in collaboration with District Finance personnel, shall establish an internal accounting mechanism set forth by an administrative policy in order to track and report on reserve activity, including the source and use of funds transferred in and out of reserve funds. Also included in the administrative policy shall be additional procedures to follow when reserve balance thresholds are met. In addition, the General Manager and finance personnel shall perform a reserve status analysis

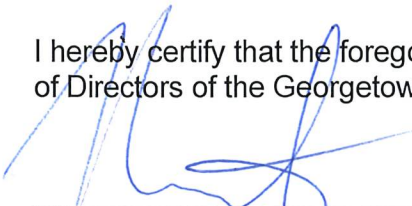
annually, to be provided to the Board of Directors during annual deliberation for approval of budget and reserve funds.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- b) Upon General Manager and/or Board request.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2225 adopted by the Board of Directors of the Georgetown Divide Public Utility District on April 4, 2024.



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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

Policy Title: ANNUAL UPDATE TO INJURY/ILLNESS PREVENTION PLAN

Policy Number: 2315

Date Approved: March 14, 2023

2315.1 — Policy:

Title 8 of the California Government Code Section 3203 requires the Georgetown Divide Public Utility District (“District”) to develop and implement an Injury and Illness Prevention Program (“IIPP”), a written workplace safety program.

The Association of California Water Agencies Joint Power Insurance Authority, the District’s insurance carrier, requires the submittal annually of an updated IIPP. This policy formalizes that process by adding an updated report to the Board’s Annual Calendar.

2315.2 — Definitions:

Unless otherwise defined herein, the following definitions shall apply to this policy:

Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) – Formed in 1979, ACWA JPIA is a risk-sharing pool for property, liability, workers’ compensation, and employee benefits, which allows for more rate stability, broader coverage, and expanded benefits and services than private insurance. The District is a member of ACWA JPIA.

Board – shall refer to the Board of Directors of the Georgetown Divide Public Utility District.

Board’s Annual Calendar – shall refer to the listing by month of recurring actions and reports of the Board.

Director – shall refer to an elected member of the Board of Directors of the Georgetown Divide Public Utility District.

District – shall refer to the Georgetown Divide Public Utility District.

IIPP Administrator – shall refer to the manager responsible for implementing and maintaining the IIPP.

2315.3 — Objectives of the Injury Illness Prevention Program – Safe Practices and Procedures Manual

Each employee of the District is provided with an IIPP Safe Practices and Procedures Manual to reflect the District’s commitment to creating a strong safety-conscience culture in the District. It is each employee’s responsibility to know and understand safe practices and procedures.

An effective IIPP improves the safety and health of the workplace and reduces costs through good management and employee involvement. The objectives of the IIPP are the following:

- Establish safety procedures as a priority;
- Maintain a safe and healthy work environment free from the threat of injury or illness due to unsafe practices or conditions;
- Encourage all District staff to work together to identify and eliminate unsafe conditions and work practices;

GDPUD POLICIES AND PROCEDURES

- Maximize the safety of employees, contractors, and the general public;
- Provide appropriate safety training programs for employees; and
- Comply with all federal, state, city, and District safety requirements and guidelines and, where necessary, implement additional policies to ensure the safety of District employees.

2315.4 — Submittal of Updated IIPP to ACWA JPIA

During June of each year, the IIPP Administrator shall submit an updated IIPP Safe Practices and Procedures Manual to the Safety Coordinator of JPIA.

2315.5 -- Report to the Board

A report from the General Manager on the assessment from JPIA on the updated IIPP Safe Practices and Procedures Manual shall be added to the Board's Annual Calendar within the first quarter of the fiscal year.

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2315 adopted by the Board of Directors of the Georgetown Divide Public Utility District on the fourteenth of March 2023 by Resolution 2023-15.

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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION POLICY

POLICY NUMBER: 2320

Adopted: August 8, 2023

Amended:

Section 2320.01 Purpose

The purpose of this policy is to inform District employees, Members of the Board of Directors, and the public of state and federal laws that prohibit harassment, discrimination, and retaliation in the workplace. Furthermore, this policy establishes the procedures for filing a complaint, and the process for handling complaints of harassment, discrimination, and retaliation complaints.

No Tolerance Policy. The District does not tolerate unlawful discrimination, harassment, and retaliation in the workplace or in a work-related situation. Unlawful discrimination and harassment are violations of these guidelines and may result in disciplinary action up to and including termination.

Section 2320.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

California Civil Rights Department (CRD) shall refer to the state agency charged with enforcing the state's civil rights laws. The mission of the CRD is to protect people from unlawful discrimination in employment, housing, businesses, and state-funded programs, and from bias-motivated violence and human trafficking.

Section 2320.03 Harassment, Discrimination, and Retaliation in the Workplace is Prohibited by Law

Harassment and discrimination in the workplace (including against District employees, Board members, applicants, independent contractors, volunteers, and interns) on the basis of their actual or perceived sex and gender (including pregnancy, childbirth, lactation and related medical conditions), race, color, creed, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, sexual stereotype, gender identity or gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), reproductive health decisions, military and veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis protected by federal and state law (collectively referred to as "protected classes") is prohibited by this policy.

Employees are encouraged to be respectful in their words and actions in the workplace and to be conscious of and sensitive to others' membership in one of the protected classes listed above when on the job.

A. Unlawful Harassment

Unwelcome conduct directed at someone because of the individual's membership in a protected class, which has the purpose or effect of unreasonably interfering with an individual's work

performance or creating an intimidating, hostile, offensive work environment is unlawful harassment. Harassment in the workplace may take many different forms. Some examples include, but are not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, gossiping, hazing, or unwanted comments and jokes;
2. Visual conduct such as derogatory photographs, posters, cartoons, drawings, or gestures;
3. Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
4. Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
5. Retaliation by any of the above means for having reported harassment or discrimination or having assisted another individual to report harassment or discrimination.

B. Sexual Harassment

1. Under state and federal law, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development; or
 - d) Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action.
2. Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include, but are not limited to:
 - a) unwelcome sexual flirtations or propositions;
 - b) verbal abuse of a sexual nature;
 - c) graphic verbal comments about an individual's body; sexually degrading words used to describe an individual;
 - d) e-mails that may be inappropriate, offensive, harassing, or creating a hostile work environment; and
 - e) the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.
3. Sexual harassment conduct does not need to be motivated by sexual desire.

C. Retaliation

1. Retaliation against any individual for making a report or for participating in an investigation under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the California Civil Rights Department or Equal Employment Opportunity Commission, or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

2. As used in this policy, retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reported suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.
3. An adverse employment action is conduct or action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.
4. Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or for cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, or not talking to an employee when otherwise required by job duties or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Section 2320.04 Complaint Procedure

A. Internal Complaint Procedure

Any individual who believes that he or she is the object of harassment or discrimination on any prohibited basis, or who has observed such conduct, or who believes he or she has been subjected to retaliation, should immediately contact his or her manager, any other manager, or Human Resources to file a complaint.

B. Agency Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination, harassment and retaliation in the workplace. If an employee or other individual who provides services to the District believes he or she has been harmed by unlawful workplace discrimination, harassment, or retaliation, and is not satisfied with the District's response to the problem, he or she may file a written complaint with these agencies. For the State of California, the agency is called the California Civil Rights Department. The California Civil Rights Department (CRD) can be reached at its website: <https://calcivilrights.ca.gov> Employees will be provided with periodic training on preventing harassment, bullying, and abusive conduct in the workplace. While the District will provide employees with the training program to complete, employees can also access training materials on CRD's website, found at: <https://calcivilrights.ca.gov/shpt/>

C. Chain of Command

1. Organizational Chart. The Georgetown Divide Public Utility District endeavors to ensure that employee concerns or complaints are addressed in a timely and appropriate manner and advanced to those within the employee's chain of command when necessary for proper resolution. Employees shall be familiar with the Organizational Chart and understand where their position is within the organization. Employees and officials at all levels of the District shall follow the chain of command as set out in this policy. It is expected that all

employees will communicate their concerns and requests in a manner consistent with the chain of command and those in the chain of command will act within the bounds of their authority. If an employee's complaint pertains to their immediate supervisor, then the employee can report their concerns to any supervisor or the Human Resources (unless their complaint concerns the General Manager, in which case the employee can report concerns directly to a Board Director).

Open-Door Policy. All supervisors and managers have an open-door policy. Employees shall use the chain of command when they have issues or questions about day-to-day dealings of the District and take the matter to their direct supervisor per the Organizational Chart.

2. Collective Bargaining Units. Employees who are members of collective bargaining units are encouraged to contact their union representatives, union Board members or shop stewards for issues related to matters within their Memorandum of Understanding (MOU). While employees are in no way obligated to contact their union regarding problems or questions, the union can be a valuable resource for employees to get information and guidance. Contacting the Union Representative is not a violation of the Chain of Command policy.

D. Working with the Public

Working with the public can be challenging and sometimes contentious. While District employees are expected to interface with the public as their duties dictate, sometimes in difficult or even volatile situations, employees are not expected to endure actual harassment or discrimination by members of the public. If an employee feels that he or she is being subjected to harassment or discrimination by a member of the public, the employee should report such harassment to his or her supervisor, Human Resources, or the General Manager for investigation and appropriate action. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

Section 2320.05 Annual Review of Policy 2320 by Board of Directors

This policy shall be scheduled for an annual review by the Board of Directors during a duly posted regular meeting of the Board. This review shall be added to the Board's Annual Calendar.

Section 2320.06 Training Certification Requirements

A. Training/Certification for All Employees

California Law requires that all employers of five or more employees must receive sexual harassment and abuse conduct prevention training within six months and every two years.

Human Resources shall be responsible for managing employee training requirements and records.

B. Supervisory Employees (Management)

Management position staff are required to receive two (2) hours of sexual harassment and abusive conduct prevention training within six months of their assumption of a management position, and every two years.

C. Non-Supervisory Employees

At least one hour of sexual harassment and abusive conduct prevention training to all non-supervisory employees within six months of their assumption of hire.

D. Seasonal Employees

Seasonal employees, temporary employees not hired through a temp agency, and employees who will work for less than six months must be trained within 30 calendar days of hire, or within 100 hours worked, whichever comes first.

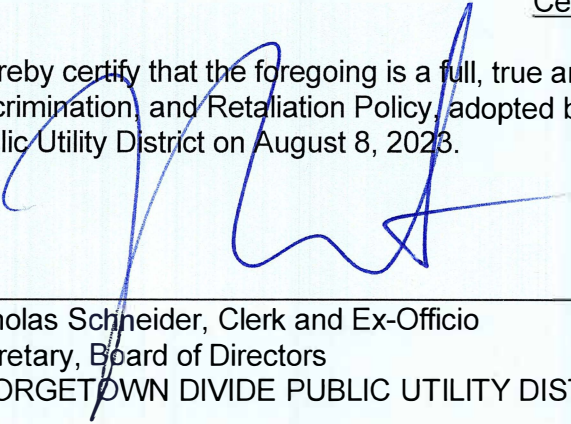
E. Board of Directors

Pursuant to California Law, members of the Board of Directors are required to receive Sexual Harassment and Abusive Conduct Prevention Training within six months of election or appointment and then every two years.

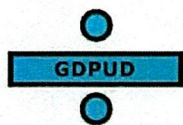
1. The Human Resources Director will assist newly elected board members to receive the required training.
2. Reference Policy XXX for other training and certification requirements for members of the Board.

Certification

I hereby certify that the foregoing is a full, true and correct copy of Policy 2320, Harassment, Discrimination, and Retaliation Policy, adopted by the Board of Directors of the Georgetown Divide Public Utility District on August 8, 2023.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Inclement Weather

POLICY NUMBER: 2330

Adopted: March 7, 2024

Amended:

REFERENCES: Administrative Leave Act of 2016 § 630

Section 2330.01 Purpose

It is the policy of the District to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the District reserves the right to close the facility. If citizens or employees are endangered, or conditions/events impede an agency's regular work and responsibilities or prevent employees from safely traveling to or safely performing work at work locations (for example, agency-specific emergencies such as a building fire, power outage, or burst water pipes), it may need to close or restrict its activities. These procedures reflect the principle that the District's vital services must continue without compromising the safety of our employees and the general public. In an emergency situation, timing is crucial. Thus, employees should refer to the District and call during periods of adverse weather to find out if the facility is open or closed.

Section 2330.02 Procedures

The District will make a decision by 6:30 a.m. whether the facilities will be open or closed for the day during periods of inclement weather and communicate this to the staff via email, phone, and text message.

Regardless of whether the District is open or closed, it is each employee's decision as to whether it is safe to report to work during such weather. Employees must advise their manager or supervisor as soon as possible if they are unable to report due to inclement weather.

Wherever possible employees shall work remotely in these adverse conditions. This does not allow remote work outside of inclement or emergency situations.

Facility Closed

If the facility is announced to be closed on the given day, all exempt level staff will receive their regular pay for the day of closure. For hourly employees on a day of closure, an employee will receive an amount equivalent to four hours of base pay for the day. All possible notice will be given to the public beforehand to ensure all customers and employees know about a possible closure.

Facility Open

If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day, i.e. exempt staff will receive their regular salary and hourly employees will be paid at their base rate plus incentives for all hours worked. If an employee

elects not to report to work when the facilities are open, the employee will be required to paid time off or take leave without pay.

On -Call and Emergency Personnel

Essential employees are those who must work during inclement weather or other emergencies. They are deemed essential at the discretion of the General Manager.

Flexibilities

In addition, supervisors and employees understand options available to them during each type of operating status announcement. That includes telework, unscheduled leave, leave without pay, etc. It's important to note that written telework and other agreements must still comply with applicable statutory and regulatory requirements.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2330 adopted by the Board of Directors of the Georgetown Divide Public Utility District on March 7th, 2024.

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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Press Relations

POLICY NUMBER: 2405

Adopted: January 4, 2024

Amended:

REFERENCES:

Section 2405.01 Purpose

The purpose of this policy is to provide an orderly presentation of factual information to the press about District activities and Board action.

Section 2405.02 Press Relations

The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. The General Manager will determine the correct staff if needed to represent the questions being asked. At no time should an employee address the press without prior approval. Board members and other District officials are encouraged to refer press inquiries regarding District activities and Board actions to the General Manager. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

Section 2405.03 Press Releases

Press releases regarding the District shall be approved by the General Manager. Whenever possible, all members of the Board shall be given an opportunity to review proposed press releases. Board members should take care not to comment on proposed press releases outside Board meetings in a way that might constitute a serial meeting violation of the Brown Act. Thus, comments should be directed to the General Manager but not to other members of the Board.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2405 adopted by the Board of Directors of the Georgetown Divide Public Utility District on January 4, 2024.

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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Social Media Use Policy

POLICY NUMBER: 2415 **Adopted:** August 8, 2023 **Amended:**

Section 2415.01 Purpose

This policy provides guidelines for the establishment and use of social media by District staff, consultants, its elected and appointed District officials, and any other authorized District representatives (collectively, "Officials"). The policy outlines the protocol and procedures for use of social media to publicize or convey information concerning District-related services, activities, and events. In addition, this policy addresses the responsibilities of Officials with regard to social media and the use of District resources (time/equipment).

The District has an overriding interest and expectation in deciding what is spoken on behalf of the District through the use of social media sites. For purposes of this policy, comments include information, articles, pictures, videos or any other form of communicative or symbolic content posted on the District's social media site.

Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws. Notwithstanding the foregoing, the District's social media sites are limited public forums intended to provide and disseminate information about District events and activities and are subject to the policies and restrictions herein.

Section 2415.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

"Posts" or "postings" shall refer to information, articles, pictures, videos, tagging, or any other form of communication posted on the District or other social media sites.

Social Media shall refer to the content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Content may include various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, message boards, and online forums. The District will be using a District Facebook, Instagram, and other social-media platforms, that may be added from time-to-time.

Section 2415.03

No district social media site may be created or used without the approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used only to inform the public about District business, services, and events. The District's website, www.gd-pud.org, will remain the location for content regarding District business, services, and events. Whenever possible, links within social media formats should direct users to the

services, and events. Whenever possible, links within social media formats should direct users to the District website for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy. This policy must be displayed to users or made available by hyperlink on the District's social media sites so the public can be informed of the guidelines, requirements, and restrictions.

Section 2415.04 Confidential Information

District Officials shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise.

Section 2415.05 Posting/Commenting Guidelines

- A. All postings made by the District to social media sites will contain information and content that has already been published by the District. All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites.
- B. The District will only post photos for which it has copyright or the owner's permission.
- C. District social media platforms are subject to the California Public Records Act.
- D. Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's website for more information on how to participate.
- E. The District reserves the right to terminate any District social media site without notice or to suspend access temporarily or permanently to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform.
- F. District employees may post to District social media platforms only during working hours. After-hours or weekend postings may only be made with prior approval of the General Manager or his or her designee.
- G. Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.
- H. Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- I. Posts by the District or comments by the public may NOT contain any personal information, except for the names of persons available for contact by the public as representatives of the District. Posts/comments to District social media sites shall NOT contain any of the following:
 1. Comments that are not topically related to the information commented upon;
 2. Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
 3. Profane or obscene language or content;
 4. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance,

national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;

5. Sexual content or links to sexual content;
6. Content that defames, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
7. Solicitations of commerce;
8. Posts or comments that contact any external links;
9. Content or encouragement of illegal activity;
10. Topics or issues not related to the jurisdictional purview of the District;
11. Information that may tend to compromise the safety or security of the public or public systems; or
12. Content that violates the legal ownership interest of any other party.

Section 2415.6 Procedures

- A. The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's website for more information, forms, documents or online services necessary to conduct business with the District.
- B. District social media accounts shall be managed consistent with the Ralph M. Brown Act, California Government Code 54950 et seq. Board Members of the District, or members of commissions or committees of the District, as a matter of free speech, may establish their own social media accounts, but are required to make clear that the content posted on social media sites is not the official position of the District.
- C. Members of the Board, and/or appointed members of committees, may engage in separate conversations or communications on any social media platforms to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the District, provided that such member shall not respond directly to any communication on any social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of that respective body.

Section 2015.7 Responsibilities

- A. It is the responsibility of employees, and appointed and elected officials or consultants to understand the procedures as outlined in this policy.
- B. Officials representing the District on any social media site must conduct themselves at all times as a representative of the District and in accordance with all District policies. Employees representing the District in their capacity shall not comment or engage in debate on social media platforms that are not established as official District social media accounts.
- C. The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy. The District reserves the right to respond to any posting and restrict or remove any content that is deemed in violation of the

District's Social Media Policy or any applicable law. The District is not able to monitor all content at all times, and therefore, the District reserves the right to remove any such content at any time, and the failure to do so in one instance shall not be construed as a waiver of a similar or same content in another instance.

- D. District Officials shall not engage, comment or post using their personal accounts and claim or otherwise indicate or tend to mislead they are communicating officially on behalf of the District or representing the District with their comments on their personal accounts

Section 2015.8 Third-Party Sources for Social Media Services

All social media-based services to be developed designed, managed by, or purchased from any third-party source for District use requires appropriate budget authority and approval from the Board of Directors.

Section 2415.9 Reply to Call Outs

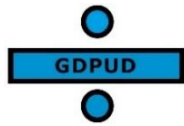
Where appropriate, the District can choose to reply to callouts or social media engagement where the District's social media site does not enable hosting of the conversation (for example, Twitter).

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2415 amended by the Board of Directors of the Georgetown Divide Public Utility District on August 8, 2023.

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

DISTRIBUTION: All Staff



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Requests for Public Documents

POLICY NUMBER: 2440 **Adopted:** June 25, 2013 **Amended:** February 6, 2024

Former Number: 1050

REFERENCES: California Public Records Act (Gov Code 7920.000 et seq.), Gov Code 54957.5 (c)

Section 2440.01 Purpose

Handling public requests for documentation to clarify the importance of public knowledge of district activity.

Section 2440.02 Requests for Documents

All requests shall be provided in writing and filed accordingly. Staff shall date/time stamp requests as received. Emailed requests shall be printed and hard copy filed accordingly.

Individuals requesting copies of public documents shall be charged a reasonable fee based upon the California Public Records Act (Gov Code 7920.00 et seq.) for the cost to produce the copy to defray expenses associated with the copying process. The documents shall be submitted electronically when most convenient, deterring the cost to the public and District. For file requests which are too large for email or other digital transmission methods - only an unopened flash drive will be accepted. This is the preferred method of document transfer whenever possible.

Section 2440.03 Meeting Materials

Copies of the agendas, agenda packets, and other writings (except for privileged or exempt public records) distributed to the Board of Directors during open Board meetings, which were prepared by the District or a member of the Board, shall be made available to the public at the meeting. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Additional copies must be made if necessary to meet demand. Individuals requesting hard copies of such documents prior to the Board meeting will be charged per Government Code 7920.000 et seq. which is currently \$.10 per page however subject to increase based on code changes. The copy charge may be levied at Board meetings for copies of documents if more are requested in addition to those normally prepared for the public at Board meetings.

Section 2440.04

In addition to the foregoing, all public documents presented at any Board meetings not otherwise posted previously shall be posted on the District's Website within one (1) day of the Board's receipt of documents.

Requests for Public Documents

Section 2440.05

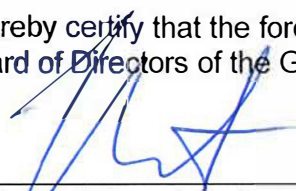
All public records requests must be responded to within 10 days, consistent with the California Public Records Act requirements that a determination must be made within 10 days. In the event that the District will not be able to complete the response within 10 days, a response to the requester must be made within 14 days thereafter. Non-exempt documents must be produced as soon as possible thereafter, within a reasonable time frame.

Section 2440.06

Non-compliance under the California PRA and this Policy, with respect to any public request for documents, will not be tolerated by the District. The General Manager is ultimately responsible for all responses to Public records requests, delegated or not.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2440 amended by the Board of Directors of the Georgetown Divide Public Utility District on February 6, 2024.



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

Georgetown Divide Public Utility District

Policy Manual

2013

POLICY TITLE: **Attendance at Meetings**

POLICY NUMBER: **4020**

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. Board members shall respond to all meetings with acknowledgement of receipt of meeting notice and attendance availability.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Board Compensation, Expense Reimbursements and Travel Allowance

POLICY NUMBER: 4030 **Adopted:** 06/25/2013 **Amended:** 06/13/2023

SECTION 4030.01 PURPOSE

The purpose of this policy is to establish the procedures governing the payment of monthly compensation and expense reimbursement for members of the Board of Directors of the Georgetown Divide Public Utility District pursuant to Public Utilities Code Section 16002(a) and Ordinance 2011-01.

SECTION 4030.02 DEFINITIONS AND REFERENCES

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Internal Revenue Service Publication 463 shall reference the explanation contained in this IRS tax document that explains what records are needed to prove expenses incurred.

Internal Revenue Service Publication 535 shall reference the mileage rate that is provided in this IRS tax document.

SECTION 4030.03 DIRECTOR'S COMPENSATION

Members of the Board of Directors shall receive monthly compensation, the amount of which shall be established annually by the Board at its regular meeting in July and be consistent with applicable state law and GDPUD Ordinance 2011-01.

Section 4030.03.01 Ordinance 2011-01

Ordinance 2011-0, adopted by the Board of Directors on February 8, 2011, sets forth the compensation and benefits to be provided to the District's Board of Directors.

Section 2 of this Ordinance establishes a monthly stipend of Four Hundred Dollars (\$400.00) for an annual amount not to exceed Four Thousand Eight Hundred Dollars (\$4,800.00), pursuant to Public Utility Code Section 16002(a). A Director must attend the regular meeting of the Board to receive the monthly stipend.

Section 4030.03.02 Public Utilities Code Section 16002

A compensation for Directors is established pursuant to Public Utilities Code § 16002, which states: Each member of the Board may receive the compensation that the Board by Ordinance provides, not exceeding four thousand eight hundred dollars (\$4,800) a year.

SECTION 4030.04 ANNUAL ALLOWANCE FOR DISTRICT-RELATED TRAVEL EXPENSES

The Board of Directors shall include an annual travel allowance for each Director, based on the approved District budget, while on official District business as described in Public Utilities Code § 16002(b)(2), which states: Representation of the District at a public event, if that representation has been previously approved at a meeting of the Board and the member delivers a written report regarding the member's representation to the Board at the Board meeting immediately following the public event.

Official District business shall include federal, state, regional, and local meetings, and training sessions, conferences, and events. The annual allowance shall cover the following travel expenses which are subject to the requirements of Government Code §§ 53232.2 and 53232.3, as well as the requirements of Ordinance 2011-01.

The District shall calculate the reimbursement amount according to the following provisions:

Section 4030.04.01 Mileage

Mileage incurred by Directors in their own vehicle shall be set at the rate of reimbursement allowed under Publication 535 of the Internal Revenue Service. Mileage shall not be reimbursed for attendance at regular or special board meetings held at the District office or other similar locations within the District.

Section 4030.04.02 Lodging, Travel by Public Transportation

Expenses for lodging, travel by public transportation, and incidental expenses incurred for attendance at meetings or conferences outside of the County are subject to prior approval by the Board of Directors. However, the Board in its discretion may approve reimbursement after a Director has attended the meeting or conference in circumstances where the meeting schedule of the Board did not permit prior approval of the request.

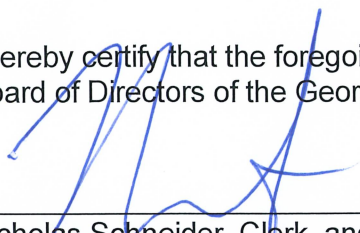
- A. The State per diem rate, based on per diem rates established annually by the Administration of General Services, will be used for expense limitations. This rate chart is included with this policy as Appendix A.
- B. **Internal Revenue Rates** – IRS Publication 463 shall be followed and the use of California per diem rates shall be used as stated in this publication for travel, lodging, and other actual and necessary expenses.
- C. **Meals and Incidentals** – Expenses for meals and incidentals shall be based on the California State per diem rate.

SECTION 4030.05 CONFERENCE AND TRAINING REGISTRATION FEES, AND TRAVEL EXPENSES

Upon Board approval of a Director's attendance of meetings, conferences, and training sessions, the District shall make registration payments for lodging, and travel expenses. The District shall make efforts to obtain reduced rates through early registration or other opportunities for rate reductions.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4030 amended by the Board of Directors of the Georgetown Divide Public Utility District on June 13, 2023.



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

FY2024 Per Diem Rates - Effective October 1, 2023

STATE	DESTINATION	COUNTY/LOCATION DEFINED	SEASON BEGIN	SEASON END	FY24 Lodging Rate	FY24 M&IE
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				\$ 107	\$ 59
AL	Birmingham	Jefferson			\$ 123	\$ 69
AL	Gulf Shores	Baldwin	October 1	February 29	\$ 137	\$ 69
AL	Gulf Shores	Baldwin	March 1	May 31	\$ 164	\$ 69
AL	Gulf Shores	Baldwin	June 1	July 31	\$ 237	\$ 69
AL	Gulf Shores	Baldwin	August 1	September 30	\$ 137	\$ 69
AL	Huntsville	Madison			\$ 127	\$ 74
AL	Mobile	Mobile	October 1	December 31	\$ 111	\$ 59
AL	Mobile	Mobile	January 1	March 31	\$ 120	\$ 59
AL	Mobile	Mobile	April 1	September 30	\$ 111	\$ 59
AR	Hot Springs	Garland			\$ 111	\$ 64
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	October 1	October 31	\$ 141	\$ 74
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	November 1	February 29	\$ 107	\$ 74
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	March 1	April 30	\$ 139	\$ 74
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	May 1	September 30	\$ 141	\$ 74
AZ	Kayenta	Navajo			\$ 146	\$ 64
AZ	Phoenix / Scottsdale	Maricopa	October 1	January 31	\$ 156	\$ 69
AZ	Phoenix / Scottsdale	Maricopa	February 1	March 31	\$ 235	\$ 69
AZ	Phoenix / Scottsdale	Maricopa	April 1	May 31	\$ 157	\$ 69
AZ	Phoenix / Scottsdale	Maricopa	June 1	August 31	\$ 110	\$ 69
AZ	Phoenix / Scottsdale	Maricopa	September 1	September 30	\$ 156	\$ 69
AZ	Sedona	City Limits of Sedona	October 1	December 31	\$ 247	\$ 79
AZ	Sedona	City Limits of Sedona	January 1	February 29	\$ 198	\$ 79
AZ	Sedona	City Limits of Sedona	March 1	April 30	\$ 313	\$ 79
AZ	Sedona	City Limits of Sedona	May 1	August 31	\$ 215	\$ 79
AZ	Sedona	City Limits of Sedona	September 1	September 30	\$ 247	\$ 79
AZ	Tucson	Pima	October 1	December 31	\$ 120	\$ 64
AZ	Tucson	Pima	January 1	March 31	\$ 169	\$ 64
AZ	Tucson	Pima	April 1	September 30	\$ 120	\$ 64
CA	Antioch / Brentwood / Concord	Contra Costa			\$ 165	\$ 74
CA	Bakersfield / Ridgecrest	Kern			\$ 129	\$ 64
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 124	\$ 64
CA	Death Valley	Inyo / NAWA China Lake			\$ 140	\$ 69
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	May 31	\$ 124	\$ 69
CA	Eureka / Arcata / McKinleyville	Humboldt	June 1	August 31	\$ 173	\$ 69
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	\$ 124	\$ 69
CA	Fresno	Fresno			\$ 124	\$ 69
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB	October 1	October 31	\$ 183	\$ 74
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB	November 1	December 31	\$ 169	\$ 74
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB	January 1	September 30	\$ 183	\$ 74
CA	Mammoth Lakes	Mono	October 1	November 30	\$ 142	\$ 79
CA	Mammoth Lakes	Mono	December 1	June 30	\$ 178	\$ 79
CA	Mammoth Lakes	Mono	July 1	September 30	\$ 142	\$ 79
CA	Mill Valley / San Rafael / Novato	Marin	October 1	October 31	\$ 189	\$ 74
CA	Mill Valley / San Rafael / Novato	Marin	November 1	May 31	\$ 166	\$ 74
CA	Mill Valley / San Rafael / Novato	Marin	June 1	September 30	\$ 189	\$ 74
CA	Monterey	Monterey	October 1	May 31	\$ 184	\$ 74
CA	Monterey	Monterey	June 1	August 31	\$ 251	\$ 74
CA	Monterey	Monterey	September 1	September 30	\$ 184	\$ 74
CA	Napa	Napa	October 1	November 30	\$ 265	\$ 79
CA	Napa	Napa	December 1	February 29	\$ 195	\$ 79
CA	Napa	Napa	March 1	September 30	\$ 265	\$ 79
CA	Oakhurst	Madera	October 1	April 30	\$ 118	\$ 69
CA	Oakhurst	Madera	May 1	September 30	\$ 149	\$ 69
CA	Oakland	Alameda			\$ 189	\$ 74
CA	Palm Springs	Riverside	October 1	April 30	\$ 184	\$ 69
CA	Palm Springs	Riverside	May 1	September 30	\$ 142	\$ 69
CA	Point Arena / Gualala	Mendocino			\$ 133	\$ 79
CA	Sacramento	Sacramento			\$ 145	\$ 69
CA	San Diego	San Diego	October 1	May 31	\$ 194	\$ 74
CA	San Diego	San Diego	June 1	August 31	\$ 230	\$ 74
CA	San Diego	San Diego	September 1	September 30	\$ 194	\$ 74
CA	San Francisco	San Francisco	October 1	December 31	\$ 288	\$ 79
CA	San Francisco	San Francisco	January 1	March 31	\$ 333	\$ 79
CA	San Francisco	San Francisco	April 1	August 31	\$ 270	\$ 79
CA	San Francisco	San Francisco	September 1	September 30	\$ 288	\$ 79
CA	San Luis Obispo	San Luis Obispo	October 1	May 31	\$ 156	\$ 74
CA	San Luis Obispo	San Luis Obispo	June 1	August 31	\$ 196	\$ 74
CA	San Luis Obispo	San Luis Obispo	September 1	September 30	\$ 156	\$ 74
CA	San Mateo / Foster City / Belmont	San Mateo			\$ 222	\$ 74
CA	Santa Barbara	Santa Barbara	October 1	June 30	\$ 214	\$ 74
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$ 289	\$ 74
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$ 214	\$ 74
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$ 143	\$ 69
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$ 181	\$ 69
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$ 143	\$ 69

CA	Santa Monica	City limits of Santa Monica	October 1	May 31	\$ 270	\$ 79
CA	Santa Monica	City limits of Santa Monica	June 1	August 31	\$ 298	\$ 79
CA	Santa Monica	City limits of Santa Monica	September 1	September 30	\$ 270	\$ 79
CA	Santa Rosa	Sonoma			\$ 157	\$ 74
CA	South Lake Tahoe	El Dorado	October 1	March 31	\$ 173	\$ 74
CA	South Lake Tahoe	El Dorado	April 1	May 31	\$ 143	\$ 74
CA	South Lake Tahoe	El Dorado	June 1	September 30	\$ 173	\$ 74
CA	Stockton	San Joaquin			\$ 140	\$ 74
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$ 245	\$ 74
CA	Tahoe City	Placer			\$ 132	\$ 74
CA	Truckee	Nevada	October 1	February 29	\$ 157	\$ 79
CA	Truckee	Nevada	March 1	May 31	\$ 137	\$ 79
CA	Truckee	Nevada	June 1	August 31	\$ 160	\$ 79
CA	Truckee	Nevada	September 1	September 30	\$ 157	\$ 79
CA	Visalia	Tulare			\$ 132	\$ 69
CA	West Sacramento / Davis	Yolo			\$ 138	\$ 69
CA	Yosemite National Park	Mariposa			\$ 186	\$ 79

Georgetown Divide Public Utility District | 2013 Policy Manual

POLICY TITLE: **Directors' Insurance**

POLICY NUMBER: **4035**

4035.1 Members of the Board of Directors of the Georgetown Divide Public Utility District shall be covered under the District's Worker's Compensation Policy.

4035.2 Members of the Board of Directors of the Georgetown Public Utility District shall be covered with errors and omissions liability insurance.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Ethics Training for Elected Board Members

POLICY NUMBER: 4060 **Adopted: June 25, 2013** **Amended: November 14, 2023**
FORMER NUMBER: 4095

Section 4060.01 Purpose

The purpose of this policy is to establish the procedures governing the Board of Directors of the Georgetown Divide Public Utility District.

Section 4060.02

All directors and designated executive staff of Georgetown Divide Public Utility District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2. The GDPUD General Manager is a designated executive staff required to receive this training.

Section 4060.03

This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees, and other bodies that are subject to the Ralph M. Brown Act.

Section 4060.4

All ethics training shall comply with Government Code Section 53235, and/or be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

Section 4060.5

Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

- A. District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training.

Section 4060.6

District staff shall provide the General Manager and Board of Directors with information on available training that meets the requirements of this policy at least once every year.

Section 4060.7

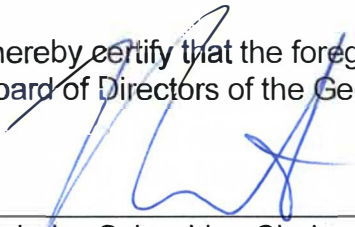
Ethics training may consist of either a training course or a set of self-study materials with tests and may be taken at home, in person, or online.

Section 4060.8

Any director of GDPUD who serves on the board of another agency is only required to take the training once every two years.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4060 amended by the Board of Directors of the Georgetown Divide Public Utility District on November 14, 2023.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Eligible Expenses Related to Director Training, Education, Conferences, and Meetings

POLICY NUMBER: 4090

Adopted: June 25, 2013

Amended: January 9, 2025

Amended: March 2, 2026

REFERENCES: Internal Revenue Service Publication 535, Government Service Administration Per Diem Rates.

SECTION 4090.01 Purpose

Members of the Board of Directors are encouraged to attend Official Event(s) that directly relates to and benefits the District, subject to the rules and restrictions set forth in this policy. There is no limit as to the number of Directors attending an Official Event(s), provided such attendance otherwise complies with this policy. This policy establishes the procedures governing the payment and/or reimbursement of certain eligible expenses incurred by a Board Member, or on behalf of a Board Member, of the Georgetown Divide Public Utility District. This policy is intended to prevent "junkets" (which, for purposes of this Policy, means a tour or journey for personal pleasure at public expense). This policy shall not be construed to allow or otherwise permit junkets, which shall not be eligible expenses, as set forth in Section 4090.03.

SECTION 4090.02 Definitions

For the purposes of this Policy, the following term is defined as follows:

1. **Official Event(s):** A Board Member's participation or representation at a training or training program, educational activity, meeting, conference, or event or activity concerning a matter, issue, or topic that directly relates to and benefits the District.

SECTION 4090.03 Eligible Expenses

1. Eligible expenses for Director participation in Official Events are permitted as follows:

A. Registration Expenses: The District shall pay for Registration at the rates published by the sponsor of the Official Event (e.g., conference or event sponsor).

B. Lodging Expenses: For one-day Official Events, the minimum distance of the Official Event to be eligible for lodging expenses must be at least 70 miles from the District office (for consecutive day Official Events, there is no minimum distance required). If not otherwise paid for by the District at the rates published by the sponsor of the Official Event, the Board Member may seek reimbursement for, lodging expenses at the group rates published or advertised by the Official Event sponsor; provided, however, that the District shall only reimburse the Board

Member for any such lodging expenses up to the amount of the group rates published or advertised by the Official Event sponsor. Alternatively, if there are no group rates published or advertised by the Official Event sponsor, the District shall only reimburse the Board Member for any such lodging expenses up to the daily lodging rate (excluding taxes and fees) for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

C. Meals and Incidental Expenses: The Board Member must pay, and may seek reimbursement for, his or her own personal meals and incidental expenses (for purposes of this Policy, "incidental" means "fees and tips") incurred in connection with his or her performance of Official Duties; provided, however, that a Board Member shall not be reimbursed for such meals and incidental expenses which exceed the daily amount for the location of the Official Event as published by the U.S. General Service Administration. Cash advances or use of District credit cards for these purposes is not permitted.

D. Transportation Expenses: If not otherwise paid for by the District, at the rates published by the sponsor of the Official Event, the Board Member may only seek reimbursement for transportation expenses consistent with the following: (i) must be non-premium (e.g., coach instead of first class) transportation expenses, (ii) must use government and/or group rates offered by a provider of transportation for travel when available, (iii) must be kept to a minimum by utilizing recommendations for transportation put forth by the Clerk of the Board, (iv) may travel together with other Directors whenever feasible and economically beneficial, and (v) must request reservations sufficiently in advance, when possible, to obtain discounted airfares. Cash advances or use of District credit cards for these purposes is not permitted.

E. Mileage Expenses: Mileage incurred by Board Members in connection with their participation in an Official Event in their own vehicle shall be set at the rate of reimbursement allowed under Publication 535 of the Internal Revenue Service.

F. Procedure for Reimbursements to Board Members: Board members may request reimbursement for expenses for item(s) appropriately relating to pre-approved District Business by submitting an Expense Reimbursement Form explaining the purpose for the expenditures and attaching copies of all receipts as evidence of each expense. Such request should be submitted not more than ten (10) days after the expense is incurred or the travel is complete, whichever is later.

SECTION 4090.04 Other Conditions on Eligibility of Expenses

1. Must be Compliant and Budgeted. Expenses shall not be paid or reimbursed by the District if it is not compliant with the eligible expense requirements as set forth immediately above in Section 4090.03 or have not been appropriated in the approved District budget. The Board shall set an annual maximum allowance for Eligible Expenses for the Board as a whole.

2. Prior Approval Required. Requests for payment or reimbursement of eligible expenses should be submitted at least 30 days prior to travel or anticipated expenses to be incurred, whenever feasible, to allow appropriate consideration and to minimize costs. The Board of Directors shall review and approve advanced expense authorization requests. Upon approval of such request, no further Board approval is required.

3. An expense shall not be paid or reimbursed by the District for the Board Member to participate in an Official Event after the Board Member has announced his or her pending resignation (or 90 days before an election if the Board Member is not seeking re-election), or after it has been determined that the Board Member will not retain his or her seat on the Board after a

contested election.

4. Where lodging, transportation, or registration expenses have been incurred for an Official Event, and where that Director does not attend the Official Event, the Board Member shall not be entitled to reimbursement and the Board Member shall be responsible to reimburse the District, as the case may be, to the extent such lodging, transportation, or registration expense has not been refunded.

5. Payment or reimbursement of expenses to a Board Member for non-District Employees is prohibited, except with strict prior approval. If determined acceptable by the Board of Directors, meal and incidental costs only (excluding alcohol) may be reimbursed to the Board Member for meals with representatives of other government agencies, community organizations, or private interests, if the meal is attended by at least one Board Member, and when the meal directly and substantially facilitates the conduct of District business and public benefit. Under no circumstances will any costs be reimbursed if said costs are not previously approved by the Board of Directors.

6. If in the interest of convenience, multiple Board Members or employees jointly and collectively incur the same cost at the same time, i.e. a group meal or transport, when said cost is associated with an approved Official Event, the District Manager may authorize, in their sole discretion, the use of the District credit card to avoid added reimbursements. However, the District credit card shall not be used if it would create a hardship on the District or require the District to cover costs that are not reimbursable pursuant to this or any other District Policy.

SECTION 4090.05

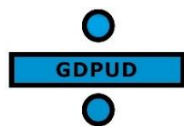
Upon returning from the Official Event where expenses are incurred or reimbursed by the District, the Board Member shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the Official Event that will be of benefit to the District. Materials from the Official Event may be delivered to the District office to be included in the District library for the future use of other Board Members and staff.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4090 amended by the Board of Directors of the Georgetown Divide Public Utility District on March 16, 2026.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4100 **Adopted: June 25, 2013** **Amended: November 14, 2023**

FORMER NUMBER: 4050

REFERENCES: 1020 Conflict of Interest Code

Section 4100.01 Purpose

The purpose of this policy is to establish guidelines for the behavior of the individual members of the Board of Directors.

Section 4100.02

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- A. Information exchanged before meetings shall be distributed through the General Manager or designee, and all Directors will receive all information being distributed.
- B. Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request as stated in policy 1050.

Section 4100.03

Directors shall at all times conduct themselves with courtesy to all in attendance.

SECTION 4100.04

Directors shall defer to the president for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

SECTION 4100.05

Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

SECTION 4100.06

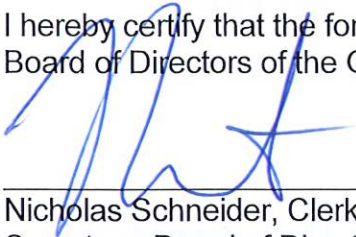
Directors shall refrain from participating in consideration on any item involving a personal or financial conflict of interest. Where recusal is required, announcing there is a conflict, and not being present to listen to any of the deliberations or vote, only allowed to return after the matter has concluded. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

SECTION 4100.07

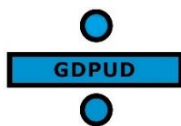
Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4100 amended by the Board of Directors of the Georgetown Divide Public Utility District on November 14, 2023.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Policy for Filling Vacancy(ies) on Board of Directors

POLICY NUMBER: 4105 **Adopted:** January 23, 2013 **Amended:** February 6, 2024

Former Number: 4097

Section 4105.01 Purpose

The District Board of Directors (Trustees) are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. Under state law, the District has a total of sixty (60) days in which to take action.

Section 4105.02

The Board of Directors shall be informed as immediately as possible of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

Section 4105.03

The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

Section 4105.04

In cases where the Board determines to appoint a replacement to the Board, the District shall publish a public notice of a vacancy and the process for considering candidates, in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing the qualifications and experience of the candidates. The candidates' personal information will be redacted before being shared with the public.

4097.4.1 In addition to the notice in a local newspaper of general circulation, the District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) calendar days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

Section 4105.05

The Board may review and invite those candidates that a majority of the Board determines are the most qualified or all of the candidates for an interview before the Board at a publicly noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate.

Filing Vacancies on Board of Vacancy(ies)

Section 4105.06

If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

Section 4105.07

All costs and funding for any election shall be identified for consideration by the Board for the decision of appointment or election.

Section 4105.08

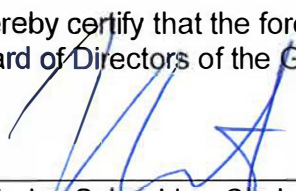
A selected replacement Director's term shall be consistent with the Principal Act of the District.

Section 4105.09

If the Board fails to take action in the sixty (60) day period, state law provides that the Board of Supervisors may appoint a successor to fill the vacancy.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4105 amended by the Board of Directors of the Georgetown Divide Public Utility District on February 6th, 2024.



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

Georgetown Divide Public Utility District

Policy Manual

2021

POLICY TITLE: Role and Responsibilities of the Finance Committee

POLICY NUMBER: 4105.01

BACKGROUND:

The Board of Directors (“Board”) of the Georgetown Divide Public Utility District (“District”) rescinded the resolution establishing the role and responsibilities of the Finance Committee (“Committee”) during the regular meeting of June 9, 2020. At the regular meeting of January 12, 2021, the Board created an ad hoc committee to work on a new Finance Committee Policy. The roles and responsibilities of the Finance Committee is set forth below:

1. **Purpose.** The Finance Committee was established as an advisory body to the Board on matters related to the District’s finances, budgeting, auditing, financial policies, and reports. Due to the Committee’s advisory nature, 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.

2. **Membership; Quorum.** The Committee shall be comprised of no fewer than three (3) and no more than five (5) public members. A quorum shall consist of a simple majority of the total number of members currently appointed to the Committee.

3. **Board Liaison.** The Board Treasurer and another Director, for a total of two (2) Directors, shall be assigned to the Committee as Board Liaison members.
 - (a) 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.
 - (b) The Board Liaison’s role will be advisory to the Committee.
 - (c) The Board Liaison will not have a vote on the Committee.
 - (d) Only two (2) Board of Directors can be present at any of the Committee meetings
 - (e) If a regular Liaison cannot attend a meeting, that member will contact the Board President and the Board President will arrange for another member to attend the meeting. If there are three members present, the Board Liaison is authorized to request the non-liaison Board member to leave.

4. **Selection of Committee Members.**
 - (a) A Notice of a Vacancy on the Finance Committee shall be posted on the District’s website and social media sites, and must be published in a newspaper of general circulation in the District with instructions for applying, including a deadline for submittal.
 - (b) All applicants who reside within the District boundaries will be eligible for consideration by the Board. It is recommended that applicants have experience in finance, budgeting,

accounting, management, and/or related fields.

- (c) Applications must be submitted by the stated deadline and must include a Statement of Interest and resume. Applicants can be mailed or hand-delivered to the General Manager at the District Office, located at 6425 Main Street, Georgetown, CA 95634, or transmitted by email to gm@gd-pud.org.
- (d) The General Manager will distribute all applications to the Board of Directors.
- (e) All applicants shall make a personal presentation of their qualifications to the Board of Directors during a Board meeting.
- (f) The Board of Directors will ask questions of the applicants during the Board meeting and will publicly vote on each applicant to be appointed. In the case where there are more applicants than Committee seats, Directors will submit their ranking of the applicants to the Board President after the questioning period. The applicant(s) with the highest number of first place, then second place, etc., (if needed) rankings shall be selected and announced as the appointee(s).
- (g) Those Finance Committee members who resign or who do not renew their two-year commitment shall provide a letter of resignation to the Finance Committee Chair, the President of the Board of Directors, and the General Manager.
- (h) The Board of Directors will confirm appointments and resignations by Resolution of the Board.

5. Role of the Committee. The primary role of the Committee is to provide recommendations to the Board of Directors from their direction, or in response to Board-approved proposals made by staff on matters related to the District's finances. It shall be the responsibility of the committee to adhere to the Board approved Conceptual Budget Timeline (Exhibit A) 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 plans 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 available when the audit is presented to the Board of Directors.
- (d) Review and monitor all District financial reports including, quarterly reports, request for proposal budgets, Capital and Reserve funds, monthly cash balances, fund transfers, investments, source of funding, and make any recommendations to the Board.
- (e) Present alternative options with recommendations to the Board.
- (f) Present all Committee identified financial goals and proposals to the Board for approval.
- (g) Accept all projects requested by the Board.

6. Meetings. The committee shall meet monthly, and more often if needed or requested by the Board. Meetings shall be held at the District's offices unless otherwise stipulated by an emergency or Executive Order.

- (a) At any meeting of the Finance Committee, the majority of the members currently appointed show 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. A quorum cannot be under three (3) members.

- (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 GDPUD Board Policy Numbers 5000, 5030 and 5040.
 - (e) The Committee shall follow the order of business for the conduct of its meetings by the agenda. The order can be changed during the Adoption of the Agenda by majority vote.
 - (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. However, scheduling must be coordinated with the General Manager and Board President to ensure there are no conflicts with other scheduled Committee, Board, County, Regional, or Legislative meetings. A minimum of Forty-Eight (48) hours advance written notice of special meetings shall be provided by the Chairperson to the Board President and General Manager stating the date, time, and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with Government Code Section 54950 et seq – at least twenty-four (24) hours prior to the meeting.
 - (h) The Board Clerk 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 prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.
- 7. Terms.** The terms of office shall be two (2) years. Committee members may be reappointed to subsequent terms by providing their resume to the Board and the General Manager, and then the Board voting on the Committee members reappointed during a Board meeting.
- 8. 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.
- 9. 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 the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Board Clerk, or Staff designee, 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.

10. Agenda.

- (a) The General Manager, in cooperation with the Board President and the Chair of the Finance Committee, shall prepare an agenda for each regular and special meetings of the Finance Committee Meeting in accordance with the Ralph M. Brown Act (California Government Code Section 54950).
- (b) All items on the agenda must have been approved or directed by the Board of Directors. These items may come from either the Board, Staff, or Finance Committee requests.
- (c) There is a conceptual timeline which should be automatically incorporated each month at the direction of the Board.
- (d) During the last item of the Finance Committee agenda before adjournment, a Committee member may bring up items they would like the Committee to review and for what purpose. Requests affirmed by a majority vote of the Committee shall be reported to the Board of Directors by the Committee Chair at the next meeting of the Board of Directors.
- (e) Reports will be prepared each month based on the conceptual timeline for the Finance Committee and any other monthly financial committee reports or agendized items.
- (f) Requests for additional information by Committee members should be directed to the Finance Committee Chair. The Chair will provide the Board Treasurer with these requests. The requests will then be given and discussed with the General Manager by the Treasurer with a copy to the Board President. Only the General Manager can direct staff for reports. Only the Board can direct the General Manager. Committee members must be aware of the conceptual timeline and reports required for the agenda when requesting additional information.

11. Board Reports. The Committee shall report on its activities to the Board at least monthly and more often if needed or requested by the Board. The Board Report shall be either oral or written and shall include a description of the activities of the Committee for the proceeding, and any on-going or outstanding activities or tasks. The Board Report will be given at the next Regular Board Meeting by the Finance Committee Chair or Vice-Chair. Committee member minutes can be used to satisfy this requirement if the Chair or Vice-Chair is not present at the Board of Directors meeting.

12. 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.

EXHIBIT A

Georgetown Divide Public Utility District Finance Committee Conceptual Timeline

The Finance Committee shall accept direction from the Board of Directors to provide financial reviews, make recommendations, and report on its activities to the Board at least monthly, or more often if needed or requested by the Board. The Board Report can be either oral or written and shall include a description of Committee activities per this timeline, and on any ongoing or outstanding activities or tasks. The Board Report is given during the Regular Board meeting during Committee Reports by the Committee Chair. Committee meeting minutes may be used to satisfy the reporting requirement if the Chair will not be present.

January – Review Second Quarter Budget Report, Comparison of Mid-Year Budget Report.

February – Capital/Reserve Budget Review, ALT Wastewater Rate to Budget Review.

March – Begin Review Next FY Budget

April – Review Next FY Draft Budget, Review Third Quarter Budget Report.

May – Review Next FY Final-Draft Budget, Audit Prep Review.

June – Joint Budget Workshops with the Board of Directors

July – Review Fourth Quarter Budget Report, FY-End Actuals Review.

August – Review Investment Policy, Water Rate to Budget Review.

September – Fund Transfer Tracking Review.

October – Review First Quarter Budget Report.

November – Review CalPERS Unfunded Liabilities, Compare Prior FY Budgets with Matching Prior FY Audits.

December – Develop Finance Committee’s Annual Work Report for the Board of Directors.

Georgetown Divide Public Utility District | 2022 Policy Manual

POLICY TITLE: **Irrigation Committee Role and Responsibilities**

POLICY NUMBER: **4105.02**

1. **Purpose.** The Irrigation Committee was established in January 2020 to provide recommendations to the Board of Directors on matters related to the District’s Irrigation services and allow Irrigation customers an opportunity to provide feedback to this committee. The Committee is advisory nature and 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.

2. **Brown Act:** The Irrigation committee is a committee formed formally under the Board of Directors Policy 5000.3 and must comply with the Brown Act. The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Laws” in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated. Committee members must be knowledgeable of the Brown Act and there will be annual/bi-annual training.

3. **Membership; Quorum.** The Committee shall be comprised of no more than seven (7) public members. A quorum shall consist of four (4) public members currently appointed to the Committee.

4. **Board Liaison(s).** One Director up to a maximum total of two (2) Directors, shall be appointed to the Committee as Board Liaison members.
 - a) 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.
 - b) The Board Liaison’s role will be advisory to the Committee-
 - c) The Board Liaison will not have a vote on the Committee.
 - d) Only Two (2) Board of Directors can be present at any of the Committee meetings
 - e) If a regular Liaison cannot attend a meeting, that member will contact the Board President and the Board President will arrange for another member to attend the meeting. If there are three members present the Board Liaison is authorized to request the non-liaison Board member to leave.

5. **Selection of Committee Members.**
 - (a) A Notice of Vacancy on the Irrigation Committee shall be posted on the District’s website and social media sites, and must be published in a newspaper of general circulation in the District with instructions for applying, including a deadline for submittal.
 - (b) All applicants who reside within the District boundaries and are current irrigation water customers will be eligible for consideration by the Board.
 - (c) Applications must be submitted by the stated deadline and must include a Statement of

Interest, the number of years as an irrigation water customer, and the area in the District the applicant resides. Applications can be mailed or hand-delivered to the General Manager at the District Office, located at 6425 Main Street, Georgetown, CA 95634, or transmitted by email to gm@gd-pud.org or the Board President.

- (d) The General Manager will distribute all applications to the Board of Directors.
- (e) All applicants shall be available for personal comments at the Board of Directors during the selection board meeting.
- (f) The Board of Directors will ask questions of the applicants during the Board meeting and will publicly vote on each applicant to be appointed. In the case where there are more applicants than Committee seats, the Board of Directors will submit their ranking of the applicants to the President after the questioning period, and the applicant(s) with the highest number of first place, then second place if needed, etc.. will be selected and announced as the appointee(s).
- (g) Those Irrigation Committee members who resign or who do not renew their two-year commitment shall provide a letter of resignation to the Irrigation Committee Chair, the President of the Board of Directors, and the General Manager.
- (h) The Board of Directors will confirm appointments or resignations by Resolution of the Board.

6. 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 Board-approved proposals on matters related to the District’s Irrigation water services. Additional mission to be provided by the committee.

- (a) Present all Committee findings and proposals to the Board for approval.
- (b) Accept all projects requested by the Board.

7. Meetings. The committee shall meet at least quarterly, and more often if needed or requested by the Board or the Committee. Meetings shall be held at the District’s offices unless otherwise stipulated by an emergency or Executive Order

- (a) At any meeting of the Irrigation 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. A quorum cannot be under three (3) public appointed members.
- (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 GDPUD Board Policy Numbers 5000, 5030 and 5040.
- (e) The Committee shall follow the order of business for the conduct of its meetings by the agenda. The order can be changed during the Adoption of the Agenda by majority vote.
- (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. However, scheduling must be coordinated with the General Manager and Board President to ensure there are no conflicts with other scheduled

Committee, Board, County, Regional, or Legislative meetings. A minimum of Forty-Eight hours advance written notice of special meetings shall be provided by the Chairperson to the Board President and General Manager stating the time and business to be transacted. The public shall be notified through the district regular communications and procedures, in accordance with Government Code Section 54950 et seq – At least Twenty-four (24) hours prior to the meeting.

- (h) 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 prior to the next Board meeting. A signed copy of meeting minutes shall be filed with the Staff Liaison.

8. Terms. The terms of office shall be two (2) years. Committee members may be reappointed to subsequent terms by providing their letter of intent to the Board and the General Manager, and then the Board voting on the Committee members to be reappointed during a Board meeting.

9. 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.

10. 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 the Vice-Chair are absent, the remaining members, if a quorum exists, shall select from among themselves a person to preside over the meeting. The Board Clerk, or Staff designee, 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.

11. Agenda.

- (a) The General Manager, in cooperation with the Board President and the Chair of the Irrigation Committee, shall prepare an agenda for each regular and special meetings of the Irrigation Committee Meeting in accordance with the Ralph M. Brown Act (California Government Code Section 54950).
- (b) During the last item of the Irrigation Committee agenda before adjournment, a Committee member may bring up items they would like the Committee to review and for what purpose. Requests affirmed by a majority vote of the Committee shall be reported to the Board of Directors by the Committee Chair at the next meeting of the Board of Directors.
- (c) Requests for additional information by Committee members should be directed to the Irrigation Committee Chair. The Chair will provide the Board Liaison with these requests. The requests will then be given and discussed with the General Manager with a copy to the Board President. Only the General Manager can direct staff for reports. Only the Board can direct the General Manager.

12. Board Reports. The Committee shall report on its activities to the Board at the following meeting after the Committee meets. The Board Report shall be either oral or written and shall include a description of the activities of the Committee for the proceeding, and any on-going or outstanding activities or tasks. The Board Report will be given at the next Regular Board Meeting by the Irrigation Committee Chair or Vice-Chair. Committee member minutes can be used to satisfy this requirement if the Chair or Vice-Chair is not present at the Board of Directors meeting.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Duties of the Board President

POLICY NUMBER: 4110

Adopted: 06/25/2013

Amended: 10/10/2023

REFERENCES:

Section 4110.01 Purpose

The purpose of this policy is to establish the procedures governing the President of the Board of Directors of the Georgetown Divide Public Utility District.

SECTION 4110.2

The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and ordinances, and any discussion of questions that follow said actions.

4110.2.1

If for any reason the President and Vice-President resign or are absent, disqualified, or disabled, the Treasurer may perform the President's duties until the position of President is filled.

Section 4110.3 Duties and Responsibilities Regarding Meetings of the Board

The president shall preside over and conduct all meetings of the Board of Directors and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors. The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion, he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

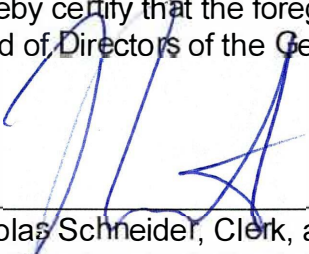
1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and prevent any interruptions;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.
9. Sign all instruments, act, resolutions and carry out stated requirements and the will of the Board;
10. Create, appoint, and disband all committees, subject to Board ratification;

Duties of the Board President

11. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
12. Coordinate the preparation of meeting agendas with the General Manager;
13. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
14. Be responsible for the orderly conduct of all Board meetings;
15. Be the Spokesperson to speak on behalf of the Board; and or provide a designee to speak
16. Perform other duties as authorized by the Board.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4110 amended by the Board of Directors of the Georgetown Divide Public Utility District on October 10, 2023.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Duties of the Board Treasurer

POLICY NUMBER: 4112

Adopted: 06/25/2013

Amended: 10/10/2023

REFERENCES:

Section 4112.01 Purpose

The purpose of this policy is to define the role of the Treasurer of the Board of Directors.

Section 4112.02

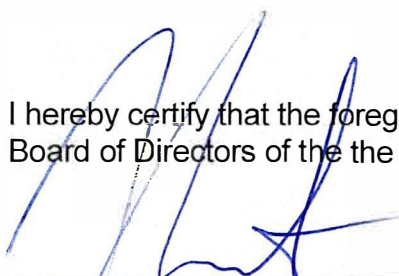
If for any reason the President and Vice-President resign or are absent, disqualified, or disabled, the Treasurer may perform the President's duties until the position of President is filled.

Section 4112.03 Duties of the Treasurer

The Treasurer of the Governing Board shall have the following duties: 1. Shall be responsible for signing and reviewing approved accounts payable documents. 2. Perform any other duties assigned by the Board.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4112 amended by Board of Directors of the the Georgetown Divide Public Utility District on October 10, 2023.



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

RESOLUTION 2018-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ESTABLISHING A POLICY FOR THE ELECTION OF OFFICERS
AND THE ELECTION OF OFFICERS OF THE 2018 CALENDAR YEAR

WHEREAS, the Georgetown Divide Public Utility District has historically conducted an election of officers in December or January for the upcoming calendar year; and

WHEREAS, the District desires to formalize a policy for electing Officers of the Board of Directors on an annual basis; and

WHEREAS, since District Board elections are held during even years in November requiring a reorganization of the Board in December, the election of officers during even years shall be conducted in December to coincide with the installation of newly elected Directors;

WHEREAS, the election of officers during odd years shall be conducted during the January regular meeting of the Board;

WHEREAS, the nominations were received from the floor during the Board's regular Board meeting of January 9, 2018, and the following Directors elected to serve for the 2018 calendar year:

President: Londres Uso
Vice President: Jesse Hanschild
Treasurer: David Halpin

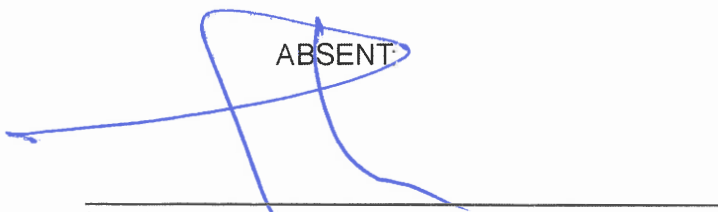
NOW THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT, El Dorado County, California, that the election of officers shall be conducted annually and the slate of officers elected are confirmed to serve for the 2018 calendar year.

PASSED AND ADOPTED at a regularly held meeting of the Board of Directors of the GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT on the 9th day of January 2017, by the following vote:

AYES: Halpin, Hanschild, Souza, Uso, Wadde

NAYS:

ABSENT:



Londres Uso, President
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

ATTEST:



Steven Palmer, 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 2018-07 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 9th day of January 2017.



Steven Palmer, Clerk and ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

Policy Title: DEVELOPING DISTRICT POSITION ON PROPOSED LEGISLATION

Policy Number: 4125

Date Approved: April 11, 2023

References: This policy replaces Policy 3230 adopted on 6/25/2013 and amended on 7/11/2019 by Resolution 2019-45.

4125.1 — Policy:

The purpose of this policy is to guide the District officials and the staff of the Georgetown Divide Public Utility District in considering legislative or regulatory proposals. This policy allows for the timely response to legislative issues important to the District, including letters from the Board President to the State Legislature and/or Congress, consistent with this policy.

The Board of Directors recognizes the need to protect the District's interests and local legislative authority and to identify various avenues to implement its strategic goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the Board of Directors.

This policy includes the Board of Directors' Guiding Principles and procedures for adopting and communicating official District positions on legislation, regulations, candidates for public office, or grant applications by or to other government bodies and for maintaining positive intergovernmental relations.

4125.1 – Definitions

Board – shall refer to the Board of Directors of the Georgetown Divide Public Utility District.

District – shall refer to the Georgetown Divide Public Utility District.

4125.3 — Guiding Principles

A. Preserve Local Control

Preserve and protect the District's powers, duties, and prerogatives to enact legislation and policy direction concerning local affairs, and oppose legislation that preempts local authority. Local agencies should preserve and enhance authority and accountability for revenues raised and services provided.

B. Promote Fiscal Stability

- (1) Support measures that promote fiscal stability, predictability, and financial independence. Support measures that preserve the District's revenue base and local control over local government budgeting, recognizing that economic cost is a determinant in considering the merits and/or impacts of any proposed legislation or regulation.
- (2) Oppose measures that make the District more dependent on the County, State, or Federal Governments for financial stability, such as mandated costs with no guarantee of local reimbursement or offsetting benefits.

GDPUD POLICIES AND PROCEDURES

C. Support Funding Opportunities

- (1) Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, that maintain funding streams.
- (2) Opportunities may include competitive grants and funding programs.
- (3) Opportunities could also include dedicated funding streams at the regional, state, and federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

4125.3 -- Advocacy Process and Procedures

It is the District's policy to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the Board.

A. Interaction with Other Governmental Entities

This process involves interaction with federal, state, and local governmental entities both regarding specific items of legislation and to promote positive ongoing intergovernmental relationships. Such ongoing positive relationships are fostered by ongoing participation and involvement by the Board of Directors and District staff in national, state, and regional organizations and through ongoing communications and cooperation with local legislators. Therefore, to the extent practical, involvement in such organizations or efforts is encouraged and supported by the District.

B. Monitoring Legislation

Monitoring legislation is also a shared function of the Board of Directors and District staff. Board Members can request consideration of legislative positions to be placed on the Board Meeting Agenda. District staff is responsible for providing periodic updates on legislative proposals and recommendations for official District positions. In providing the necessary information to the Board of Directors, staff shall include the following:

- 1) A basic summary of the legislation;
- 2) How the legislation may impact the District, including potential fiscal impacts;
- 3) Share the positions taken by other bodies, including the California Special Districts Association (CSDA), Association of California Water Agencies (ACWA), Mountain Counties Water Resources Association (MCWRA), other districts or local agencies, and/or other relevant professional or nonprofit organizations; and
- 4) The status of the legislation.

C. Official District Position

Whenever possible, the full Board of Directors should be given the opportunity to consider and adopt official positions formally before communication through letters or other means are prepared. The President is authorized to sign letters on behalf of the Board of Directors once an official position is taken. Such communication should be in the form of letters unless other forms have been requested by a legislator or a body to which the District is a member, such as the ACWA.

GDPUD POLICIES AND PROCEDURES

D. Communicating the District's Position

- 1) For legislation, positions will generally be communicated initially to the author, the representative(s) of the District to the legislative body, and advocacy organizations to which the District belongs, such as the ACWA.
- 2) As legislation progresses, further correspondence may be sent to pertinent legislative committee members, other legislators, or to the Governor or President without additional action by the Board of Directors. Staff is responsible for providing periodic updates relating to the item once a position has been adopted by the Board of Directors.
- 3) In cases where urgent action is required, or when a Board of Directors meeting will not be held in time for the communication to be effective, communication on behalf of the District may still be sent if the following criteria are met:
 - (a) Timing does not allow for full consideration by the Board of Directors;
 - (b) The position is consistent with the Guiding Principles adopted as a part of this policy;
 - (c) The position is consistent with that of organizations for which the District is a member, such as ACWA;
 - (d) The position and correspondence sent are communicated to the Board of Directors as soon as possible; and
 - (e) The position and correspondence has been reviewed and approved by the General Manager and the Board designated legislative liaison

E. Individual Positions

- 1) In addition to official District positions on legislation, regulations or grant applications, individual District Board Members, the General Manager, and members of the District's Management Team may take a position on such items and communicate regarding those positions so long as they clearly indicate that the letter reflects their individual position and is not the position of the Georgetown Divide Public Utility District.
- 2) In no case should a member of District staff, in the course of their professional role, take or communicate a position that is contrary to an official position of the District.
- 3) Copies of any communication from an individual Board Member or District staff member shall be provided to the full Board of Directors for information.

4125.4 – Board Designated Legislative Liaison

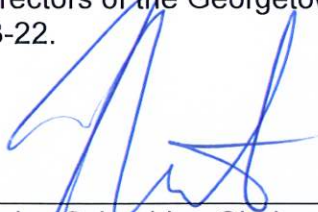
The Board shall appoint one Director to serve as their Board Legislative Liaison. The role of the Board Legislative Liaison shall be to review and approve District position and correspondence that is prepared by Staff in response to calls to action that require urgent response as described above.

4125.5 -- Candidates for Public Office

It is the policy of the District not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding these limitations, the District recognizes that individual Board Members and staff may wish to participate in the political process. Therefore, individual Board Members and staff may take a position on behalf of, or in opposition to, any candidate for public office and communicate regarding those positions so long as they clearly indicate that the position reflects their individual position and is not the position of the Georgetown Divide Public Utility District.

GDPUD POLICIES AND PROCEDURES**CERTIFICATION**

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4125 adopted by the Board of Directors of the Georgetown Divide Public Utility District on the eleventh of April 2023 by Resolution 2023-22.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 4205 Adopted: 08/13/2019 Amended: 03/09/2021 Amended: 03/04/2024
Former Number: 5020-02

REFERENCES: (Gov. Code § 54950 et seq.)

Section 4205.01 Purpose

The General Manager, in cooperation with the Board President, shall prepare an agenda for each Regular and Special Meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq.).

Section 4205.02 Board Member Requests for Additions to Future Meeting Agendas

- A. Any Director may contact the General Manager and request any item be placed on the Board agenda. With the approval of the Board President, the item shall be placed on a meeting agenda within three (3) upcoming Regular Board meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. The Board Member requesting the item shall provide a brief written description of the requested item to be included in the Board packet.
- B. A Director may request verbally during Board Member Requests for Additions to Future Meeting Agendas that an item be considered on a future agenda. Upon agreement by a majority of the Board, the item will be placed on a future agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.

Section 4205.03 Public Requests for Additions to Future Meeting Agendas

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- A. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven (7) business days prior to the date of the meeting;
- B. The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both, not to be a matter directly related to District business it will not be placed on the agenda. The public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors.
- C. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

Section 4205.04 Public Comment on Non-Agendized Items

This policy does not prevent the Board from taking public comment at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

Section 4205.05 Posting Requirements

At least 72 hours prior to the time of all Regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2) and emailed to those who have requested to receive the agenda via email. The agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel) shall be available for public review prior to the Board meeting.

A. The agenda for a Special Meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

Section 4205.06 Agenda Format

The District Agenda for Regular Meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate. Director names and titles shall be included on the agenda. Agendas must contain a brief description of every item to be discussed, including closed-session items. Descriptions must be clear enough to be understood by members of the public.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC FORUM

Members of the public wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during the Public Forum. The Board is not permitted to take action on items addressed in the Public Forum.

CONSENT CALENDAR

The Consent Calendar consists of those items which are routine and non-controversial. Should any member of the Board or the Public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Calendar. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Calendar, or as soon thereafter as practicable.

OFFICE/FINANCE MANAGER'S REPORT

INFORMATIONAL ITEMS

A. Board Reports

Directors shall be allowed five (5) minutes each to provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also use this time period to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer who is presiding over the meeting.

B. Legislative Liaison Report

C. Operation Manager's Report

The Operations Manager will provide a report on maintenance activities occurring during the previous month.

D. Water Resources Manager's Report**E. General Manager's Report****COMMITTEES****ACTION ITEMS****CLOSED SESSION****BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS**

- A. Opportunity for Board members to discuss and provide input for future meetings. Individual Board members may request items be added to an agenda and may request information or research for Staff to respond at a future time.

NEXT MEETING DATE AND ADJOURNMENT

Each specific item as well as the order of items are subject to change at every meeting or with the agenda.

Section 4205.07

The Board shall adjourn to the noted date and time of the next meeting.

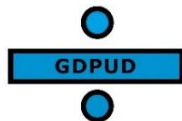
Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4205 adopted by the Board of Directors of the Georgetown Divide Public Utility District on March 7th, 2024.



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

DISTRIBUTION:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy Manual

POLICY TITLE: STANDARDS OF CONDUCT DURING BOARD MEETINGS

POLICY NUMBER: 4210 Adopted: August 13, 2019 Amended: May 9, 2023

REFERENCES: Policy 4210 replaces Policy 5030, adopted August 13, 2019, and is retitled, Standards of Conduct During Board Meetings to provide greater clarity on the intent of this policy.

Section 4210.01 Purpose

The Georgetown Divide Public Utility District is committed to conducting open and fair meetings for all participants. The purpose of this policy is to establish the standards of conduct by the Directors, District staff, and the public during all meetings of the Board of Directors, and to provide guidelines for how disruptive behavior should be handled.

Section 4210.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Designee – shall refer to an authorized representative designated by the Board President to handle extreme disruptive behavior during meetings of the Board and shall include law enforcement representatives.

Raise-your-Hand Feature – shall refer to the ability to display the raised hand icon on the teleconference screen to indicate a desire by a meeting participant participating in teleconference to make a public comment.

Section 4210.03 - Rules of Order

Meetings of the Board of Directors shall be conducted by the Board President in a manner consistent with the policies of the District. Policy No. 4215, “Rules of Order for Board and Committee Meetings,” provides meeting protocol.

Section 4210.04 - Agenda and Meeting Time

All Board meetings shall commence at the time stated on the agenda and shall be guided by the same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

Section 4210.05 - Standards of Conduct

1. The meetings shall be conducted in an open and fair manner.
2. The public shall be given ample opportunity to participate in the meetings.
3. Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

Standards of Conduct During Board Meetings

4. The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.
5. The Board may receive, consider, and take any necessary action with respect to reports of accomplishment by District operations.
6. Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.
7. The Board may weigh and determine the credibility of evidence and public comment.

Section 4210.06 – Public Comments

The following standard of conduct shall be followed by those wishing to make public comments during meetings of the Board of Directors. These guidelines shall appear on the agenda of each meeting of the Board of Directors as a reminder. The Board President shall ensure meeting participants adhere to the following standards:

1. Public members desiring to provide comments must raise their hand and wait to be recognized by the Board President, speak from the podium, and begin by stating their name.
2. If participating via teleconference, speakers shall utilize the raise-your-hand feature. The speaker will be called upon by the President addressing the speaker by name or inviting the speaker to identify themselves when only a phone number is displayed on the teleconference screen.
3. Comments must be directed only to the Board.
4. Disruptive conduct shall not be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination of the privilege to address the Board of Directors.
5. There is a three (3) minute time limit per speaker and/or fifteen (15) minutes in total for each subject matter. Should more than five people wish to comment on the same subject matter, the Board reserves the right to limit per speaker time and it may be reduced.
6. The Board is not permitted to take action on items addressed under the Public Forum.

Section 4210.07 – Disruption of Meetings

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, the President may do the following:

- (1) The Board President, or designee, shall notify the disrupting parties to immediately stop the conduct and issue a warning that the disruptive parties will be asked to leave the meeting if the behavior continues.
- (2) If the behavior continues after the warning, the Board President, or designee, shall order the disrupting parties to leave if they do not promptly cease their disruptive behavior, and the Board's business will be conducted without their presence.
- (3) In cases of extreme disruption, the Board President, or designee, may clear the room of all members of the public; and the Board's business will be conducted without their presence.
- (4) Duly accredited representatives of the news media shall be permitted to remain in the meeting if the Board President has deemed, they have not participated in the disruption.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4210 adopted by the Board of Directors of the Georgetown Divide Public Utility District on May 16, 2023, by Resolution 2023-29.



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Rules of Order for Conducting Board and Committee Meetings

POLICY NUMBER: 4215 **Adopted:** 09/10/2019

Amended: 10/10/2023

REFERENCES:

Section 4215.01 Purpose

The purpose of this policy is to establish the procedures governing the meetings of the Board of Directors and Committees of the Georgetown Divide Public Utility District.

Section 4215.02 General

4215.3.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

4215.2.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Section 4215.03 Obtaining the Floor

4215.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Section 4215.04 Motions

4215.5.1 Any Director, excluding the President, may make or second a motion. A motion shall be brought and considered as follows:

4215.4.1.1 The Board President opens discussion of the matter, the matter is then discussed and debated by the Board, the public is provided an opportunity to comment, then a Director makes a motion; another Director seconds the motion; and the President states the motion.

4215.4.2 Once the motion has been stated by the President, it is open to further clarification by the Board members, the President will then call for the vote.

4215.4.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Rules of Order for Conduct of Meetings

Section 4215.5 Secondary Motions

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4215.5.1 Motion to Amend:

A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded or by a new motion and second.

4215.5.2 Motion to Table:

A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

4215.5.3 Motion to Postpone:

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4215.5.4 Motion to Refer to Committee:

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

4215.5.5 Motion to Close Debate and Vote Immediately:

As provided above, any Director may move to close debate and immediately vote on a main motion, which moves to close is then seconded and approved by a majority vote of the Board.

4215.5.6 Motion to Adjourn:

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Section 4215.6 Decorum

4215.6.1

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons disrupting the meeting or hearing as referenced in Policy 4210 Standards of Conduct During Board Meetings Section 4210.07.

4215.6.2

The President may also declare a short recess during any meeting.

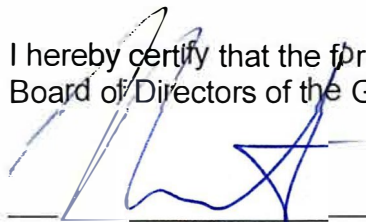
Section 4215.7 Amendment of Rules of Order

4215.7.1 By motion made, seconded, and approved by 4/5ths, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Rules of Order for Conduct of Meetings

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4215 amended by the Board of Directors of the Georgetown Divide Public Utility District on October 10, 2023



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



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: MINUTES OF THE BOARD MEETINGS

POLICY NUMBER: 4220

Adopted: June 25, 2013

Amended: March 7, 2024

Former Number: 5060

REFERENCES:

Section 4220.01 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 4220.02 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 4220.03 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 4220.04 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 4220 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:



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

Policy Title: BOARD MEMBER TELECONFERENCING POLICY

Policy Number: 4240

Date Approved: March 14, 2023

Date Amended: February 6, 2024

4240.1 — Policy:

Pursuant to Section 54953 of the California Government Code requiring that all meetings of a legislative body shall be open and public, this policy shall govern the use of teleconferencing for the attendance of meetings by the members of the Georgetown Divide Public Utility District Board of Directors.

Code Section 54953 was amended with the passage of Assembly Bill 2449 during the 2022 Legislative Session to provide alternative teleconferencing procedures to allow members of a legislative body to participate in meetings remotely under special circumstances. This law became effective January 1, 2023, and will remain in effect through January 1, 2026.

Code Section 54953 was updated with the passage of Assembly Bill 557 during the 2023 Legislative session to update Emergency Teleconferencing Procedures and will remain in effect through January 1, 2026.

4240.2 — Definitions:

Unless otherwise defined herein, the following definitions shall apply to this policy:

Board – shall refer to the Board of Directors of the Georgetown Divide Public Utility District and shall also have the same meaning as provided by Government Code section 54952, which sets forth a definition of “legislative body” as a commission, committee, board, or other body of a local agency, decision making or advisory, created by charter, ordinance, resolution, or formal action by a legislative body.

Brown Act / Ralph M. Brown Act – shall refer to the California law that guarantees the public’s right to attend and participate in meetings of local legislative bodies, pursuant to California Code Section 54950 et seq.

Director – shall refer to a member of the Board of Directors of the Georgetown Divide Public Utility District.

District – shall refer to the Georgetown Divide Public Utility District.

Meeting — any congregation of a majority of the members of a legislative body at the same time and location.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 of the California Government Code.

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Teleconferencing – meeting attendance from different locations other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – meeting attendance from different locations other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this policy, videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

4240.3 — Open and Public Meetings; Teleconferencing

At the discretion of the Board of Directors and/or the General Manager, any employee, consultant, vendor, or individual presenting or attending a meeting of the Board of Directors, other than a member of the Board, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of the Board of Directors, inclusive of the governing board members and other committees or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by the foregoing policies.

To the extent a Director desires to attend a meeting via teleconference or videoconference, the Director shall generally be required to comply with the foregoing “Standard Teleconferencing Procedures” (4240.4) unless the circumstances exist to justify the use of the “Expanded Special Circumstances Teleconferencing Procedures” (4240.5) or “Emergency Teleconferencing Procedures” (4240.6).

A Director not in compliance with any such procedures, as applicable, shall not be permitted to attend a meeting via teleconference or videoconference for any purpose, whether to participate in or listen to such meeting.

In all instances in which a Director is attending a meeting via teleconference or videoconference, the Board of Directors shall:

1. Take all votes by roll call;
2. Conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Board;
3. Provide notice and post agendas as otherwise required by the Brown Act;
4. Permit members of the public access to the meeting and an opportunity to address the Board as required by the Brown Act.

4240.5 — Expanded Special Circumstances Teleconferencing Procedures (AB 2449)

A Director may attend a meeting via videoconference only (teleconference will not be permitted under these procedures), without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the members of the Board participate in person from a single physical location accessible to the public, which is within the boundaries of the agency and clearly identified in the posted agenda;

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2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comments during the meeting;
3. Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comments during the meeting is included within the posted agenda;
4. The Director(s) attending remotely have either “just cause” or an “emergency circumstance” that justifies their attendance via videoconference.
 - a. A Director shall only have “just cause” for remote attendance if such participation is for one of the following reasons:
 - i. To provide childcare or caregiving needs to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code section 12945.2, Unpaid Family Care and Medical Leave;
 - ii. Due to a contagious illness that prevents the Director from attending in-person;
 - iii. Due to a need related to a physical or mental disability, as defined in Government Code Sections 12926 and 12926.1, not otherwise accommodated; and
 - iv. Due to travel while on official business of the Board of Directors or another state or local agency
 - b. A Director shall have an “emergency circumstance” if such participation is due to a physical or family medical emergency that prevents the Director from attending in person.
5. The Director(s) has/have not attended a meeting remotely on the basis of “just cause” for more than two meetings in the current calendar year; and
6. The Director(s) has/have not attended a meeting remotely on the basis of “just cause” or “emergency circumstance” for more than three consecutive months or more than three times in a calendar year.
7. The Board of Directors has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Special Circumstances Teleconference Procedures, a Director shall:

1. For a “just cause” circumstance, notify the Board at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;

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2. For an “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Director shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the Director, and the general nature of the Director’s relationship with such individuals;
4. Participate through videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Director to utilize the Expanded Special Circumstances Teleconference Procedures, the Board shall take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda.

4240.6 — Emergency Teleconferencing Procedures (AB 557):

Notwithstanding the Standard Teleconferencing Procedures, the Board may elect to use these “Emergency Teleconferencing Procedures” to allow teleconferencing if any of the following circumstances apply:

1. The Board holds a meeting during a proclaimed State of Emergency.
2. The Board holds a meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The Board holds a meeting during a proclaimed State of Emergency and the Board has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Board shall:

1. Give notice in the agenda for such meeting of the means by which members of the public may access the meeting and offer public comment via a teleconferencing or videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the District’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.
3. All of the following requirements of the Brown Act shall be suspended:
 - (a) Each teleconference location from which a Director will be participation in a public meeting or proceeding shall be identified in the notice and agenda of the public meeting proceeding.
 - (b) Each teleconference location must be accessible to the public.

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- (c) Members of the public may address the Board at each teleconference location.
 - (d) The agenda shall be posted at all teleconference locations.
 - (e) At least one member of the Board shall be physically present at the location specified in the notice of the meeting.
4. Allow a reasonable amount of time per agenda item to allow members of the public the opportunity to provide public comment, including time for members of the public to register to comment or otherwise be recognized for the purpose of providing public comment.

The Board may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 45 days after teleconferencing for the first time, and every 45 days thereafter, the Board finds by majority vote that:

- 1. The Board has reconsidered the circumstance of the State of Emergency; and
- 2. Any of the following circumstances exist:
 - a. The State of Emergency continues to directly impact the ability of the Directors to meet safely in person; or


In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the District to provide a physical location on which the public may attend or comment.

4240.7 — Miscellaneous Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this policy.

CERTIFICATION

I hereby certify 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 the 6th day of February 2024.



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

POLICY TITLE: Brown Act Compliance – Open Meeting Requirements

POLICY NUMBER: 5000

5000.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

5000.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act.

5000.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

5000.2.2 Member of the Board includes newly elected and appointed officials prior to assuming office.

5000.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

5000.2.4 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

5000.2.5 The Board shall only take action during a properly noticed meeting.

5000.3 Committees. Committees created by formal action of the Board shall comply with the Brown Act



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

Policy Title: WATER TRANSFER POLICY

Policy Number: 5030 **Date Approved:** July 11, 2023 **Date Amended:** October 3, 2024

5030.01 – PURPOSE:

The Georgetown Divide Public Utility District Board of Directors seeks to voluntarily transfer water to interested buyers when such opportunities to transfer water occur in a manner that appropriately protects customers and other fiduciary responsibilities of the District (see Attachment for more information). This policy provides guidance for evaluating when to pursue water transfer opportunities.

5030.02 – DEFINITIONS

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Transfer Water – shall refer to water provided to a Buyer pursuant to a Purchase Agreement between the Buyer and the District whereby the water provided is derived from water rights or water supply entitlements the District controls.

Seller – shall refer to the Georgetown Divide Public Utility District.

Buyer – shall refer to the legal entity purchasing the Transfer Water.

Transfer Period – shall mean when Seller will make Transfer Water available to Buyers at the Point of Transfer.

Point of Transfer – refers to the location where Seller delivers the Transfer Water to the Buyers.

Transfer Amount – means the total maximum amount of Transfer Water provided before any losses.

Purchase Agreement – means the agreement signed by both Seller and Buyers for the purchase of Transfer Water.

Reclamation – means the United States Department of the Interior Bureau of Reclamation.

Reservoir Refill Agreement – means the agreement signed by the Seller, Reclamation, and Department of Water Resources defining the refill criteria and refill impacts accounting procedure that pertain to full refill of the Vacated Storage in a Stumpy Meadows storage-based transfer, when the Transfer Water is derived from water stored in Stumpy Meadows.

Vacated Storage – means the reduction in water storage of Stumpy Meadows Reservoir resulting from making Transfer Water available in a storage-based transfer.

5030.03 – GUIDING PRINCIPLES

Guiding principles to support the District's evaluation and implementation of water transfer opportunities are as follows:

GDPUD POLICIES AND PROCEDURES

- 1) **Protect Customer Water Supply:** ensure a water transfer does not increase customer water shortage risks.
- 2) **Optimize Water Resources:** utilize water resources assets to benefit the District and the community.
- 3) **Facilitate Economic Stability:** optimize economic benefits of water transfers to the District.
- 4) **Strive for Certainty:** support long-term planning and business decisions by minimizing the potential for significant changes to policies and procedures.
- 5) **Allow for Adaptability:** allow for periodic adjustments to reflect changing conditions and improved understanding, while minimizing disruptions to certainty.
- 6) **Target Simplicity:** create policies that are easy to understand and implement.
- 7) **Ensure Transparency:** provide a full and straightforward accounting of all facts, information, and context to the Board and customers to ensure an informed and equitable decision-making process.
- 8) **Encourage Engagement:** Support and encourage interested participants working together with ongoing discussions where differences are explored, and a shared vision of water transfers can emerge.

5030.04 – WATER TRANSFER DETERMINATION PROCESS

When considering a Water Transfer, the first priority for the District is to ensure adequate water availability for the customers. The following additional provisions apply:

- 1) Prior to January 31 of each potential water transfer year, and out of an abundance of caution to ensure the right is reserved should a potential water transfer become potentially available, the GM shall include an agenda item for the Board of Directors to consider authorizing filing with the State Water Resources Control Board a notice of Potential Temporary Transfer pursuant to Water Code Section 1727.
- 2) At a January or February Board meeting, an agendized item will be presented to the Board so it can decide whether to direct the General Manager to hold initial discussions that water might be available.
- 3) At or before an April Board meeting the General Manager and staff shall:
 - a) Present information, as part of the annual Water Year declaration, regarding the risk to customer shortfalls at various potential Transfer Water quantities based upon current and projected supply conditions, including Stumpy Meadows storage forecast, and projected customer demand by customer classification.
 - b) Update the Board regarding any discussions with potential buyers.
- 4) As a separately agendized open session item, at or before a June Board meeting:
 - a) The General Manager and staff shall present sufficient information to allow the Board to approve or deny a water transfer that year. Information could include, without limitation, a draft Purchase Agreement, petition to the State Water Resources Control Board for temporary transfer, and a draft Reservoir Refill Agreement with Reclamation. Should an interested transfer partner approach for a late-year transfer, the General Manager shall present the information to the Board 2 weeks prior to the potential action.

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- b) If it is determined that water will seek to be transferred through the normal water availability process held by the District, schedule a public workshop targeted to occur between April and June. The objective of the workshop is to inform the public of the possible water transfer and be available to communicate the water transfer process with the public.
 - c) Direct the General Manager to pay the required State Water Resources Control Board Water Transfer processing fee and the California Department of Fish and Wildlife fee.
 - d) Authorize General Manager to execute a final Purchase Agreement when such is finalized.
 - e) A Reservoir Refill Agreement may be completed after the final Purchase Agreement has been finalized.
- 5) The General Manager will provide updates as a separate, standing open session item on the Water Transfer at all future Board meetings until the Water Transfer is complete including any Reservoir Refill Agreement criteria that might exist.

5030.05 – ENVIRONMENTAL PROTECTION

The District shall comply with all applicable laws and regulations including but not limited to the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and the federal and state endangered and threatened species guidelines. The District shall secure any required consents, permits, reports, and orders prior to transferring water under this Policy.

5030.06 – REVENUE RECEIVED

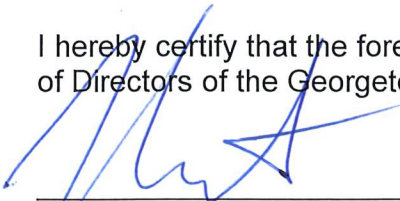
Revenue received from the Water Transfer will be directed by the Board to best serve the needs of the District in meeting operating and maintenance expenses. This could include providing funding for the District's capital improvement program or other District expenses helping water rate stabilization.

5030.07 – VOLUNTARY SETTLEMENT AGREEMENT (VSA):

Voluntary Settlement Agreements (VSA) are agreements that the State Water Resources Control Board (SWRCB) could consider in its Water Quality Control Plan update for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary and Watershed in lieu of its "unimpaired flow" approach to achieve multiple water quality, water supply, and sustainable water management objectives. The District is currently in VSA discussions that could include modification to Stumpy Meadows operation. The District will ensure that all VSA terms protect the District's water supply availability and do not interfere with this Water Transfer Policy.

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Policy 5030 adopted by the Board of Directors of the Georgetown Divide Public Utility District on the 3rd Day of October 2024.



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

GDPUD POLICIES AND PROCEDURES

ATTACHMENT

Water Transfer Year Types:

Water transfers can occur in all hydrologic year types, with the ability to transfer water more available during wetter years. Year types are based on the forecasted runoff into Stumpy Meadows Reservoir. Generally, anticipated water transfers for different water year types are as follows:

Critically Dry Years: A Water Transfer is unlikely to occur during a critically dry year as the District water supply is needed to meet its water supply demands. This is especially the case if the critical year includes a Reservoir Refill requirement from a previous year Water Transfer.

Dry Years: A Water Transfer could occur in a dry year type if water is available in an amount greater than that required to meet District water demands. This would be unlikely if the dry year includes a Reservoir Refill requirement from a previous year Water Transfer.

Below Normal, Above Normal Year: A Water Transfer could occur in below normal and above normal year types. In these water year types; the District likely has water supply greater than needed to meet its water supply requirements. This may be the case even if the year includes a Reservoir Refill requirement from a previous year Water Transfer.

Wet Years: A Water Transfer could occur as the District has plenty of water supply. There may be a limited transfer market. A Water Transfer could utilize the potential for groundwater recharge or other beneficial uses during wet years allowing for a Water Transfer.

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POLICY TITLE: **Review of Administrative Decisions**

POLICY NUMBER: **5050**

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code.

5050.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.