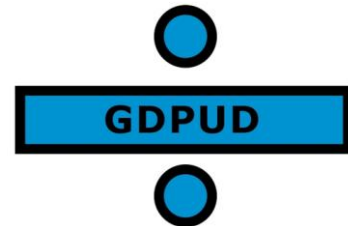


**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF MARCH 14, 2023  
AGENDA ITEM NO. 7D**



**AGENDA SECTION: COMMITTEE REPORTS**

**SUBJECT: AD HOC POLICY COMMITTEE REPORT**

**PREPARED BY:** Gloria Omania, Retired Annuitant – Special Projects

**APPROVED BY:** Nicholas Schneider, General Manager

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The Ad-Hoc Policy Committee was established to standardize the process of developing, reviewing, and adopting policies and procedures.

The committee held its first meeting on February 9, 2023, to assess the status of the District’s policies, plans, and procedures, as well as identify other required policies. During this first meeting the committee established the following organizing tools, goals and objectives, and timeframe to help the committee determine how to best achieve its purpose.

- Worksheet: This “living” worksheet (*Attachment 1*) will be regularly updated to sort policies into categories per CSDA Policy Manual Sample (*Attachment 2*), to prioritize the committee’s work, and to track the progress and status of each policy.
- Goals/objectives:
  - To organize, standardize, and update current policies;
  - To identify and prepare other required policies, plans and procedures for Board review and adoption; and
  - Review and make recommendations on policies as they are referred to the committee by the Board.
- Work in Progress: The committee is working to establish a process for managing policies, plans and procedures. To achieve this in a timely manner, the committee agreed to meet every two weeks while in a “work-in-progress” mode between meetings, and monthly reporting of its progress to the Board.

During the committee’s second meeting on February 23, 2023, a preliminary foundation for updating and developing new policies was discussed involving the updating of Policy 1010—Adoption and Amendment of Policies and Administrative Procedures. A new policy development form (*Attachment 3*) and a policy template have been prepared for use in the meanwhile.

The mechanics of how the committee will conduct its work was applied in the review of a series of policies. The committee’s recommendations will be presented under Action Items during the March 14, 2023, Board meeting.

Attachments: (1) Worksheet; (2) CSDA Policy Manual Sample; (3) New Policy Development Form

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

SECTION 100 – GENERAL										
1000	1010	Adoption-Amendment of Policies	Procedure to create/amend/adopt policy for the district	6/25/2013	X			2/23/23		Add: recommended policies are referred to Policy Committee; Reference standardized formatting templates. Report progress to Board on 3/14/23.
1005		Association Memberships Policy					X			
1010	4070	Basis of Authority	Describes legal authority pursuant to Ca Govt Public Utility Code	6/25/2013						
1015		Board Secretary Policy					X			
1020		Board/Staff Communications Policy					X			
1025		Claims Against the District Policy					X			
1030		Code of Ethics Policy	To provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling day-to-day operations.				X			
1035	1020	Resolution 2022-51 updating District's Conflict of Interest Code	State required annual review of Code of Interest Code for the District.	6/25/2013 8/9/2022						County Registrar sends instructions for update by deadline.
1035							X			
1040		Correspondence to the Board Policy					X			
1045	4048	Legal and Auditor	Describes duties of Legal Counsel and Auditor	6/25/2013						
1050		Overview of General Manager's Role					X			Included in Personnel Manual...job description, etc.

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

SECTION 2000 - ADMINISTRATION										
2100 – Financial Management Policies										
2100		Accounts Receivable Policy								
2105		Asset Protection and Fraud in the Workplace Policy								
2110		Budget Preparation Policy								
2115		Credit Card Use Policy								
2120		Employment of Outside Contractors and Consultants Policy								
2125		Expense Authorization Policy								
2130		Investment of District Funds Policy	The Board will consider adopting an updated Investment Policy as well as a PSA with a financial consultant to oversee the investment efforts.		X				2/14/23	Adopted.
2135	2018-46	Adopting a Procurement Policy #3010 2012-18	Resolution adopting procurement manual	11/13/2012 10/09/2018						
2135	Appendix	Procurement Policy Manual	Establishes the procedures governing purchase requisitions for materials, supplies and equipment in accordance with the Ca Govt Code and contracting for public projects and consulting services in accordance with Cal Public Contract Code and Uniform Public Construction Cost Accounting Act.					2/23/23	3/14/23	Review procurement limits for purchasing agents (Section 1.03), RFP process (Section 2.04), and contracts for projects and consulting services (sections ?? ) Referred to Legal.
2155	2140	Debt Policy REVISED 2020-06	To comply with Govt Code § 8855(i)	6/25/2013 02/11/2020						
2155	2020-06	Debt Policy – 2140		02/11/20						
2160		Internal Controls Section								

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

2100 – Financial Management Policies (con't)										
2170	1118	Policy for Leakage Consideration REVISED 2019-62	Procedures for considering leakage consideration.	11/19/2019 11/12/2019						
2170	2019-62	<b>Revised</b> Leakage Consideration Policy #1118 (on the Web)	Resolution adopting leakage consideration policy.	2010 ? 11/12/19						
2180	2018-04	Adopting a Low-Income Rate Assistance Program Policy (LIRA)	Resolution adopting LIRA Program policy	03/13/2018						Needs updating,
2190	4025	Expenditure Reimbursement	Prescribes the manner in which District employees and Directors may be reimbursed for expenditures related to District business.	6/25/2013				2/23/23		Add to 3/9 PC Agenda
2195	4030	Remuneration and Reimbursements	Procedure for issuance of Director stipends and reimbursements for expenditures related to District business.	6/25/2013				2/23/23		Add to 3/9 PC Agenda

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	
<b>2200 Inventory and Property Management Policies</b>										
2200		Disposal Surplus Property or Equipment Policy								
2205		District Electronic Resources Policy and Procedures Policy								
2210		Use/rental of District Facility Policy								
2215		Assessment Management Policy			x					
<b>2300 Risk Management Policies</b>										
2300		Emergency Preparedness Policy								
2305		Emergency Response Guideline for Hostile or Violent Incidents Policy								
2310		Workers' Compensation								
2310.1	2-4035	Director's Insurance	States that Directors are covered under the District's Workers' Compensation Program							
<b>2315</b>		Illness and Injury Prevention Program	Written Workplace Safety Plan required by Title 8 of the Cal Code Section 3203. The District is required to submit an updated plan annually.				2/23/23	3/14/23		The updated IIPP was submitted to JPIA in June of 2022. JPIA acknowledged the District's request for a review of its IIPP and provided a checklist of required changes. Adam made changes and resubmitted. The letter also noted that while the IIPP meets certain standards, it is not a paper program and directed the District to Cal/OSHA's website review <i>Effectiveness Questions</i> and an <i>IIPP self-assessment checklist</i> .
<b>2320</b>		Sexual Harassment/Discrimination Complaints	<i>Note: there is a policy for required training but no policy for filing a complaint and how to handle them.</i>			x	2/23/23			Continue to 3/9/23 Policy Meeting. May be included in Personnel Manual.
<b>2325</b>		Ethics Training								Reference Policy 4115 - Ethics Training for the Board

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

2400 - Communications and Technology Policy										
2400		Customer Relations Policy								
2405		Press Relations Policy								
2410		Public Complaints Policy								
2415	2020-19	Social Media Policy #2415	Resolution adopting Social Media Policy	03/10/20						
2415		Social Media Policy	Protocol and procedures for use of social media to publicize District services and events.	3/10/20	x			2/9/23		Sample policy (CSDA) was approved. Needs to be formatted into GDPUD policy.
2420		Webpage Policy								
2425		California Public Records Act Response Policy								There are procedures for responding to Public Records Act requests.
2430		Electronic Document Retention Policy					x			
2440	1050	Requests for Public Documents	Handling public requests for information to clarify the importance of Public Knowledge of District Activity.	6/25/2013						

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

**SECTION 3000 PERSONNEL** (NOTE: The old version of the Personnel Manual has been approved by the unions; a new version is being reviewed by Legal Counsel and will be resubmitted to the union representatives for approval.) Will go to March Board meeting. Committee review 2/23. To Board on March 14?

<b>3100 Employment Practices Policies</b>						
3100		Accommodations for Disability Policy				
3102		Demotion – Non disciplinary Policy				
3104		Disciplinary action policy				
3106		Driver Training and Record Review Policy				
3108		Drug and Alcohol Testing Policy				
3110		Employee Information/Emergency Data Policy				
3112		Employee Promotion Policy				
3114		Employee Records Policy				
3116		Employee Status Policy				
3118		Equal Opportunity Policy				
3120		Grievance Procedure Policy				
3122		Hours of Work and Overtime Policy				
3124		Letters of Recommendation Policy				
3126		Nepotism Policy				
3128		Payroll Deductions for Salaried Employees Policy				
3130		Performance Evaluation Policy				
3134		Recruitment and Hiring Policy				
3136		Separation from District Employment Policy				
3138		Temporary Reclassifications Policy				
3140		Unlawful Harassment Policy				
3142		Whistleblowing Policy				

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

<b>3200 Standards of Conduct Policy</b>						
3200		Dress Code & Personal Standards Policy				
3205		Housekeeping Policy				
3210		Outside Employment Policy				
3215		Receipt of Gifts Policy				
3220		Uniforms and Protective Clothing Policy				
<b>3300 Communications Policy</b>						
3300		Internet, email and electronic communications				
<b>3400 Compensation &amp; Benefits Policy</b>						
3400		Authorized Leave Policy				
3405		Bereavement Leave Policy				
3410		Catastrophic Time Bank Policy				
3415		Compensation Policy				
3420		Educational Assistance Policy				
3425		Family and Medical Leave Policy				
3430		Holiday Pay				
3440		Leave for Crime Victims and Family Members Policy				
3445		Military Leave Policy				
3450		Pregnancy Disability Policy				
3455		Rest & Meals Periods Policy				
3460		Sick Leave Policy				
3465		Time Keeping/Time Records Policy				
3470		Time off for Children – school Activities Policy				



POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

<b>3400 Compensation &amp; Benefits Policy (con't)</b>										
3475		Time off to Vote Policy								
3480		Unauthorized Voluntary Absence Policy								
3485		Use of Map-up Time Policy								
3490		Vacation Policy								
3495		Workers' Compensation Leave Policy								
<b>3500 Health, Safety &amp; Security Policy</b>										
3500		Employee Assistance During Response to Emergency Situations								
3505		Health and Welfare Benefits Policy								
3515		Smoke-free Workplace Policy								
3520		Substance Abuse Policy								

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

SECTION 4000 BOARD OF DIRECTORS										
4100 Board of Directors Policies										
4100	4020	Attendance at Meetings	Directors required to attend all regular and special meetings unless there is good cause for absence	6/25/2013						
<b>4105</b>	2022-XXX	General Role and Responsibilities of Board Committees	Designates the Finance Committee and Irrigation Committee as standing committees subject to the Brown Act and describes protocol.	11/15/2022		x				Approved but needs to be converted to standard format.
<b>4105.01</b>	2015-08	Finance Committee Role & Responsibilities	Resolution adopting policy describing the role and responsibilities of the Finance Committee	07/14/2015						
			Resolution Disbanding Finance Committee							
			Resolution Re-establishing the Finance Committee							
<b>4105.1</b>	2021-1012.01	Finance Committee Role and Responsibilities (from 5 to 7 members) 2022-22	Resolution approving policy for role and responsibilities of finance Committee	04/12/22 10/11/22						
<b>4105.1</b>	2021-1012	Finance Committee Role and Responsibilities 2021-41 (Approving policy)	Resolution approving policy for role and responsibilities of finance Committee	10/12/21						
<b>4105.1</b>	2021-1012.02	Finance Committee Role and Responsibilities District Policy 2022-69 (amends the policy to remove Exhibit A.)	Resolution approving policy for role and responsibilities of Finance Committee	04/12/22 10/11/22						
<b>4105.2</b>	2022-65	Irrigation Committee Role and Responsibilities	Resolution approving policy for the role and responsibilities of the Irrigation Committee							

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	
4105.3		Board Liaison Members of Standing Committees								
4105.4		Ad Hoc Committees								
4105.4/1		Grants Committee								
4105.4/2		Policy Committee								
4105.4/3		Special Audit Committee								
4105.4/4		Labor Negotiations Committee								
4110	4040	Duties of Board President	Describes duties and responsibilities of Board President	6/25/2013 02/09/2022						
4111		Duties of Vice President								
4112	4045	Duties of Treasurer-Board Secretary	Describes the duties and responsibilities of the Treasurer/Secretary	6/25/2013						
4113	4050	Approval of Revised Board Policy 2019-67	Resolution adopting revised Board policy on Members of the Board of Directors							
4114	2018-07	Adopting a Policy on the Election of Board Officers 2018-01 Footer ?	Resolution adopting policy on the election of board officers	01/09/2018						
4115	4095	Ethics Training for Elected Board Members	Describes ethics training requirement of all Directors and designated executive staff.	6/25/2013						
4020	4090	Training, Education and Conferences	Procedures for attendance of training, education, and conferences by Directors.	6/25/2013						
4120	4050	Members of the Board of Directors 2019-67	Describes expectations of Directors to be prepared to discussed items on agenda and how to conduct themselves	6/25/2013 12/10/19						

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	
4125		Board Policy on Legislation								
4125	3230	Legislative Policy REVISED	Guidelines for development Board position on proposed legislation	6/25/2013 7/11/2019						
4125	2018-06	Adopting Policy Guidelines for Developing Position on Legislation (Policy #3230)	Resolution adopting Guidelines for Developing Position on Legislation	01/09/2018						
4125	2018-06	Position on Legislation Policy (posted on Web, no attachment)	Resolution adopting Guidelines for Developing Position on Legislation							
4130	2019-45	Adopting a Revised Legislative Policy REVISED #3230	Resolution adopting Guidelines for Developing Position on Legislation							
4130	3230 Revised	Board Legislative Liaison Res. 2019-45 Attachment A (None)	Resolution adopting policy for establishing a Board Legislative Liaison	07/11/2019						
4130	4097	Filling of Vacancy(ies) on Board of Directors	Provides guidelines for filling a vacancy on the Board	6/25/2013						

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

4200 – Board Meetings										
4200	5010	Board Meetings	Establishes regular meetings of Board on 2 <sup>nd</sup> Tuesday of each month at 9:30 am (needs amending) and requirement for setting special meetings.	6/25/2013						
4205	5020	Board Meeting Agenda 2020-04	Process for preparing the agenda for each regular meeting and special meetings	6/25/2013 2/10/2021						
4205	5020	Board Meeting Agenda REVISED 2020-04 (not signed)	Process for preparing the agenda for each regular meeting and special meetings revised	01/14/20						
4240	4240	Board Members Teleconferencing Policy						2/23/23	3/14/23	

POLICY COMMITTEE WORKSHEET										
Category (CSDA Model)	Approved Policies and Resolutions	Title	Description/Purpose	Date Adopted and Amended	STATUS					Notes
					In Progress	Incomplete	No Policy	Com Review	Board Date	

**SECTION 5000 - OPERATIONS**

**5100 – Operations Plan**

5105	N/A	Sweetwater Treatment Plant Operations Plan	Provides detailed operating procedures associated with the STP	SRF Application approved on (date)						A working copy was submitted on (date) with the TMF for the SRF Loan Application for AMR Project
5110	N/A	Walton Lake Treatment Plant Operations Plan	Provides detailed operating procedures associated with the WLTP	SRF Application approved on (date)						A working copy was submitted on (date) with the TMF for the SRF Loan Application for AMR Project

**5200 Water System Emergency Response Plan**

5205		GDPUD Water System Emergency Response Plan	Provides standardized response and recovery protocol to prevent minimize, and mitigate injury and damage resulting from emergencies or disasters of a man-made or natural origin.							A working draft was submitted on (date) with the TMF for the SRF Loan Application for AMR Project  Add response to wildfires. Review all sections. Public notification
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**5300 – Environmental**

5305		CEQA Language in RFPs, Contracts, etc.								
5310		Water Policy Transfer Policy	The Board will consider approving a PSA for a water transfer consultant to develop a policy during the 2/14 Board meeting							



# Sample Policy Handbook





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## **SECTION 1000**

## **GENERAL**

Policy 1000	Adoption/Amendment of Policies
Policy 1005	Association Memberships
Policy 1010	Basis of Authority
Policy 1015	Board Secretary
Policy 1020	Board/Staff Communication
Policy 1025	Claims Against the District
Policy 1030	Code of ethics
Policy 1035	Conflict of Interest
Policy 1040	Correspondence to the Board
Policy 1045	Legal Counsel and Auditor
Policy 1050	Overview of the General Manager's Role

## **SECTION 2000**

## **ADMINISTRATION**

### **Section 2100**

#### **Financial Management**

Policy 2100	Accounts Receivable Policy
Policy 2105	Asset Protection and Fraud in the Workplace
Policy 2110	Budget Preparation
Policy 2115	Credit Card Use
Policy 2120	Employment of Outside Contractors and Consultants
Policy 2125	Expense Authorization
Policy 2130	Investment of District Funds
Policy 2135	Purchasing
Policy 2140	Receiving/Depositing Remittances
Policy 2145	Records Retention
Policy 2150	Reserve Policy
Policy 2155	Debt Management
Policy 2160	Internal Controls

### **Section 2200**

#### **Inventory & Property Management**

Policy 2200	Disposal Surplus Property or Equipment
Policy 2205	District Electronic Resources Policy and Procedures
Policy 2210	Use/rental of District Facility

### **Section 2300**

#### **Risk Management**

Policy 2300	Emergency Preparedness
Policy 2305	Emergency Response Guideline for Hostile or Violent Incidents
Policy 2310	Workers' Compensation





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**Section 2400 Communications & Technology**

- Policy 2400 Customer Relations
- Policy 2405 Press Relations
- Policy 2410 Public Complaints
- Policy 2415 Social Media Use
- Policy 2420 Webpage
- Policy 2425 California Public Records Act Response Procedures
- Policy 2430 Electronic Document Retention Policy

**SECTION 3000 PERSONNEL**

**Section 3100 Employment Practices**

- Policy 3100 Accommodations for Disability
- Policy 3102 Demotion – Nondisciplinary
- Policy 3104 Disciplinary Action
- Policy 3106 Driver Training and Record Review
- Policy 3108 Drug and Alcohol Testing
- Policy 3110 Employee Information/Emergency Data
- Policy 3112 Employee Promotion
- Policy 3114 Employee Records
- Policy 3116 Employee Status
- Policy 3118 Equal Opportunity
- Policy 3120 Grievance Procedure
- Policy 3122 Hours of Work and Overtime
- Policy 3124 Letters of Recommendation
- Policy 3126 Nepotism
- Policy 3128 Payroll Deductions for Salaried Employees
- Policy 3130 Performance Evaluation
- Policy 3134 Recruitment & Hiring (waiting for it)
- Policy 3136 Separation from District Employment
- Policy 3138 Temporary Reclassifications
- Policy 3140 Unlawful Harassment
- Policy 3142 Whistleblowing Policy

**Section 3200 Standards of Conduct**

- Policy 3200 Dress Code & Personal Standards
- Policy 3205 Housekeeping
- Policy 3210 Outside Employment



Policy 3215 Receipt of Gifts  
Policy 3220 Uniforms and Protective Clothing

**Section 3300 Communications**  
Policy 3300 Internet, E-Mail and Electronic Communications

**Section 3400 Compensation & Benefits**  
Policy 3400 Authorized Leave  
Policy 3405 Bereavement Leave  
Policy 3410 Catastrophic Time Bank  
Policy 3415 Compensation  
Policy 3420 Educational Assistance  
Policy 3425 Family and Medical Leave  
Policy 3430 Holidays  
Policy 3435 Jury Duty  
Policy 3440 Leave for Crime Victims and Family Members  
Policy 3445 Military Leave  
Policy 3450 Pregnancy Disability Leave  
Policy 3455 Rest & Meal Periods  
Policy 3460 Sick Leave  
Policy 3465 Time Keeping/Time Records  
Policy 3470 Time off for Children – School Activities  
Policy 3475 Time off to Vote  
Policy 3480 Unauthorized Voluntary Absence  
Policy 3485 Use of Make up Time  
Policy 3490 Vacations  
Policy 3495 Workers' Compensation Leave

**Section 3500 Health, Safety & Security**  
Policy 3500 Employee Assistance During Response to Emergency Situations  
Policy 3505 Health and Welfare Benefits  
Policy 3510 Illness and Injury Prevention Program  
Policy 3515 Smoke-free Workplace  
Policy 3520 Substance Abuse  
Policy 3525 Workplace Violence Prevention Policy

**Section 4000 BOARD**

**Section 4100 Board of Directors**  
Policy 4100 Attendance at Meetings



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Policy 4105      Committeess of the Board of Directors  
Policy 4110      Duties of Board President  
Policy 4115      Ethics Training  
Policy 4120      Members of the Board of Directors  
Policy 4125      Training, Education and Conferences

**Section 4200      Board Meetings**

Policy 4200      Board Actions and Decisions  
Policy 4205      Board Meeting Agenda  
Policy 4210      Board Meeting Conduct  
Policy 4215      Brown Act Compliance – Open Meeting Requirements  
Policy 4220      Minutes of Board Meetings  
Policy 4225      Review of Administrative Decisions  
Policy 4230      Rules of Order for Conduct of Board and Committee Meetings  
Policy 4235      Types of Board Meetings



# GEORGETOWN DIVIDE PUBLIC UTILITIES

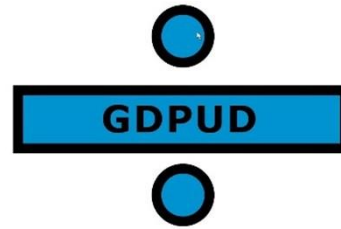
## Policy Development Form

<input type="checkbox"/> <b>Policy Title:</b> <i>As the primary means of identifying, locating, and referring to a policy, the Policy Title must be clear, concise and accurately represents the policy content.</i>				Reviewed: <input type="checkbox"/> OM <input type="checkbox"/> OFM <input type="checkbox"/> GM <input type="checkbox"/> PC <input type="checkbox"/> Other:
<input type="checkbox"/> <b>Policy Number:</b> <i>Determined by the Policy Manager based on relevant section of manual.</i>				Approved: Effective:
<input type="checkbox"/> <b>Previous Policy Name and Title:</b> <i>Identify the name and title of the previous policy document being replaced and explain why it is being replaced.</i>				
<input type="checkbox"/> <b>Review/Approval Timeline:</b>	Management Team	General Manager	Policy Committee	Board of Directors
<input type="checkbox"/> <b>Policy Manager:</b> <i>Person responsible for overseeing the development of this policy as well as the revision of existing policies as required in his/her area of jurisdiction:</i>				
<b>Name:</b>	<b>Title:</b>	<b>Email</b>	<b>Phone:</b>	
<input type="checkbox"/> <b>Stakeholders:</b> <i>Identify appropriate stakeholders that should be consulted during the policy development process.</i>				
<input type="checkbox"/> <b>Relevant Code Sections or Agency Requirement:</b>				
<input type="checkbox"/> <b>Reason for Policy:</b> <i>State the purpose, rationale, and justification, citing any legal or regulatory reasons for this policy.</i>				
<input type="checkbox"/> <b>Policy Statement:</b> <i>This section broadly describes the policy's core provisions, or requirements.</i>				
<input type="checkbox"/> <b>Definitions:</b> <i>Define terms, especially words and phrases with multiple meanings, and for industry- or job-related terms. List terms alphabetically.</i>				
<input type="checkbox"/> <b>The Policy:</b> <i>Insert the policy in this section using a standard outline format (i.e., I.A.1.a)</i>				
<input type="checkbox"/> <b>Who Should Read this Policy:</b> <i>List the broad job classifications of individuals who should comply with the policy requirements, individuals who must under the policy to do their jobs, and individuals who are affected by the policy.</i>				
<input type="checkbox"/> <b>Resources:</b> <i>List resources, including links to related policy documents, other related documents, or contacts.</i>				
<input type="checkbox"/> <b>Certification:</b> <i>Insert signature block for GM to certify authenticity of policy document.</i>				

**REPORT TO THE BOARD OF DIRECTORS**

**Board Meeting of March 14, 2023**

**Agenda Item No. 8A**



**AGENDA SECTION: Action Items**

**SUBJECT: California Special District Association Board (CSDA) Nominations**

**PREPARED BY:** Carol Arquette, Interim Board Clerk

**Approved By:** Nicholas Schneider, General Manager

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**BACKGROUND**

The Election Committee of the California Special District Association Board (CSDA) is accepting Board member applications from the CSDA membership. The nominees will be ranked based upon the qualifications of nominees per the eligibility criteria and will develop a slate of six Board of Directors nominees, one Vice President and one Secretary/Treasurer. This slate will be presented to the Board of Directors as the recommendation of the committee. The seat available is for the term 2024-2026 and will serve as "seat c" in the rotation of the Board. This seat will represent the Sierra Network. All nominees must submit application by June 30<sup>th</sup>.

**DISCUSSION**

Eligibility Requirements for Board of Director Positions:

1. Membership on one or more committees.
2. Ability to attend all quarterly meetings and the annual convention.
3. Previous demonstrated support for CSDA programs such as training programs, safety offerings, Company Certification or other.
4. Must be the official voting representative of the member company.

**FISCAL IMPACT**

None

**CEQA ASSESSMENT**

Not a CEQA Project

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt Resolution 2023-XX Nominating Nicholas Schneider to run for the CSDA Board.

**ALTERNATIVES**

Detail alternative actions available to the Board; i.e. (a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

**ATTACHMENTS**

1. CSDA Election Guidelines and Application
2. Nicholas Schneider Qualifications
3. Resolution 2023-XX



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2023 BOARD OF DIRECTORS NOMINATION FORM

**Name of Candidate:** Nicholas Schneider

**District:** Georgetown Divide Public Utility District

**Mailing Address:** PO Box 4240 Georgetown, Ca 95634

6425 Main St. Georgetown, Ca 95634

**Network:** Sierra Network (see map)

**Telephone:** 530-957-4413  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:** 530-333-9442

**E-mail:** gm@gd-pud.org

**Nominated by (optional):** Greg Morrison

**Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

### ***DEADLINE FOR RECEIVING NOMINATIONS:***

Northern, Sierra, Coastal and Southern Networks: **April 6, 2023 at 5:00 p.m.**

Bay Area and Central Networks: **April 17, 2023 at 5:00 p.m.**



## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Nicholas Schneider

**District/Company:** Georgetown Divide Public Utility District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 1 year

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I currently serve on the Fiscal Committee and I have participated with the Legislative Committee for the last two years.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am currently involved with ACWA, in that role I serve on the State Legislative Committee, Agriculture Committee, and many workgroups. Also involved with CMUA and served on their Leg Committee as well.

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

I have worked in local government for 10 plus years. I have presented to LAFCO many times and have also represented my District in front of a variety of local government associations.

- 4. List civic organization involvement:**

I serve as Boy Scout and Cub Scout leader. In the past I have coached little league.

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**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

**RESOLUTION NO. 2023-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**APPROVE NOMINATION OF NICHOLAS SCHNEIDER TO**  
**CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD (CSDA)**

**WHEREAS**, the Board of Directors (Board) of the Georgetown Divide Public Utility District (District) is a member of California Special District Association Board (CSDA); and

**WHEREAS**, the District is entitled to nominate candidates to the CSDA Board of Directors; and

**WHEREAS**, Nicholas Schneider meets the CSDA eligibility requirements; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT NOMINATES NICHOLAS SCHNEIDER TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD (CSDA) BOARD OF DIRECTORS.**

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14<sup>th</sup> day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

---

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

*Attest:*

---

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



## CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2023-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14<sup>th</sup> day of March 2023.

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

DRAFT

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF March 14, 2023  
AGENDA ITEM NO. 8B**



**AGENDA SECTION:** Action Item

**SUBJECT:** NOMINATION OF SPECIAL DISTRICT COMMISSIONER TO LOCAL AGENCY FORMATION COMMISSION (LAFCO)

**PREPARED BY:** Carol Arquette, Interim Board Clerk

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

The El Dorado Local Agency Formation Commission (LAFCO) is a state mandated local agency whose jurisdiction encompasses El Dorado County. It is composed of seven regular Commissioners: two members from the Board of Supervisors; two members who represent cities; two members who represent special districts; and one public member who represents the public as a whole.

**DISCUSSION**

The Georgetown Divide Public Utility District (District) received a Memo from LAFCO, dated January 31, 2023, stating the Special District Selection Committee, consisting of all special districts within El Dorado County, is required to elect a Regular and Alternate LAFCO representative to each serve a four-year term, beginning May 2023 and ending May 2027. All nominations are due in writing on or before March 30, 2023.

During the last nomination period for a LAFCO Special District Commissioner in January of 2021, the Board of Directors nominated Director Michael Saunders. This current nomination period offers another opportunity for the Board to nominate Director Saunders. Attachment 3 of this report is the current nomination form and Director Saunders' Statement of Qualifications.

**FISCAL IMPACT**

There is no fiscal impact.

**CEQA ASSESSMENT**

This is not a CEQA project.

**RECOMMENDED ACTION**

Staff recommends the GDPUD Board of Directors adopt the attached Resolution authorizing the General Manager to submit by March 30, 2023, the required documents on behalf of the Board nominating Director Michael Saunders to serve as Special District Commissioner.

**ALTERNATIVES**

Decline to nominate a representative to LAFCO.

**ATTACHMENTS**

1. Memo from LAFCO Announcing Nomination Period
2. Saunders Nomination Ballot and Statement of Qualifications
3. Resolution 2021-XX



**LOCAL AGENCY FORMATION COMMISSION**  
550 Main Street, Suite E. Placerville, CA 95667  
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

## M E M O

TO: Special District Selection Committee, Presiding Officer

FROM: Shiva Frentzen, Executive Officer *shiva frentzen*  
El Dorado Local Agency Formation Commission

DATE: January 31, 2023

SUBJECT: ***Election of Special District Representatives to El Dorado LAFCO  
Nominations for Special District Commissioner***

The Special District Selection Committee, consisting of all special districts within El Dorado County, is required to elect a Regular and Alternate LAFCO representative to each serve a four-year term, beginning May 2023 and ending May 2027.

Pursuant to the provisions of Government Code §56332(f), LAFCO has determined that the business of the Special District Selection Committee to elect the Regular and Alternate Special District Representative will be conducted in writing via electronic mail.

The nomination period will be 58 days; all nominations are due in writing on or before **March 30, 2023**. Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within El Dorado County. To be valid, all nominations must include the following:

- 1) Name and district of the nominee
- 2) Name of the nominating district
- 3) **Signature** of the **Presiding Officer** of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

Please submit a statement of qualifications (not to exceed one page) for each nominee.

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent via email to those Districts who have opted to receive and complete the election by email and by certified mail to each District opting to receive materials by mail. The one-page statement of qualifications will be included as submitted.

Contact the LAFCO office at (530) 295-2707, if you have any questions.

Enclosures: Special District Election Nomination Ballot

S:\Elections\2023 Special District Election\2023 SDE Nomination Memo & Ballot\2023 Special District Election Nomination Memo.docx

### COMMISSIONERS

Public Member: Bill Wilde • Alternate Public Member: Dawn Hodson  
City Members: John Clerici, Tamara Wallace • Alternate City Member: Vacant  
County Members: John Hidahl, George Turnbo • Alternate County Member: Wendy Thomas  
Special District Members: Brian Veerkamp, Timothy J. White • Alternate Special District Member: Michael Saunders

### STAFF

Shiva Frentzen, Executive Officer • Erica Sanchez, Assistant Executive Officer  
Malathy Subramanian, Commission Counsel



**LOCAL AGENCY FORMATION COMMISSION**  
 550 Main Street, Suite E. Placerville, CA 95667  
 (530) 295-2707 · lafco@edlafco.us · www.edlafco.us

## **SPECIAL DISTRICT NOMINATION**

### ***Special District Representative to LAFCO***

Position	Nominee's Name	Originating District

**SIGNATURE OF PRESIDING OFFICER:** \_\_\_\_\_  
*(Original Signature Required)*

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

**PRINTED NAME OF PRESIDING OFFICER:** \_\_\_\_\_  
*(Required)*

**NAME OF NOMINATING DISTRICT:** \_\_\_\_\_

**MINUTES ATTACHED (Optional):**      Yes       No

**Nominations must be received by LAFCO before**  
**5:00 p.m. on March 30, 2023**

**Return to:**

**El Dorado LAFCO**  
**550 Main Street, Suite E**  
**Placerville, CA 95667**

[\*\*lafco@edlafco.us\*\*](mailto:lafco@edlafco.us)

COMMISSIONERS

Public Member: Bill Wilde • Alternate Public Member: Dawn Hodson  
 City Members: John Clerici, Tamara Wallace • Alternate City Member: Vacant  
 County Members: John Hidahl, George Turnbo • Alternate County Member: Wendy Thomas  
 Special District Members: Brian Veerkamp, Timothy J. White • Alternate Special District Member: Michael Saunders  
 STAFF  
 Shiva Frentzen, Executive Officer • Erica Sanchez, Assistant Executive Officer  
 Malathy Subramanian, Commission Counsel

March 14, 2023

My educational background includes a Bachelor of Science from Cornell University and a Doctor of Medicine from Howard University. I have served as President of the Board of Directors for the Georgetown Divide Public Utility District (GDPUD) and currently I am a Director. I am currently the Alternate Special District Commissioner (2019-2023).

My experience in governance and working on commissions also includes being Chair of various County Organizational groups, State committees, and being a member and active participant in State workgroups tasked with providing a framework, guidelines, and recommendations for the legislative changes to enact the Water Conservation Bill Statewide beginning in 2022. Previously I served as the Alternate member for Special Districts on El Dorado LAFCO. I continue to be an advocate for our Rural and Mountain Counties to the State. I bring my skills in the interaction needed between governance, local agencies, and the public.

One of the most important functions of LAFCO is to evaluate the provision of services within the County, recommend actions, and promote the efficient provision of those services. This is done through the municipal service reviews. Being able to provide these studies for our Special Districts, services, and Cities has required managing our LAFCO's budget. I was on the Ad hoc Budget Committee for LAFCO to help work on the budget to allow El Dorado LAFCO to continue to operate and provide the MSRs within the timeframe the Commission has recommended. My other experiences in working with budgets includes being the Clinical Dietitian - Dietary Program Director for an Adult Day Care Program, Finance committee member (GDPUD), Treasurer of the Board (GDPUD), and my work on several executive committees.

I bring my commitment to continue to work with various Special Districts and their representatives to make sure they have a voice in the LAFCO processes, to touch base and communicate with any concerns. I will continue to be a resource to our Special District members, the community, and the public if chosen to be a Special District Commissioner.

Thank you,

Michael Saunders, MD  
Director, Board of Directors  
Georgetown Divide Public Utility District

Alternate Commissioner, Special District Member  
El Dorado LAFCO

**RESOLUTION NO. 2023-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**NOMINATING A REPRESENTATIVE TO**  
**THE LOCAL AGENCY FORMATION COMMISSION**

**WHEREAS**, the El Dorado Local Agency Formation Commission (LAFCO) is a state maned local agency composed of seven regular Commissioners, two of whom represent independent special districts; and

**WHEREAS**, the LAFCO Special District Selection Committee is conducting an election of a Special District representative to serve a four-year term, beginning May 2023 and ending May 2027; and

**WHEREAS**, the Georgetown Divide Public Utility District (GDPUD) has been invited to nominate a representative to LAFCO by March 30, 2023; and

**WHEREAS**, the Board of Directors previously nominated Director Michael Saunders to fill an open seat on January 12, 2021; and

**WHEREAS**, Director Saunders has again expressed an interest in representing Special Districts on LAFCO and has submitted his Statement of Qualifications (Attached); and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** Director Michael Saunders is nominated as a Special District representative to LAFCO and directs the General Manager to submit the Nomination Form and Statement of Qualifications by March 30, 2023.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 30th day of September 2021, by the following vote:

**AYES:**

**NOES: NONE.**

**ABSENT/ABSTAIN: NONE.**

---

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

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

### **CERTIFICATION**

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2023-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14th day of March 2023.

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

### **ATTACHMENT**

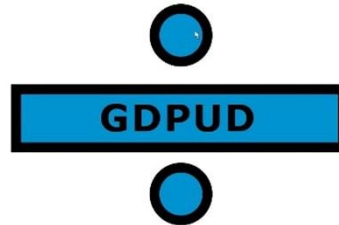
1. Saunders Statement of Qualifications



**REPORT TO THE BOARD OF DIRECTORS**

**Board Meeting of March 14, 2023**

**Agenda Item No. 8C**



**AGENDA SECTION:** Action Items

**SUBJECT:** CONCURRING NOMINATION TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY (JPIA)

**PREPARED BY:** Carol Arquette, Interim Board Clerk

**Approved By:** Nicholas Schneider, General Manager

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**BACKGROUND**

The GDPUD District is a member of Joint Powers Insurance Authority (JPIA) and the Bylaws of the JPIA provide that for a nomination can be made to JPIA's Executive Committee, three member districts must concur with the nominating district. The Board of Directors of Calaveras County Water District has requested GDPUD concur in its nomination of its member of the JPIA Board of Directors to the Executive Committee of the JPIA.

**DISCUSSION**

Scott Ratterman has been nominated by Calaveras County Water District as a member of JPIA's Executive Committee. Mr. Ratterman's candidate statement is attached. His qualifications make him a great candidate for the JPIA board position.

**FISCAL IMPACT**

None

**CEQA ASSESSMENT**

Not a CEQA Project

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) concur and adopt Resolution 2023-XX nominating Scott Ratterman.

**ALTERNATIVES**

Detail alternative actions available to the Board; i.e. (a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

**ATTACHMENTS**

1. Scott Ratterman's Candidate Statement
2. Resolution 2023-XX



# Scott Ratterman

Calaveras County  
Water District  
Division 1 Director

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CCWD Division 1 Director Scott Ratterman grew up in Calaveras County, attending San Andreas Elementary School and Calaveras High School. Upon graduation from high school in 1976, Ratterman earned a business administration degree from Sacramento State University in 1981. By 1982, he was working in the insurance industry with an independent adjusting firm, and he continued that career path for the next 22 years. In 2004, Ratterman took a job with Farmers Insurance Co., where he retired from in 2019 after 37 years in the insurance industry.

After being selected by the CCWD Board to fill a vacant seat in 2011, Ratterman has since won re-election three times and plans to run again in 2024. He is currently chair of the CCWD board of directors. In 2020 he was appointed to the ACWA JPIA Property Committee board where he continues to serve. He is also a member of ACWA's Federal Affairs Committee.

In 2015, he joined the Mountain Counties Water Resources Association board and was elected president in 2017. The MCWRA board recently appointed him to a second term as board president.

CCWD provides water service in six separate service areas to over 13,000 connections and wastewater service in 13 service areas to over 5,000 connections. CCWD also has County-wide water resources planning jurisdiction spanning the Mokelumne, Calaveras, and Stanislaus rivers, is a member of a GSA managing a critically over-drafted groundwater basin and owns two hydropower projects with a combined capacity of 260 Megawatts.

Outside of work, Ratterman is an active member of the St. Andrews Catholic Church in San Andreas and is a member of the Knights of Columbus. He was also a member of the Calaveras Community Foundation Board from 2005 to 2012, serving as vice president for two years and chairing several committees. Ratterman lives in San Andreas and is the single father of two grown children. He enjoys tennis, golf, boating, hiking and cross-country skiing.



**RESOLUTION NO. 2023-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**CONCURRING IN NOMINATION TO THE EXECUTIVE COMMITTEE**  
**OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES**  
**JOINT POWERS INSURANCE AUTHORITY (JPIA)**

**WHEREAS**, the Board of Directors (Board) of the Georgetown Divide Public Utility District (GDPUD) this district is a member district of the JPIA; and

**WHEREAS**, the Bylaws of the JPIA provide that for a nomination to be made to JPIA's Executive Committee, three member districts must concur with the nominating district; and

**WHEREAS**, another JPIA member district, the Calaveras County Water District has requested the GDPUD concur in its nomination of its member of the JPIA Board of Directors to the Executive Committee of the JPIA; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** this district concurs with the nomination of Scott Ratterman of Calaveras County Water District to the Executive Committee of the JPIA.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14<sup>th</sup> day of March 2023, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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

*Attest:*

---

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

## CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2023-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14<sup>th</sup> day of March 2023.

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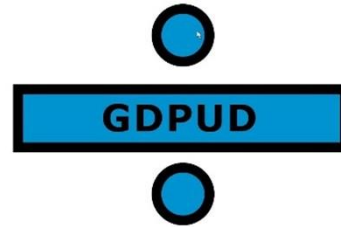
Nicholas Schneider, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

DRAFT

**REPORT TO THE BOARD OF DIRECTORS**

**Board Meeting of March 14, 2023**

**Agenda Item No. 8D**



**AGENDA SECTION: ACTION ITEMS**

**SUBJECT: CONSIDER SUBMITTING POSITION LETTERS ON VARIOUS LEGISLATIVE BILLS, AND ALLOWING THE GENERAL MANAGER TO SIGN ONTO COALITION LETTERS**

**PREPARED BY:** Elizabeth Olson, Executive Assistant

**Approved By:** Nicholas Schneider, General Manager

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**BACKGROUND**

State advocacy is important to the state of California and the water industry. By developing relationships with and engaging Legislators the District can help to influence beneficial legislation and oppose pieces which may harm interests.

**DISCUSSION**

Below are the bills that staff is recommending the Board of Directors authorize the General Manager to engage on:

**Support:**

- ACWA Water Rights Proposal

This proposal gives ACWA an opportunity to present a comprehensive set of ideas that would substantively improve water rights administration and enforcement during critical dry years. It would improve permitting for groundwater recharge, while respecting local decision making.

(The proposal in full text is currently in process and not available in document form).

- SB 23 – Water Supply and Flood Risk Reduction Projects: expedited permitting.

SB 23 answers this call to action by proposing specific ideas enabling California to streamline the regulatory permitting process for water supply and flood risk reduction projects without compromising environmental protection.

<https://legiscan.com/CA/bill/SB23/2023>

- SB 638 – Climate Resiliency and Flood Protection Bond Act of 2024.

This bill would enact the Climate Resiliency and Flood Protection Bond Act of 2024, which, if approved by the voters, would authorize the sale of \$4.5 billion in general obligation bonds. This bill would provide for the submission of these provisions to the voters at the November 5, 2024, statewide general election.

<https://legiscan.com/CA/bill/SB638/2023>

- SB 867 – Drought and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, and Park Creation and Outdoor Access Bond Act of 2023.

SB 867 would enact the Drought and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, and Park Creation and Outdoor Access Bond Act of 2023, which, if approved by the voters, would authorize the sale of an unspecified amount in general obligation bonds. The bill does not specify in which statewide election this initiative would be included.

<https://legiscan.com/CA/bill/SB867/2023>

- AB 62 – Statewide Water Storage: expansion.

AB 62 would codify the Governor’s Water Supply Strategy storage goals to create storage space for up to four million-acre-feet of water by the year 2040. Additional storage capacity is widely viewed as critical to improving the operation of the state’s water system.

<https://legiscan.com/CA/bill/AB62/2023>

- AB 297 – Wildfires: Local Assistance Grant Program: advance payments.

AB 297 would extend the Director of CAL Fire’s authority to authorize advance payments from a grant program award to January 1, 2034.

<https://legiscan.com/CA/bill/AB297/2023>

- AB 1567 – Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2023.

This bill would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2023, which, if approved by the voters, would authorize the sale of \$15.105 billion in general obligation bonds. This bill would provide for the submission of these provisions to the voters at the November 5, 2024, statewide general election.

<https://legiscan.com/CA/bill/AB1567/2023>

## **Oppose**

- Initiative 1935 – Limits Ability of Voters and State and Local Governments to Raise Revenues for Government Services. Initiative Constitutional Amendment.

The purported “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure to amend the California Constitution sponsored by the California Business Roundtable (“CBRT”), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

<https://oag.ca.gov/system/files/initiatives/pdfs/21-0042A1%20%28Taxes%29.pdf?>

- SB 389 – State Water Resources Control Board: determination of water right.

SB 389’s overarching intention is to ensure water right claimants are in fact diverting what they have the right to divert and use, it includes some troubling provisions which unjustly



expand the authority of the State Water Board and subject water diverters to potentially costly and resource intensive investigations.

<https://legiscan.com/CA/bill/SB389/2023>

- AB 338 – Public works: definition.

AB 338 is simply a re-introduction of AB 1717. AB 338 seeks to expand the definition of “public works” to include fuel reduction work paid for in whole or in part out of public funds performed as part of a fire mitigation project, including, but not limited to, residential chipping, rural road fuel breaks, fire breaks, and vegetation management. If enacted, AB 338 would reduce business competition in a developing industry and introduce additional barriers to implementation of fire mitigation projects in communities desperately needing public funds to complete these projects, putting our forests and rural communities at further risk of extreme wildfire.

<https://legiscan.com/CA/bill/AB338/2023>

- AB 1337 – State Water Resources Control Board: water shortage enforcement.

AB 1337 is just part of a wave of water rights legislation that has been introduced this year. Observers of this legislative session have probably noticed a coordinated effort among a certain group of stakeholders to fundamentally change the way California’s water system is implemented and enforced. AB 1337 is arguably the most concerning of the bills that have been introduced this year, as it does not just provide the State Water Board the tools to enforce the water rights system—it gives the State Water Board the authority to significantly re-write the water rights system.

<https://legiscan.com/CA/bill/AB1337/2023>

**FISCAL IMPACT**

None

**CEQA ASSESSMENT**

Not a CEQA Project

**RECOMMENDED ACTION**

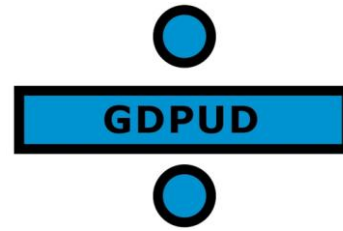
Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) to authorize the General Manager to engage on these legislative bills.

**ALTERNATIVES**

Provide alternative recommendations on these bills.

**ATTACHMENTS**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF MARCH 14, 2023  
AGENDA ITEM NO. 8.E.**



**AGENDA SECTION: ACTION ITEMS**

**SUBJECT: CONSIDER ADOPTING THE FOLLOWING POLICIES:  
(1) POLICY 2315 – ANNUAL UPDATE OF THE IIPP MANUAL  
(2) POLICY 4240 – TELECONFERENCING POLICY**

**PREPARED BY:** Gloria Omania, Retired Annuitant – Special Projects

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

The Ad-Hoc Policy Committee was established to standardize the process of developing, reviewing, and adopting policies and procedures. During their meeting of February 23, 2023, the committee reviewed a series of policies and is submitting the following for the Board's consideration.

**DISCUSSION**

The Committee has reviewed and is submitting the following policies for the Board's consideration:

**1. Policy 2315–Annual Update of Injury and Illness Prevention Program**

Pursuant to Title 8 of the California Government Code Section 3203, the District is required to develop and implement an Injury and Illness Prevention Program (IIPP). The IIPP is updated annually and submitted to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA). The District submitted the 2022 IIPP Update to JPIA last June and received from JPIA a checklist of required changes, which were made and the IIPP resubmitted (*Attachment 1*).

Over the years, members of the Board of Directors have inquired about the District's compliance with the IIPP requirements. To keep the Board and the public informed of the District's efforts to comply with IIPP requirements, the committee recommends adding Policy 2315 (*Attachment 2*) to Section 2300 of the policy manual. This new policy formalizes the process of submitting an annual update of the IIPP to the ACWA JPIA and adds to the Board's Annual Calendar a report from the General Manager on the submittal of the annual IIPP update.

**2. Policy 4240 – Teleconferencing Policy**

The Teleconferencing Policy (California Code Section 54953) was amended with the passage of AB 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 or emergency situations. This law became effective on January 1 2023, and will remain in effect until January 1, 2026.



During the February 14, 2023, meeting of the of the Board of Directors, the draft Teleconferencing Policy (*Attachment 3*) was referred to the Ad-Hoc Policy Committee to review and make recommendations. The policy committee has reviewed the document and submits for the Board's consideration Policy 4240, Teleconferencing Policy (*Attachment 4*), featuring the following key changes:

- identified the particular law/bill that required the change in particular sections to easily make changes should that law/bill be amended or a new law pertaining to that section is passed.
- some definitions and references were edited to apply more directly to the District.
- the policy document has been reformatted into the new policy template.

**FISCAL IMPACT**

There are no fiscal impacts.

**CEQA ASSESSMENT**

Not a CEQA Project .

**RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District adopt the following Resolutions:

- Policy Resolution 2023-XX approving Policy 2315, Annual Update of IIPP Manual.
- Resolution 2023-XX approving Policy 4240, Teleconferencing Policy.

**ALTERNATIVES**

- (a) Request substantive changes to the Resolutions for staff to implement
- (b) Reject the Resolutions.

**ATTACHMENTS**

1. JPIA Review of IIPP and Checklist
2. Resolution 2023-XX approving Policy 2315, Annual Update of IIPP Manual (included as Exhibit A of the resolution)
3. Draft Teleconferencing policy from Agenda Item 8L of the February 14, 2023, Board Meeting
4. Resolution 2023-XX approving Policy 4240, Teleconferencing Policy (included as Exhibit A of the resolution).



YOUR BEST PROTECTION

March 9, 2023

Mr. Nicholas Schneider, General Manager  
Georgetown Divide Public Utility District  
P.O. Box 4240  
Georgetown, California 95634-4240

**Re: Georgetown Divide Public Utility District - Consultation and IIPP Review**

Dear Mr. Schneider:

At the request of Adam Brown, Operations Manager, I conducted a review of GDPUD's written Injury Illness Prevention Program (IIPP). The overall goal of the JPIA's consultation is to assist a member district with implementing and maintaining an effective safety and health program.

While an updated IIPP meets certain parts of the [8 CCR 3203 standard](#), Cal/OSHA highlights an IIPP is not a paper program. How well your IIPP meets Cal/OSHA's standard depends on an employer addressing all program elements and effectively putting them into place. Cal/OSHA has a webpage with [Effectiveness Questions](#) so employers can evaluate their IIPP. During GDPUD's annual review of its written IIPP you can use Cal/OSHA's [IIPP self-assessment checklist](#), which is a tool designed to compare an employer's written plan to the eight program elements required in the standard.

I would like to thank GDPUD for allowing me the opportunity to provide assistance in the review of its IIPP. Effective employee safety programs and job-specific training are "best practices" in the JPIA's Commitment to Excellence (C2E) *Employment Practices* loss reduction menu. Should you have any questions or need assistance, please contact me at (800) 231.5742, Ext. 3137, or via email at [rflint@acwajpia.com](mailto:rflint@acwajpia.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Flint'.

Robin Flint, ARM, CSP, CEAS I  
Risk Control Manager

309:tl

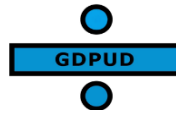
Enc: GDPUD IIPP Review Checklist

c: Adam Brown, Operations Manager  
Stephanie Beck, Human Resources/IT Specialist  
JPIA Members Services  
JPIA Risk Management Committee  
Mitch MacDonald JPIA Director

JPIA Member Agency Name: GDPUD

Date of Review: February 17, 2023

GPUD Creation/Revision Date: June 2022



Georgetown Divide Public Utility District

IIPP Element	Requirements (reference Cal/OSHA Enforcement Policy)	Written	Implemented	Effective	Comments or Suggestions (Specific to your operation)
Responsibility 3203 (a)(1)	Persons with authority and responsibility for implementing program are properly identified	X			On page 1-1, Adam Brown is identified as the IIPP Program Administrator. Please see comments related to COVID-19 processes.
Compliance 3203 (a)(2)	System for ensuring employees comply with safe and healthful work practices	X			
Communication 3203 (a)(3)	System for communicating with employees in a form readily understandable by all affected employees about safety and health	Review			On page 1-2, GDPUD should document its annual review of the IIPP. Since the IIPP states GDPUD evaluates employees on their safety performance on its evaluations it is good to confirm this is being done.
Hazard Assessment 3203 (a)(4)	Procedures for identifying and evaluating workplace hazards to include scheduled inspections	X			
Accident/Exposure Incident 3203 (a)(5)	Procedure to investigate occurrences of injuries or illnesses	X			
Hazard Correction 3203 (a)(6)	Methods for correcting unsafe work conditions, work practices, in a timely manner based on seriousness of hazard	X			
Training & Instruction 3203 (a)(7)	Training program to instruct on general and job-specific safety and health practices	X			

<u>IIPP Element</u>	Requirements (reference Cal/OSHA Enforcement Policy)	Written	Implemented	Effective	Comments or Suggestions (Specific to your operation)
Access and Recordkeeping 3203 (a)(8)	Procedure providing employees with access to the written IIPP within five days of a request. Adequate documentation for inspections, training, and other standard-specific requirements	<b>Review Access</b>			Cal/OSHA added a new requirement to the Injury and Illness Prevention (IIPP) Standard on July 1, 2020. Employers must now inform employees of their right to receive a copy of the written IIPP and how to receive it. The District can add this new language to its Recordkeeping content on page 5 or as an addendum. A link to the JPIA's sample IIPP Access Addendum is below.

**Other Comments:**

1. GDPUD is encouraged to add Hazard Inspection/Correction forms and Accident Investigation reporting forms as an appendix to the IIPP.
2. JPIA Sample Access Addendum  
  
<https://www.acwajpia.com/wp-content/uploads/IIPP-Addendum.docx>
3. It's a good practice to add an appendix with a IIPP review log. This way GDPUD captures dates it reviews and revises its IIPP.
4. Great work with adding the COVID-19 CPP. Please remember to update this after Cal/OSHA implements their permanent standard.

**RESOLUTION NO. 2023-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**ADOPTING POLICY 2315 – ANNUAL IIPP POLICY**

**WHEREAS**, Pursuant to Title 8 of the California Government Code Section 3203, the District is required to develop and implement an Injury and Illness Prevention Program (“IIPP”);

**WHEREAS**, the IIPP is updated annually and submitted to the Association of California Water Agencies Joint Powers Insurance Authority (“ACWA JPIA”), the insurance carrier for the Georgetown Divide Public Utility District (“District”);

**WHEREAS**, the District submitted the 2022 IIPP Update to JPIA last June and received from JPIA a checklist of required changes, which were made and the IIPP resubmitted;

**WHEREAS**, the Board of Directors’ Policy Committee has discussed the need to formalize this process of updating the IIPP annually for submittal to ACWA JPIA;

**WHEREAS**, the policy requires a report from the General Manager on the status of the IIPP annual update within the first quarter of each fiscal year;

**WHEREAS**, on March 14, 2023, the Policy Committee presented Policy 2315, Annual IIPP Policy (**Exhibit A**) for consideration by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the Policy 2315 – Annual Update of IIPP be adopted and authorizes the General Manager to certify the policy and include it in the District’s Policy and Procedures Manual.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14<sup>th</sup> day of March 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

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

*Attest:*

---

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

## CERTIFICATION

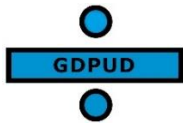
I hereby certify that the foregoing is a full, true and correct copy of Resolution 2023-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14<sup>th</sup> day of March.

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

**ATTACHMENT:**

**Exhibit A** – Policy 2315, Annual IIPP Update Policy



# GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## Policy and Procedures Manual

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**Policy Title:** ANNUAL UPDATE TO INJURY/ILLNESS PREVENTION PLAN

**Policy Number:** 2315

**Date Approved:**

### 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 update 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 by 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 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 \_\_\_ of \_\_\_\_\_ by Resolution 2023-XX.

---

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



Georgetown Divide Public Utility District  
Policy Manual

2023

**POLICY TITLE: BOARD MEMBER TELECONFERENCING POLICY**

**POLICY NUMBER: 4240**

**4240.1 — Policy:**

The foregoing policy (“Policy”) shall govern the Agency’s use of teleconferencing for the attendance at Meetings of the members of its Legislative Bodies. The Global Teleconference Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Board member has either “just cause” or an “emergency circumstance” so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

**4240.2 — Definitions:**

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

**Agency** – shall refer to the public agency that is the subject of this Policy.

**Brown Act / Ralph M. Brown Act** – shall reference to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the “Ralph M. Brown Act” pursuant to Government Code section 54950.5, as such shall be amended from time to time.

**Legislative Body** – shall have the same meaning as provided by Government Code section 54952, including the Agency’s governing board.

**Member** – shall have the same meaning as provided by Government Code section 54952.1.

**Meeting** — shall have the same meaning as provided by Government Code section 54952.2.

**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.

**Teleconferencing** – 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** – 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 — Global Teleconferencing Policies:**

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

To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing “Standard Teleconferencing Procedures” (Article IV) unless the circumstances exist to justify the use of the “Expanded Teleconferencing Procedures” (Article V) or “Emergency Teleconferencing Procedures” (Article VI).

A Member 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 Member is attending a Meeting via teleconference or videoconference, teleconferencing or videoconferencing, the Legislative Body 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 Legislative Body;
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 Legislative Body as required by the Brown Act.

**4240.4 — Standard Teleconferencing Procedures:**

A Member may attend a Meeting via teleconference or videoconference if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participates in the meeting from locations within the boundaries of the agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting;
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

**4240.5 — Expanded Teleconferencing Procedures**

(Effective Through January 1, 2026):

A Member 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 Legislative Body 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;
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 comment during the meeting;
3. Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comment during the meeting is included within the posted agenda;
4. The Member(s) attending remotely have either “just cause” or an “emergency circumstance” that justifies their attendance via videoconference.
  - a. A Member shall only have “just cause” for remote attendance if such participation is for one of the following reasons:
    - i. To provide childcare or caregiving need 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;
    - ii. Due to a contagious illness that prevents the Member 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 Legislative Body or another state or local agency
  - b. A Member shall have an “emergency circumstance” if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
5. The Member(s) 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 Member(s) have not attended a meeting remotely on the basis of “just cause” or “emergency circumstance” for more than three consecutive months or more than *[agency to number that would be 20% of the regular meetings of an agency in a calendar year, rounded down to nearest whole number]* in a calendar year.
7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving re-quests 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 Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a “just cause” circumstance, notify the Legislative Body 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;

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 Member 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 member, and the general nature of the Member’s relationship with such individuals;
4. Participate through videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedures, the Legislative Body shall:

1. 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;
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 Agency’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.

#### **4240.6 — Emergency Teleconferencing Procedures**

(Effective Through January 1, 2024):

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these “Emergency Teleconferencing Procedures” to allow teleconferencing if any of the following circumstances apply:

1. The Legislative Body holds a meeting during a proclaimed State of Emergency and state or local officials have imposed or recommended measures to promote social distancing;
2. The Legislative Body 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 pre-sent imminent risks to the health or safety of attendees; or
3. The Legislative Body holds a meeting during a proclaimed State of Emergency and the Legislative Body 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 Legislative Body 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 Agency'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. [Policy Should be Amended To Reflect Applicable Circumstance for Agency]:

*If agency provides a timed public comment period:* not close the public period for an agenda item, or the opportunity to register to comment, until that timed comment period has elapsed; *If agency has no timed public comment period, but takes public comment separately on each agenda item:* 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; *If agency provides a general public comment period for all agenda items:* not close the public comment period, or the opportunity to register to comment, until the timed general public comment period has elapsed.

The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after teleconferencing for the first time, and every 30 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body 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 members to meet safely in person; or
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from 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.

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*This AALRR handout is intended for informational purposes only and should not be relied upon in reaching a conclusion in a particular area of law. Applicability of the legal principles discussed may differ substantially in individual situations. Receipt of this or any other*

*AALRR presentation/publication does not create an attorney-client relationship. The Firm is not responsible for inadvertent errors that may occur in the publishing process. This handout should be utilized in conjunction with your legal counsel to develop an agency specific policy*

**RESOLUTION NO. 2023-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**ADOPTING POLICY 4240 - TELECONFERENCING POLICY**

**WHEREAS**, California Code Section 54953, the Ralph L. Brown Act (Brown Act), requiring that all meetings of a legislative body are open and public, was amended with the passage of AB 2449 during the 2022 Legislative Session, effective January 1, 2023, through January 1, 2026;

**WHEREAS**, this amendment to the Brown Act provides alternative teleconferencing procedures to allow members of a legislative body to participate in meetings remotely under special circumstances or emergency situations.

**WHEREAS**, the new provisions of AB 2449 are in addition to those provisions allowed in AB 361 (during a state of emergency) and those allowed by traditional teleconferencing rules. Provisions of AB 361 remain in effect through January 1, 2024;

**WHEREAS**, on February 14, 2023, the Board of Directors ("Board") of the Georgetown Divide Public Utility District ("District") referred the teleconferencing policy to comply with this new law to the Board's Policy Committee; and

**WHEREAS**, on March 14, 2023, the Policy Committee presented Policy 4240, Teleconferencing Policy (**Exhibit A**) for consideration by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the Policy 4240 - Teleconferencing Policy be adopted and authorizes the General Manager to certify the policy and include in the District's Policy and Procedures Manual.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14<sup>th</sup> day of March 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT/ABSTAIN:**

---

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

*Attest:*

---

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

## CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2023-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14<sup>th</sup> day of March.

---

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

**ATTACHMENT:**

**Exhibit A** – Policy 4240-Teleconferencing Policy

DRAFT





# GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## Policy and Procedures Manual

**Policy Title:** TELECONFERENCING POLICY

**Policy Number:** 4240

**Date Approved:**

### 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 or emergency situations. This law became effective January 1, 2023 and will remain in effect through January 1, 2026.

The new provisions of AB 2449 are in addition to those provisions allowed in AB 361 (during a state of emergency) and those allowed by traditional teleconferencing rules. Provisions of AB 361 remain in effect through January 1, 2024.

### 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 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 a California law that guarantees the public’s right to attend and participate in meetings of local legislative bodies, pursuant to California Code Section 54950.

**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 place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body.

**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.

**Teleconferencing** – any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the legislative body.

### 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 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 as permitted by the foregoing policies.

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

A Director not in compliance with any such procedures, as applicable, shall not be permitted to join the meeting via teleconference.

In all instances in which a Director is attending a meeting via teleconference, 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; and
4. Permit members of the public access to the meeting and an opportunity to address the Board as required by the Brown Act.

### 4240.4 — Expanded Special Circumstances Teleconferencing Procedures (AB 2449)

A Director may attend a meeting via teleconference 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;
2. The public is permitted to attend the meeting either by teleconference 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 teleconference;
  - a. A Director shall only have “just cause” for remote attendance if such participation is for one of the following reasons:

## GDPUD POLICIES AND PROCEDURES

- 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;
  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 Director shall participate through both audio and visual technology; and
  8. 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;
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.

## GDPUD POLICIES AND PROCEDURES

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.

### **4240.5 — Emergency Teleconferencing Procedures (AB 361):**

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 and state, or local officials have imposed or recommended measures to promote social distancing;
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 participating 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.
  - (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.

## GDPUD POLICIES AND PROCEDURES

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 30 days after teleconferencing for the first time, and every 30 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
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

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.

### **4240.6 — 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 that the foregoing is a full, true, and correct copy of Policy 4240 adopted by the Board of Directors of the Georgetown Divide Public Utility District on the \_\_\_\_ of \_\_\_\_\_ by Resolution 2023-xx

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

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF MARCH 14, 2023  
AGENDA ITEM NO. 8F**



**AGENDA SECTION: ACTION ITEMS**

**SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO PREPARE A PUBLIC SERVICE AGREEMENT (PSA) FOR FEDERAL ADVOCACY SERVICES**

**PREPARED BY:** Elizabeth Olson, Executive Assistant

**APPROVED BY:** Nicholas Schneider, General Manager

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**BACKGROUND**

A Federal advocate is important in developing relationships for the District with Legislators and federal agencies. These relationships assist the District in identifying and obtaining funding opportunities for infrastructure projects and legislation of benefit to the District. Currently the District is working with FEMA on a grant to help mitigate fire damage in the Upper Canal area of the infrastructure. A strong federal relationship can help to ensure the District will receive these funds.

**DISCUSSION**

The District put out a bid to receive qualified applicants for federal advocacy. After a thorough review of these proposals the District selected Vectis DC as the consultant. Vectis DC is a firm with decades of experience and deep relationships on The Hill and at federal agencies. They are respected subject matter experts in water legislation and corresponding regulatory policy. Vectis DC works to pursue all areas of federal funding including Community Project Funding (earmarks), competitive formula grants, and initiating pilot programs directly with agencies. Millions of dollars have been procured for their clients including California municipalities for their water, wastewater, and other important works issues.

Vectis DC has a track record of success for their clients. Through stratigization and lobbying, Vectis DC helped Elsinore Valley Municipal Water District fund the Canyon Lake Water Treatment Plant-Phases 1 and 2 with \$3.7 million in two successive fiscal years. Engaging elected officials, the company increased The Aerospace Corporation STE amount by 5.25% amounting to \$121M annually. Through pursuit of Federal funding and ongoing conversations with agencies Vectis DC creates up-front funding opportunities for districts.

**FISCAL IMPACT**

The cost for this advovacy will be \$48,000 for the year. This cost will be offset through the potential for the District to receive additional funding through grants.

## **CEQA ASSESSMENT**

This is not a CEQA Project.

## **RECOMMENDED ACTION**

Staff recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) adopt the attached Resolution 2023-XX authorizing the General Manager to prepare a PSA for federal advocacy services with Vectis DC.

## **ALTERNATIVES**

Request substantive changes to the Resolution for staff to implement; or reject the Resolution.

## **ATTACHMENTS**

1. Draft Resolution 2023-XX Approve Vectis DC for Federal Advocacy Services

**RESOLUTION NO. 2023-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**APPROVING VECTIS LLC for FEDERAL ADCOVACY SERVICES**

**WHEREAS**, a Federal advocate is important in developing relationships for the District with Legislators and federal agencies; and

**WHEREAS**, these relationships assist the District in identifying and obtaining funding opportunities for infrastructure projects and legislation of benefit to the District; and

**WHEREAS**, a strong federal relationship can help to ensure the District will receive these funds.; and

**WHEREAS**, after a review of the submitted proposals the District staff has identified Vectis LLC as the recommended federal advocate for the District; and

**WHEREAS**, the cost for this advocacy of \$48,000 for the year will be offset through the potential for the District to receive additional funding through grants,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT GENERAL MANAGER IS AUTHORIZED TO EXECUTE A PROFESSIONAL SERVICE AGREEMENT WITH VECTIS LLC.**

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9<sup>th</sup> day of March 2023, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT/ABSTAIN:**

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

Attest:

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



**CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2023-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14th day of March 2023.

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

DRAFT