

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT Policy and Procedures Manual

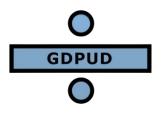
The Ad-Hoc Policy Committee met for the first time on February 9, 2023, to review required and standard District procedures and plans and to consider the following suggestions received over time from members of the Board, staff, and the public to improve and organize the policies:

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

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



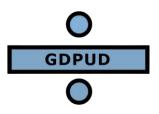




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The Committee has identified **67** policies and passed **25**. Of those policies passed, **7** were newly developed. Currently in process are **15** policies with **30** left to be amended adopted.





GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT Policy 1000

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



New/Amended Policy Development Process

Request or Requirement

Board Review and Referral

Staff Support

Committee Review

Board Approval



Requests from:

- Any Director
- General Manager
- Federal or State Law
- Public



Action By Board

- Refer to Ad-Hoc Committee
- · Direction to Staff
- Request Legal Counsel Opinion
- Reject Request



Prepartation/ Development

- Prepare draftpolicy-Development
- Provide Reference Material
- Identify
 Stakeholders



Review/Edit

- After Committee
 Policy is submitted
 for legal review.
- Committee
 Reviews Legal
 comments and
 recommends to
 Board
- Staff prepares report and resolution



Board Approval

- Board Considers committees recommendation.
- Certification of Policy by General Manager
- Public information; Policy is posted on website and made available in the lobby.



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