

RESOLUTION NO. 2021-07
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING REVISIONS TO BOARD
POLICY 5020-1 – THE BOARD AGENDA

WHEREAS, the Board of Directors of the Georgetown Divide Public Utility District adopted a set of District policies on June 25, 2013 that included Policy 5020 outlining the process for preparing the Board Meeting Agenda; and

WHEREAS, on January 14, 2020, the Board approved Policy 5020-1-Board Meeting Agenda with modifications to provide a detailed process for placing items on the Board meeting agenda, to provide the parameters for Board members to submit items for the agenda, and to outline a typical agenda format; and

WHEREAS, during the regular Board meeting of February 9, 2021, the Board discussed modifying Policy 5020-1 to define the timeframe for when items requested by Board members are placed on the agenda.

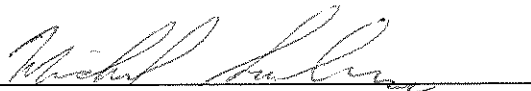
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT District Policy 5020-2–Board Meeting Agenda, included as **Exhibit A**, is hereby approved.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 9th day of March 2021, by the following vote:

AYES: THORNBROUGH, MACDONALD, SEAMAN, SAUNDERS

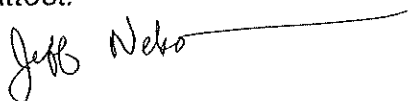
NOES:

ABSENT/ABSTAIN:



Michael Saunders
President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

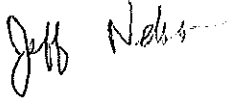
Attest:



Jeff Nelson, 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 2021-07 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 9th day of March 2021.



Jeff Nelson, Clerk and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
POLICY MANUAL



POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020-2 (Revisions Approved March 9, 2021)

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each Regular and Special Meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950).

5020.1.1 Any Director may contact the General Manager and request any item be placed on the Board agenda. With the approval of the Board President, the item shall be placed on a meeting agenda within three (3) upcoming Regular Board meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. The Board Member requesting the item shall provide a brief written description of the requested item to be included in the Board packet.

5020.1.2 Any Director may verbally request an item be considered for a future Board meeting agenda during the standing Agenda Item, *Board Member Requests for Additions to Future Meeting Agendas*. The item shall be placed on the Board agenda within three (3) upcoming Regular meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. The Board Member requesting the item shall provide a brief written description of the requested item to be included in the Board packet.

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven (7) business days prior to the date of the meeting;

5020.2.2 The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both not to be a matter directly related to District business it will not be placed on the agenda. The public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board within the next three (3) upcoming Regular meetings, unless the request is withdrawn by the requesting Director. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

POLICY MANUAL

5020.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at Regular and Special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all Regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 and emailed to those who have requested to receive the agenda via email. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a Special Meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

5020.5 The District Agenda for Regular Meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate. Director names and titles shall be included on the agenda.

5020.5.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

5020.5.2 ADOPTION OF AGENDA

5020.5.3 PUBLIC FORUM

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

5020.5.4 PROCLAMATIONS AND PRESENTATIONS

Proclamations made by the Board, and Presentations provided by outside organizations. Examples of Board Proclamations include recognizing employees for their service and supporting outreach efforts that align with the District's mission; such as Water Professionals Appreciation Week or other water related events.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

POLICY MANUAL

5020.5.5 CONSENT CALENDAR

The Consent Calendar consists of those items which are routine and non-controversial. Following is a non-exclusive list of items that would typically appear on the Consent Calendar:

- Minutes
- Statement of Cash Balances
- Month-End Cash Disbursement Report
- Acceptance of Routine Projects without Fiscal Impact

The Consent Calendar would be approved by one motion of the Board adopting the Consent Calendar and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Calendar. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Calendar, or as soon thereafter as practicable.

5020.5.6 INFORMATIONAL ITEMS

1. BOARD REPORTS

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

2. GENERAL MANAGER'S REPORT

The General Manager will provide a report on current activities within the District of interest to the public and the Board.

3. OPERATIONS MANAGER'S REPORT

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

4. FINANCE COMMITTEE REPORT

The Chair of the Finance Committee will provide an oral report of activity at recent Finance Committee meeting(s).

5020.5.7 NEW BUSINESS

Items of regular District business which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff.



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT POLICY MANUAL

5020.5.8 BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF

Individual Board members may request items be added to an agenda and may request information or research for Staff to respond at a future time. These items requested by individual Directors shall be placed on the agenda within three (3) Regular Board meetings, unless the request is withdrawn by the Director. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. Requests for future agenda items will be considered as described in Section 5020.1.2

5020.5.9 NEXT MEETING DATE AND ADJOURNMENT

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