

**RESOLUTION 2020-14**

**RESOLUTION ADOPTING DISTRICT POLICIES**

**WHEREAS**, the Board of Directors of the Calaveras Public Utility District, a public agency formed and existing under the California Public Utility District Act, Public Utilities Code Section 15501, *et seq.*, is responsible for the governance of the District pursuant to its statutory authorization; and

**WHEREAS**, the Board of Directors is statutorily authorized to adopt District ordinances, resolutions, policies and procedures to ensure the proper and orderly function of the District, its services and operations in providing a safe and reliable drinking water supply to its residents; and

**WHEREAS**, the Board of Directors of the Calaveras Public Utility District has determined to update and revise District policies pertaining to the proper governance, function and operation of the District; and

**WHEREAS**, the Board of Directors finds that it is in the best interests of the District and the public to update District policies from time to time to bring them into compliance with existing law and best practices, and to promote public participation, transparency and consistency;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the Calaveras Public Utility District as follows:

1. That the attached Policies, Sections 2100, 2200, 2300 and 2400 as shown in Exhibit A, be and are hereby adopted by the Board of Directors; and
2. That the aforesaid Policies hereby amend, restate and supersede any and all prior and currently existing policies of this District pertaining to the subject matter set forth therein; and
3. That unless otherwise amended, restated or superseded herein, all other District policies and procedures presently in existence shall remain unaltered and shall continue in full force and effect.

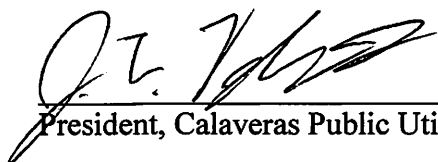
The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 13<sup>th</sup> day of October 2020 by the following vote:

AYES: Directors Overmier, Speer, Blood, Lavaroni and Dell'Orto.

NOES: None

ABSTAIN: None

ABSENT: None

  
\_\_\_\_\_  
President, Calaveras Public Utility District

Attest:

Donna Leatherman  
Donna Leatherman, General Manager

I hereby certify the foregoing resolution is a true and accurate copy of the Resolution passed by the Board of Directors of the Calaveras Public Utility District.

\_\_\_\_\_  
Date



## EXHIBIT A

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

<b>2200 – Inventory &amp; Property Management</b>
2200 – Disposal of Surplus Property or Equipment
2205 – District Electronic Resources Policy and Procedures
2210 – Use/Rental of District Facilities
2215 – Naming of District Facilities
2220 – Flag Display

<b>2300 – Risk Management</b>
2300 – Emergency Preparedness
2305 – Emergency Responses Guideline for Hostile or Violent Incidents
2310 – Worker’s Compensation

<b>2400 – Communications &amp; Technology</b>
2400 – Customer Relations
2405 – Press Relations
2410 – Public Complaints
2415 – Social Media Use
2420 – District Web Page
2425 – California Public Records Act Response Procedures
2430 – Electronic Document Retention