

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2215 – NAMING OF DISTRICT FACILITIES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

Purpose

These guidelines are intended to establish rules and procedures for naming District facilities, including Water Treatment facilities, sections of facilities, or rooms within the facilities. This policy also applies to the naming of tanks, hydros, and Water Treatment facilities or any other District property as deemed appropriate.

Definitions

- a) Facilities are buildings or amenities owned and managed by the District to conduct district business.
- b) Specific features are amenities that could be located within the District or as part of a facility.
- c) Board is the Board of Directors of the Calaveras Public Utility District.

Naming Process

- a) During the planning phase, or prior to the Board approving final plans and specifications for any facility, an open period of approximately two weeks will be announced giving individuals, staff, and the Board an opportunity to suggest names.
- b) Please note that financial provisions for plaques or other physical commemorative items relating to the facility naming, if not donated, should be subject to normal District budgeting and purchasing processes.
- c) The General Manager, staff, or an established selection committee, should review all of the proposed names and should prioritize and recommend names for final selection by the Board. The staff and/or selection committee should include an evaluation of the names with their recommendation. The Board shall receive all of the names submitted along with the evaluation. The Board shall consider the evaluation and make a final decision regarding the name of the facility pursuant to the policy and procedures below.

Please note that land or gifts with deed restrictions may not follow these guidelines.

Policy

2215.2 Criteria for naming a facility after an individual

- a) The individual to which the park or facility will be named after must have made a significant contribution to the District by:
 - 1) Donating land,
 - 2) Making a large financial contribution, or
 - 3) Contributing substantially to improving the quality of life in the District.
- b) The facility or property may also be named after a person from the community who died in the

line of duty serving the local city, state, or United States of America.

- c) Each facility or property may be named after selected individuals in their honor as desired and appropriate as determined by the Board of Directors in its sole and exclusive discretion.

2215.3 Criteria for Naming or Creating a Memorial in an Individual's Name

- a) A donor may request that a facility, or specific feature in the facility be named after, or in memorial for, a specific individual.
- b) The individual to which the facility, or specific feature may be named after must have made a significant contribution to the facility by:
 - 1) Donating land,
 - 2) Making a large financial contribution, or
 - 3) Contributing substantially to improving the quality of life in the District. This could relate to involvement with parks and recreation or other community involvement.
- c) If the name or memorial is made in terms of a specific facility, the specific facility should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a picnic table or bench with a plaque. All costs of the specific facility shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding the relevant history of the person to be memorialized, the type of improvement desired, and the verbiage requested, if any.

Final decisions regarding the specific feature, including, but not limited to, materials, equipment, location, and labor, shall be made by the District.

2215.4 Approval of the Individual's Name

- a) If the District is naming a facility, or special feature after an individual, or in memorial to an individual, the District shall get approval from the individual (if living) or their family (if the individual is deceased and the family is available).
- b) The intent of naming the facility, or special feature is for permanent recognition. Therefore, any request of the District to rename an existing park, facility, or specific feature should be subject to examination so as to not diminish the original justification for the name.

Procedure

2215.5 The following procedures for naming a facility, or specific feature shall be used by the Board:

- a) The Board will evaluate the merit of each suggested facility, or specific feature name according to criteria outlined in this policy. The General Manager, staff, or designated committee shall make recommendations to the Board for their final approval.
- b) When appropriate, the District may solicit help from and/or suggestions of historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historical significance.
- c) The naming of a facility, or specific feature should begin prior to the first phase of development of the project when possible, but no later than two weeks before final approval.
- d) Groups or individuals may submit nominations for naming a facility, or specific feature in writing on a form provided by the District, or in a letter that contains all pertinent information including the reasoning for the name being recommended.