

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: October 15, 2015

FROM: Laura Fischer, General Manager

SUBJECT: Adopt Resolution 2015-15 adopt a POLICY AND PROCEDURE MANUAL for the Heber Public Utility District

ISSUE: Shall the Board Adopt Resolution 2014-15 to adopt a POLICY AND PROCEDURE MANUAL for the Heber Public Utility District

General Manager's Recommendation:

Adopt Resolution 2014-15 to adopt the POLICY AND PROCEDURE MANUAL for the Heber Public Utility District.

FISCAL IMPACT:

No immediate impact, however the implementation of the Policy and Procedure Manual may have some impact to future operations budget.

BACKGROUND:

For the past several years the HPUD Board had been reviewing the POLICY AND PROCEDURE MANUAL. At the last meeting in September 2015, the Board was presented with the most recent version of the Policy Manual and we made a few minor edits. These edits have been included in the final version before you at your meeting on October 15th.

DISCUSSION:

After several reviews the Policy and Procedure Manual is before you for adoption. The policies and procedures will be implemented and effective on November 1, 2015. There is still some work to do to include additional policies in this document, but it is the master policy manual for the District.

Much time and consideration has been put into the creation of the POLICY AND PROCEDURE MANUAL, and it is appropriate that this manual be adopted at this time.

CONCLUSION:

Adopting Resolution 2015-15 to POLICY AND PROCEDURE MANUAL for the Heber Public utility District is a necessary step to ensure that all aspects of District Operations and Management are established in writing by the Board of Directors and that staff and our customers have clear guidelines and rules to follow.

Staff recommends adopting Resolution 2014-15 adopting the POLICY AND PROCEDURE MANUAL as presented.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Resolution 2014-15

RESOLUTION NO. 2015-15

A RESOLUTION OF THE HEBER PUBLIC UTILITY DISTRICT ADOPTING THE HEBER PUBLIC UTILITY DISTRICT POLICY AND PROCEDURES MANUAL EFFECTIVE NOVEMBER 1, 2015.

WHEREAS, the Heber Public Utility District (HPUD) Board of Directors is charged with the responsibility of establishing policies to guide the various functions of the HPUD and, where necessary, to establish procedures by which functions are performed, and,

WHEREAS, the Board of Directors from time to time adopts policies and procedures pertaining to many different subjects involving relations with employees, customers, suppliers, the public, and others, and

WHEREAS, the HPUD Board of Directors expects these policies, once adopted, to provide guidance to the HPUD Board of Directors, HPUD staff and other public agencies and that such policies state the intent of the HPUD and are intended to be an aid in the conducting of the HPUD business; and,

WHEREAS, it is the intention and desire of the Board of Directors that as soon as practical all policies and procedures as adopted by the Board shall be included within and become a part of the Policies and Procedures Manual and that future changes and additions in policies and procedures shall become a part of the Policies and Procedure Manual;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Heber Public Utilities District as follows:

1. That the foregoing is true, correct and adopted.
2. That the HPUD Board of Directors hereby adopts the POLICY AND PROCEDURE MANUAL which is attached hereto as Exhibit "A" and made a part hereof a Policies and Procedures Manual.

3. That all actions by the Board of Directors of the Heber Public Utilities District heretofore taken pertaining to the subjects covered in the POLICY AND PROCEDURES MANUAL are hereby repealed.

PASSED, ADOPTED AND APPROVED at a regular meeting of the Heber Public Utility District held on the 15th day of October 2015, by the following vote:

HEBER PUBLIC UTILITY DISTRICT

By _____

Eduardo Valdez-Belmonte, President

I, Raquel Carrillo, Heber Public Utility District Board Secretary, do hereby certify that the foregoing Resolution No. 2015-15 was duly and regularly adopted at a regular meeting of the Heber Public Utility District, held on the 15th day of October, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

By _____

Raquel Carrillo, Board Secretary