

## Council Meeting Staff Report

August 16, 2017

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<b>Agenda No.:</b>	4.G.3
<b>Indexes (Council Goals):</b>	BCC - N/A
<b>Presenters:</b>	Jeff Johnson
<b>Legislative File:</b>	9754-17

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### Title

Annual Review and Revision of Board of Public Utilities Policies and Procedures Manual

### Recommended Action

**I move that the Board of Public Utilities approve the revised Policies and Procedures Manual as presented.**

### Staff Recommendation

None

### Body

The Board of Public Utilities Policies and Procedures Manual (PPM) Section 1.5 states,

**"[...]These policies will be reviewed and revised as necessary at least annually at the regular July BPU meeting. The Utilities Manager will help the BPU formulate new language in the PPM by distributing proposed changes in advance using software that shows all changes for BPU members to review. Any changes to this PPM must be approved by a vote of at least four of the five voting members of the BPU. Any BPU member as well as the Utilities Manager may submit proposed changes."**

Prior to the July meeting, members were invited to send proposed changes to staff to include in the July agenda packet. None were submitted.

On July 26th, a revised PPM showing the changes proposed at the July meeting was sent to the members, and they were once again invited to send additional changes. No additional changes were submitted.

As required, all proposed changes are provided in advance in the attached revised PPM.

### Alternatives

The Board could choose to continue to propose changes to the PPM or could not to change the PPM.

### Fiscal and Staff Impact

None

### Attachments

A - Proposed Revisions to the BPU Policies and Procedures Manual