

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: September 19, 2019

Item description/summary:

OPUD Donation Request Approval Policy. This was discussed in both a Board meeting and a committee. The Board expressed the desire to have a line item in the budget and a policy for District donations such as to Little League etc. OPUD Legal Counsel provided a policy to start with and made some minor edits (see attached). 'Like-In-Kind' sections were added per Board direction at September Board meeting.

Fiscal Analysis:

See Policy

Employee Feedback

None

Sample Motion:

Move to approve the OPUD Donation Request Approval Policy.

Prepared by:

John Tillotson, P.E., General Manager



OLIVEHURST PUBLIC UTILITY DISTRICT **Donation Request Approval Policy**

Effective Date:
10/18/2019
Revision 0

Purpose

Olivehurst Public Utility District protects and promotes public health, safety, and the environment through responsible provision of water and wastewater services, park services, and fire protection services. This mission includes increasing awareness of water conservation, water recycling, and pollution prevention as well as promoting public health through recreational activities. On occasion, OPUD receives donation requests from organizations and community partners who share these objectives and who are seeking to finance projects and scholarships that enhance OPUD's mission. In these limited instances, OPUD believes that it is in the best interest of the District and its ratepayers to provide support. This policy therefore outlines the terms under which OPUD can fulfill those requests.

LEGAL BASIS

The California Constitution (Article XVI, Section 6) permits public entities to use funds for a public purpose within our stated mission such that OPUD and the community benefits in some manner.

POLICY

1.1 GM Approval: The GM is permitted to authorize a donation if:

1.1.1 He/she determines that the requested donation advances the goal of protecting and promoting public health, safety, and the environment through responsible provision of water, wastewater, parks and fire protection services;

1.1.2 He/she determines that the donation will yield tangible benefits to the ratepayers of the District in relation to our mission;

1.1.3 The donation is no more than \$1000.

1.1.4 The donation is considered a non-monetary 'Like-In-Kind' donation with a value of less than \$1000. An example would be the use of an OPUD facility such as the pool.

1.2 Board Approval: The Board is permitted to authorize a donation if:

1.2.1 It determines that the requested donation advances the goal of protecting and promoting public health, safety, and the environment through responsible provision of water, wastewater, parks and fire protection services;

1.2.2 It determines that the donation will yield tangible benefits to the rate-payers of the District in relation to our mission;

1.2.3 The request does not exceed \$2500.

1.2.4 The donation is considered a non-monetary 'Like-In-Kind' donation with a value of less than \$2500. An example would be the use of an OPUD facility such as the pool.

1.3 Yearly Maximum

In no event shall the total amount authorized under this policy by the Board and by the General Manager exceed \$5,000 per fiscal year.

1.4 Budget Line Item

The Financial Manager shall include line items in the annual budget for water, wastewater, parks and fire departments for donations as described above. The amounts for each department will be determined by the Financial Manager and General Manager.

RESPONSIBILITIES:

The General Manager, Financial Manager and OPUD Board members are responsible for the implementation and intended use of this policy.