This brief is being provided to inform the board, staff and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** 11 December 2020

**Originator:** PRC Committee

**Purpose of Brief:** Update on Policy Review Committee process and status

**Supporting Documents Included: Yes** Attached PowerPoint Presentation

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1. **Agenda Topic Background:**

The Policy Review Committee (PRC) was formed in 2019 for the purpose of ensuring that GM CSD Policies are current, compliant with legal and regulatory requirements and reflect current Board positions on important District matters. Cary and Kim were assigned to this newly formed standing committee.

UPDATE: Over the past months, the committee has surveyed available resources for tracking laws that impact our Policies and templates that could serve as standard best in class examples. By utilizing external resources, the committee hopes to provide the best possible process and product with least amount of staff time and legal costs. We have decided to utilize the CSDA Policy Templates, which are provided along with access to experts in this area, all for a reasonable annual subscription fee.

Additionally, we have developed a collaborative process for reviewing policies that will leverage Staff and Board insights and knowledge. This process and corresponding definitions for Policies and Procedures are outlined in the accompanying deck.

The PRC has taken inventory of current GM CSD policies and has also identified gaps where CSDA recommends policies and GM CSD lacks a corresponding policy. We are first aligning our Policy Numbering System to the CSDA Numbering System for ease of use. We plan to bring the first of many new policies forward to the board in January for approval in order to close the gaps in our policies. We will then work to add and/or modify Policies that have been identified by Staff and Board over the past several months as high priority. Following that work, we will review all remaining polices and update or retire as needed.

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| # Policies Remaining to Review | 80 |
| # Policy Reviews Completed | 2 |
| # “Gap” Policies to Assess | 58 |
| # “Gap” Policies Completed | 0 |
| # Additional New Policies Identified | 4 |
| # Additional New Policies Completed | 0 |

1. **Anticipated Impacts to the District - (Consider financial impact, change in procedures, customer and staff communication):** May require some legal reviews but working to minimize those costs by using CSDA legally reviewed and standardized Templates.
2. **Anticipated Impacts to the Customer** *Standby, Residential, Commercial***:** Each policy updated, added or deleted will be analyzed for customer impact as it is brought forward for vote. Overall, this work should provide improved governance of the District, thereby providing customers with added benefit.
3. **Next Steps for this Topic**: The PRC will bring recommendations for changes to existing Policies, addition of new Policies, as well as identification of outdated Policies for retirement to future Board meetings for review and vote.