

Staff Report

for the Board of Directors Meeting of November 14, 2018

TO: Honorable Board of Directors
FROM: Greg Jones, Assistant General Manager
DATE: November 7, 2018
SUBJECT: **Revisions to District Policy 1070 - Contributions/Donations – Requests by Non-Profit / Community Organizations (Consent)**

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution No. 2018-32 (Updating Administrative Policy 1070 Donations –Requests by Non-Profit / Community Organizations), as recommended by the Administrative Practices Committee on October 2, 2018.

BACKGROUND:

Policy #1070 - Contributions / Donations Requests by Non-Profit / Community Organizations, was adopted by the Board on October 13, 2010. The purpose of this policy is to provide direction to the General Manager, the Administrative Practices Committee and the Board of Directors for handling requests for contributions and/or donations to non-profit / community organizations.

There has been a growing number of community and non-profit requests for donations of the District. This policy consideration provides for the clarification and definition of District donation vs. a District sponsorship.

Staff recommends updating the donation definition in the Policy to: “A donation is defined as a financial gift to a non-profit / community organization within the District boundary where the District neither recovers nor seeks financial or other compensation for the funds expended. A donation is given for the good of a cause without expectation of a financial return.” As directed under the Policy, in order to qualify for a donation, the requestor must demonstrate the funds be used in a direct relationship to watershed health, water quality, agriculture and/or natural resources.

In addition, donations are different from sponsorships. A sponsorship is defined as a financial or in-kind contribution to a non-profit / community organization where in return, the District receives some form of compensation in the form of advertising, brand promotion, admission tickets, etc. Sponsorships are identified under the purview of operational advertising and communications budgetary expenses (10114-52709).

Based on the current policy definition, total donations in 2017 amounted to \$7,500. To date in 2018, NID has supported \$7,470 in donations to community/non-profit organizations as identified below with a remaining 2018 budget of \$30.

NID 2018 Donations to Non-Profit Organizations YTD		
Organization	Purpose	Amount
Nevada County Historical Society	Facility Remodel	\$(5,515)
Nevada County Economic Resource Council	Ag Tech / Sustainable Food and Farm Conference	\$ (500)
SYRCL	2018 River Clean Up	\$ (500)
SEED	Scholarship	\$ (515)
NV Co. Farm Bureau	Nevada County Farm Tour	\$ (500)
	<i>Board Approved Budget Total:</i>	<i>\$ 7,500</i>
	Balance Remaining YTD 2018:	\$ 30

BUDGETARY IMPACT:

None

Attachments (3):

- Updated Policy #1070 Red-Line
- Resolution 2018-32 - Updating District Policy 1070 - Updating Administrative Policy 1070 Donations –Requests by Non-Profit / Community Organizations
- Updated Policy #1070 Clean

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: ~~Contributions/~~ Donations – Requests by Non-Profit / Community Organizations
POLICY NUMBER: 1070

The purpose of this policy is to provide direction to the General Manager, the Administrative Practices Committee and the Board of Directors for handling requests for ~~contributions and/or~~ donations to non-profit / community organizations. It is important for the District to be involved in the various communities it serves. The District may fulfill requests for ~~contributions~~ donations to non-profit / community organizations when the organization can show their direct relationship to watershed health, water quality, agriculture or natural resources.

A donation is defined as a financial gift to a non-profit / community organization within the District boundary where the District neither recovers nor seeks financial or other compensation for the funds expended. A donation is given for the good of a cause without expectation of a financial return.

Donations are different from sponsorships. A sponsorship is defined as a financial or in-kind contribution to a non-profit / community organization where in return, the District receives some form of compensation in the form of advertising, brand promotion, admission tickets, etc. Sponsorships are considered communications and community outreach and are budgeted elsewhere.

- 1070.1** The General Manager shall have the discretion to approve requests for ~~contributions~~ donations up to \$500.
- 1070.2** The Administrative Practices Committee shall have the discretion to approve requests for ~~contributions~~ donations between \$501 and \$2,000.
- 1070.3** The Board of Directors shall have the discretion to approve requests for ~~contributions~~ donations of \$2,001 or more.
- 1070.4** ~~Contributions and donations~~ Donations are not to exceed a maximum annual budget amount of \$7,500.

Adopted: October 13, 2010 via Resolution No. 2010-56
Revised: **November 14, 2018 via Resolution No. 2018-32**

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Donations – Requests by Non-Profit / Community Organizations **POLICY NUMBER:** 1070

The purpose of this policy is to provide direction to the General Manager, the Administrative Practices Committee and the Board of Directors for handling requests for donations to non-profit / community organizations. It is important for the District to be involved in the various communities it serves. The District may fulfill requests for donations to non-profit / community organizations when the organization can show their direct relationship to watershed health, water quality, agriculture or natural resources.

A donation is defined as a financial gift to a non-profit / community organization within the District boundary where the District neither recovers nor seeks financial or other compensation for the funds expended. A donation is given for the good of a cause without expectation of a financial return.

Donations are different from sponsorships. A sponsorship is defined as a financial or in-kind contribution to a non-profit / community organization where in return, the District receives some form of compensation in the form of advertising, brand promotion, admission tickets, etc. Sponsorships are considered communications and community outreach and are budgeted elsewhere.

1070.1 The General Manager shall have the discretion to approve requests for donations up to \$500.

1070.2 The Administrative Practices Committee shall have the discretion to approve requests for donations between \$501 and \$2,000.

1070.3 The Board of Directors shall have the discretion to approve requests for donations of \$2,001 or more.

1070.4 Donations are not to exceed a maximum annual budget amount of \$7,500.

Adopted: October 13, 2010 via Resolution No. 2010-56
Revised: November 14, 2018 via Resolution No. 2018-32



RESOLUTION No. 2018-32

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATING ADMINISTRATIVE POLICIES –
Donations - Requests from Non-Profits/Community Organizations**

WHEREAS, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the District's insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

WHEREAS, such draft policies have been reviewed by the District's Legal Counsel and found to be in accordance with law.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies as attached, and shall be incorporated herein:

#1070 - Donations - Requests from Non-Profits/Community Organizations

BE IT FURTHER RESOLVED, that the attached policies shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 14th day of November 2018, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors