

# Staff Report

for the Board of Directors' Meeting of January 22, 2020

**TO:** Board of Directors  
**FROM:** Remleh Scherzinger, SDA, MBA, P.E., General Manager  
**DATE:** January 15, 2020  
**SUBJECT:** Establish District Policy 5300 - Standing Committees

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## ***ADMINISTRATION***

### **RECOMMENDATION:**

Adopt Resolution No. 2020-04 - Establishing District Policy 5300 - Standing Committees, as recommended by the Administrative Practices Committee on January 7, 2020.

### **BACKGROUND:**

Members of the Board of Directors have requested the development of a District policy defining the roles and responsibilities of the District's standing committees and ongoing Ad Hoc committees, as such a policy does not currently exist.

Much of the District's work is done through its committees, which are designed to undertake work delegated by the Board and streamline the approval process. By way of their work, committees have the ability to enhance productivity and expand transparency regarding the District's decision-making processes.

Establishment of the proposed policy will better identify the purpose, assignment, membership, activities, and regular meeting times of committees.

This item is in alignment with Goal Number 1 of the District's Strategic Plan by promoting efficiency and proactive management.

**BUDGETARY IMPACT:** None

RS

Attachments: (2)

- Resolution No. 2020-04 – Establishing District Policy 5300 – Standing Committees
- Draft District Policy 5300 - Standing Committees



**RESOLUTION NO. 2020-04**  
**OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT**

**ESTABLISHING ADMINISTRATIVE POLICIES –  
Standing Committees**

**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**, much of the District’s work is accomplished through its committees that are designed to undertake work delegated by the Board in an effort to streamline the approval process; and

**WHEREAS**, by way of their work, committees have the ability to enhance productivity and expand transparency regarding the District’s decision-making processes; and

**WHEREAS**, by utilizing a subdivision of the Board to work with staff on various initiatives, the District can ensure that those initiatives are being developed routinely with direction from a subdivision of the Board; and

**WHEREAS**, committees provide an opportunity for the public to observe and provide input into the Districts’ operations; and

**WHEREAS**, committees offer the opportunity for the public-at-large to better understand District processes and decision-making metrics; and

**WHEREAS**, creation of this policy will establish the roles and responsibilities of the District’s standing committees and ongoing Ad Hoc committees

**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:

#5300 – Standing Committees

**BE IT FURTHER RESOLVED**, that the attached policy 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 22<sup>nd</sup> day of January 2020, by the following vote:

|                  |            |
|------------------|------------|
| <b>AYES:</b>     | Directors: |
| <b>NOES:</b>     | Directors: |
| <b>ABSENT:</b>   | Directors: |
| <b>ABSTAINS:</b> | Directors: |

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Standing Committees

**POLICY NUMBER:** 5300

**5300.1** Purpose: To establish the roles and responsibilities of the District's standing committees and ongoing Ad Hoc committees. Much of the District's work is accomplished through its committees. These committees are designed to undertake work delegated by the Board in an effort to streamline the approval process. By way of their work, committees have the ability to enhance productivity and expand transparency regarding the District's decision-making processes.

By utilizing a subdivision of the Board to work with staff on various initiatives, the District can ensure that those initiatives are being developed routinely with direction from a subdivision of the Board. It further ensures that Items brought before the Board have the necessary quality, consistency, and continuity to ease decision making when those initiatives are considered by the full Board.

Transparency of decision-making is an important function of the Committees as they are an additional working space for the District. These committees provide an opportunity for the public to observe and provide input into the Districts' operations. Committees also offer the opportunity for the public-at-large to better understand District processes and decision-making metrics.

**5300.2** Assignment: The Board President will prepare the assignments consistent with this policy to be approved by the Board at the first meeting in January.

**5300.3** Committees

**5300.3.1** Standing Committees:

- Administrative Practices Committee (APC)
- Water and Hydroelectric Operations (WHO)
- Engineering (ENG)
- Maintenance and Resources Management (M&R)

**5300.3.2** Ad Hoc Committees:

- Water Rates
- Labor
- Water Committee – PCWA & NID

**5300.3.3** Ad Hoc Committees: Under the direction of the Board President or at the request of a Board member, the Board can create additional Ad Hoc Committees from time to time. At the time

of creation of a committee, the Board will give the committee its charter or goal for work. These committees shall comply with this policy and not last for more than one fiscal year. Following the completion of a year, Board members may review the purpose and timing of each Ad Hoc Committee, and its continued operation shall be considered by the Board.

5300.4 Regular committee meetings will be held at 9 AM on the Tuesday in order of succession, unless directed by the Board.

|  |                         |
|--|-------------------------|
| Administrative Practices Committee           | 1 <sup>st</sup> Tuesday |
| Water and Hydroelectric Operations Committee | 2 <sup>nd</sup> Tuesday |
| Engineering Committee                        | 3 <sup>rd</sup> Tuesday |
| Maintenance & Resources Management Committee | 4 <sup>th</sup> Tuesday |

5300.5 Membership – Unless otherwise defined by policy, committees shall include two members of the Board of Directors and the General Manager or his/her designee.

5300.6 Minutes of Committee meetings shall be prepared in accordance with District Policy 5065 – Minutes of Committee Meetings.

5300.7 Items for Consideration: For non-staff generated items to be considered by a committee, the Board shall use section 5040.3 to give direction to staff.

5300.8 Administrative Practices Committee (APC)

5300.8.1 Committee Members: Members shall consist of the Board President, Vice-President, and the District's General Manager.

5300.8.2 Committee Business shall include:

- Annexation Requests
- Administrative Policies
- District Memberships and Subscriptions
- Budget and Financial Amendments and Reporting
- Minor Contract and Change Order Approval
- Receive Division Activities Reports

5300.9 Water and Hydroelectric Operations Committee (WHO)

5300.9.1 Committee Members: Members shall consist of the Board Vice President and one other Board Member and the General Manager or his/her designee

5300.9.2 Committee activities shall include:

- Water Supply Reporting
- Water & Hydroelectric Policies
- Surplus Water Evaluation and Declaration
- Review the Hydroelectric Compliance and Internal Risk Assessments
- Provide Input to Hydroelectric and Water Operations Department Budgets
- Receive Division Activities Reports

5300.10 Engineering Committee (ENG)

5300.10.1 Committee activities shall include:

- Develop and Revise Engineering Policies
- Capital Improvement Projects Planning and Updates
- District Financed Waterline Extension Identification
- Review & Recommend the District's Five-Year Capital Plan
- Review & Recommend the Engineering Department Budget
- Receive Division Activities Report

5300.11 Maintenance and Resources Management Committee (M&R)

5300.11.1 Committee activities shall include:

- Maintenance & Recreation Policies
- Resource Management Policy
- Recreation Rate Setting
- Review & Recommend the Maintenance and Recreation Department Budgets
- Receive Division Activities Reports

Adopted: January 22, 2020 via Resolution No. 2020-04  
Revised: