

# Staff Report

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

**TO:** Board of Directors

**FROM:** Remleh Scherzinger, MBA, SDA, P.E., General Manager  
Kris Stepanian, MBA, Board Secretary

**DATE:** January 15, 2020

**SUBJECT:** Establishing District Policy 5065 – Minutes for Committee Meetings

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## ***ADMINISTRATION***

### **RECOMMENDATION:**

Adopt Resolution No. 2020-05 - Establishing District Policy 5065 - Minutes for Committee Meetings, specifying Option 1 or Option 2, as reviewed by the Administrative Practices Committee.

### **BACKGROUND:**

Members of the Board and the public have requested that the District develop a policy for standing committee meeting minutes. The District's current standing committees include:

- Administrative Practices Committee
- Water & Hydroelectric Operations Committee
- Engineering Committee
- Maintenance & Resource Management Committee

On May 1, 2019, and June 5, 2019, the Administrative Practices Committee discussed developing a District policy for committee meeting minutes. The Committee directed staff to bring the item to the full Board without specific recommendation, as it was split between the following options:

### **Option 1 – Video recording with action minutes**

Video recordings would be retained as a permanent record. Therefore, Action Minutes would be the format of the written minutes as to avoid possible conflicting information.

Option 1 Budgetary Impact:	
Staff Time = 6 hours (288 hours annually @\$30)	\$ 8,640.00
Server Space = 311.77 GB annually for video storage	<u>\$ 5,780.22</u>
Total Annual	\$14,420.22
<b>Total 5-year cost</b>	<b>\$72,101.10</b>

**Option 2 – Audio recording with summary minutes** (current Committee practice)  
 Audio recordings would be retained for 90 days and summary minutes would be retained as the permanent record.

Option 2 Budgetary Impact:	
Staff Time = 4 hours (192 hours annually @ \$30-)	\$ 5,760.00
Server Space = 15.79 GB annually for audio storage	<u>\$ 37.68</u>
Total Annual	\$ 5,760.00
<b>Total 5-year cost</b>	<b>\$28,988.40</b>

Note: The above estimates are based on average hourly compensation and meeting lengths of 3-hours. Storage cost compounds over time as more space is needed.

Establishing the proposed policy is in alignment with Goal No. 4 of the District's Strategic Plan, as it supports integrating technologies and practices that enhance efficiency and reliability.

Attachments (3):

- Draft Resolution
- Draft Policy – Option 1
- Draft Policy – Option 2



**RESOLUTION NO. 2020-05**  
**OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT**

**ESTABLISHING ADMINISTRATIVE POLICIES –  
Minutes of Committee Meetings**

**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 holds regularly scheduled meetings for standing committees on a monthly basis; and

**WHEREAS**, minutes are prepared for special and regularly scheduled committee meetings; and

**WHEREAS**, meeting minutes are the written documentation used to inform the public and District staff of what happened during the meeting; and

**WHEREAS**, uniformity of committee meeting minutes are encouraged to improve efficiencies and result in more effective meetings; and

**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:

#5065 – Minutes of Committee Meetings

**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.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 22nd 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

# Option 1

## Nevada Irrigation District

### POLICY MANUAL

**POLICY TITLE:** Minutes of Committee Meetings

**POLICY NUMBER:** 5065

- 5065.1** Minutes shall be kept of all regular and special standing committee meetings.
- 5065.1.1** Copies of a meeting's minutes will be distributed to Committee members as part of the information packet for the subsequent meeting as soon as practical, at which time the Committee will consider approving the minutes as presented or with modifications. Once approved by the Committee, the minutes shall be kept in electronic format. Approved minutes will be posted on the District's web site for a period of one year, and then available to the public upon request.
- 5065.1.2** Video recordings of regular and special meetings of standing committees will be made. These recordings will be kept as a permanent record of the District and available on the website for one year. After one year, these recordings may be accessible to the public by submitting a public records request.
- 5065.1.3** Action minutes will be prepared in support of any recommendation or action of the committee, and kept as a permanent record of the District.
- 5065.1.4** Committee action shall be recorded in the minutes and will be deemed unanimous, unless stated in the minutes.

The following shall be included in each meeting's action minutes:

- Date, place and type of each meeting
- Committee Members present by name
- Time and name of early departing Directors;
- Record of public comment regarding items on the agenda and matters that are not on the agenda. Public Comment to include names of commentators, and brief topic on which they are commenting on
- Approval of the minutes or modified minutes of preceding meetings. If modified, a brief statement of the amendment shall be included
- Approval, direction or recommendation agreed upon by the Committee
- Record of all contracts and agreements, and their amendment, approved by the Committee
- Record of Committee's recommendations to the full Board

- 5065.2** The District will not record or keep minutes of closed session discussions.

Adopted: \_\_\_\_\_ via Resolution No. 2020-XX

## Option 2

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## POLICY MANUAL

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- 5065.1.2** Audio recordings of regular and special meetings of standing committees will be made. Audio recordings will be kept as a record of the District for 90 days.
- 5065.1.3** Summary of discussion points to capture the essence of the meeting. Verbatim discussions are discouraged.
- 5065.1.4** Committee action shall be recorded in the minutes and will be deemed unanimous, unless stated in the minutes.

In addition to other information that the Committee may deem to be of importance, the following information (if relevant) shall be included in each meeting's summary minutes:

- Date, place and type of each meeting
- Committee Members present by name
- Time and name of early departing Directors;
- Record of public comment regarding items on the agenda and matters that are not on the agenda. Public Comment to include names of commentators, and brief topic on which they are commenting on
- Approval of the minutes or modified minutes of preceding meetings
- Approval, direction or recommendation agreed upon by the Committee
- Record of all contracts and agreements, and their amendment, approved by the Committee
- Record of Committee's recommendations to the full Board

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Adopted: \_\_\_\_\_ via Resolution No. 2020-XX