

# Staff Report

for the Board of Directors Meeting of December 9, 2020

**TO:** Board of Directors  
**FROM:** Greg Jones, Interim General Manager  
**DATE:** December 2, 2020  
**SUBJECT:** District Policy 5300 - Standing Committees

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## ***ADMINISTRATION***

### **RECOMMENDATION:**

Discuss restructuring and/or eliminating NID's Standing Committee structure and direct staff as appropriate.

### **BACKGROUND:**

NID has four Standing Committees, identified in Policy #5300, whose role is to undertake District work in an open and transparent format and intended to streamline the Board's decision-making process. Historically, Committees have enhanced productivity and expanded District transparency with the public at large. Committees have given the public an opportunity to observe and provide input into the Districts' operations as an additional working space for District activities.

Standing Committees include:

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

There has been interest from members of the Board to restructure or eliminate the Districts Standing Committee structure.

Staff was asked to identify potential restructuring ideas for this discussion. Two ideas for Standing Committee restructuring include:

1. Eliminate all four Committees and absorb their activities into bi-monthly Board meetings  
Benefits include:

- Reduced administrative hours for staff by reducing the need for multiple staff reports and attending multiple meetings every month
- Increased awareness of all Board members on all subjects normally brought to individual Committee meetings

Cons include:

- Elimination of the opportunity for the public to provide discussion-level input into the Districts' operations as an additional working space for District activities
- Potential Day-long Board Meetings
- Reassessment and readjustment of twelve Board Policies that reference the Committees, including:
  - 3100 – Budget Amendment Authority Levels
  - 3200 – Claims Against the District
  - 5020 – Board Meeting Agenda
  - 5300 – Standing Committees

2. Consolidation of four Committees into two

Benefits include:

- Reduced administrative hours for staff by reducing the need for multiple staff reports and attending multiple meetings every month

Cons include:

- Reduction of the opportunity for the public to provide discussion-level input into the Districts' operations as an additional working space for District activities

**BUDGETARY IMPACT:**

To be discussed

Attachment: (1)

- District Policy 5300 – Standing Committees

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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: