

Staff Report

for the Board of Directors Meeting of June 27, 2018

TO: Members of the Board of Directors

FROM: Greg Jones, Assistant General Manager *GJ*

DATE: June 20, 2018

SUBJECT: Revisions to District Policy 1070 - Donations

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution 2018-14 (Updating Administrative Policy 1070 – Donations), as recommended by the Administrative Practices Committee

BACKGROUND:

Policy No. 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 two important updates: (i) define a donation; and (ii) increase the maximum annual donation amount from \$7,500 to \$10,000.

Staff recommends the following updated definition: “A Donation is defined as a financial gift to a non-profit / community organization, as directed under this Policy, where the District recovers no substantive financial or other monetary compensation from the requestor.”

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. Staff believes the by increasing the annual amount to \$10,000 the District would further be able to support additional local organizations who demonstrate a direct relationship to watershed health, water quality, agriculture and/or natural resources.

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	Farm Tour	\$ (500)
	<i>Board Approved Budget Total:</i>	<i>\$ 7,500</i>
	Balance Remaining YTD 2018:	\$ 30

BUDGETARY IMPACT:

A \$2,500 increase for community donations under budget code 10114-52711 would not require a budget transfer. The 2018 increase can be supported from 10114-52711 sub-account: Ambassador Training.

Attachments:

- Updated Policy #1070 Red-Line
- Resolution No. 2018-14
- 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, as directed under this Policy, where the District recovers no substantive benefit or other compensation from the requestor such as advertising, admission tickets, food, etc.

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

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

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

~~Contributions and d~~Donations are not to exceed a maximum annual amount of ~~\$7,500~~ 10,000.

Note: This policy does not provide direction for advertising and/or sponsorships.

Adopted: October 13, 2010 via Resolution No. 2010-56
Revised: June 27, 2018 via Resolution No 2018-14



RESOLUTION No. 2018-14

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATING ADMINISTRATIVE POLICIES –
Donations**

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

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.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 27th day of June 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

Nevada Irrigation District

POLICY

MANUAL

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

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

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

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

Donations are not to exceed a maximum annual amount of \$10,000.

Note: This policy does not provide direction for advertising and/or sponsorships.

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