



# Staff Report

**TO:** Board of Directors  
**FROM:** Jennifer Hanson, General Manager  
**DATE:** April 27, 2022  
**SUBJECT:** Establish District Policy 5300 – Ad Hoc Committees (Consent)

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## ***ADMINISTRATION***

### **RECOMMENDATION:**

Adopt Resolution No. 2022-20 (Establishing District Policy 5300 – Ad Hoc Committees).

### **BACKGROUND:**

On March 23, 2022, the Board of Directors rescinded District Policies pertaining to Standing Committees and instructed staff to bring an item forward to establish a policy for ad hoc committees.

On April 13, 2022, staff presented a draft policy to the Board for discussion and input. The proposed policy attached includes updates made by Board consensus at the April 13<sup>th</sup> meeting.

### **CONCLUSION:**

Staff has incorporated necessary modifications to the proposed policy as directed by the Board, and requests that the Board adopt Resolution No. 2022-20 to establish a policy for ad hoc committees.

JH

Attachments: (2)

- Resolution No. 2022-20
- Draft Ad Hoc Committee Policy

# RESOLUTION NO. 2022-20

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

## **ESTABLISHING ADMINISTRATIVE POLICY – Ad Hoc 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**, at the discretion of the Board of Directors, ad hoc committees may be formed to address specific issues within the purview of District business; and

**WHEREAS**, creating a District policy pertaining to ad hoc committees is necessary to establish the process to follow and establish the roles and responsibilities of the District’s ad hoc committees.

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

#5300 – Ad Hoc 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.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 27<sup>th</sup> day of April 2022 by the following vote:

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

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President of the Board of Directors

Attest:

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Secretary to the Board of Directors

# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE: Ad Hoc Committees**

**POLICY NUMBER: 5300**

**5300.1 Purpose:** To establish the roles and responsibilities of the District's Ad Hoc committees. At the discretion of the Board, an Ad Hoc Committee may be formed to address a specific issue within the purview of District business. Ad Hoc Committees are committees determined to be necessary by a majority of the Board. An Ad Hoc Committee does not have continuing subject matter jurisdiction, does not have a meeting schedule fixed by formal action of the Board, and is advisory to the full Board in nature. Ad Hoc committees generally serve a single or limited purpose, are not perpetual, and they are dissolved when their specific task is completed. In general, Ad Hoc Committees are not subject to the Brown Act.

**5300.2 Assignment:** The Board President will prepare the assignments to any Ad Hoc Committee. Ad Hoc committees shall include two members of the Board of Directors, as appointed by the Board President.

**5300.3 Types of Committees:** Ad Hoc committees may be formed from time to time to address topics such as water rate development, labor, legal settlement, and other limited purposes related to District business.

**5300.4 Committee meetings:** Ad Hoc Committee meetings will be scheduled as necessary when directed by a majority of the Board, the Board President, and/or the General Manager. Meetings will be open to public participation as determined by the Board President and/or the General Manager. Meetings that are determined to be open to the public will be noticed in accordance with the Brown Act standards in order to maximize public transparency. Meetings that are not open to the public are those meetings that are confidential in nature (for example, labor negotiations or related to the settlement of legal issues) and need not be noticed.

**5300.5 Meeting Minutes:** Ad Hoc Committee meeting minutes shall be prepared for all public meetings.

Adopted: April 27, 2022, via Resolution No. 2022-20