



RESOLUTION NO. 2021-04

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

UPDATING ADMINISTRATIVE POLICIES PERTAINING TO 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, changes to the District's Standing Committee structure are desired in an attempt to improve efficiencies and to better educate and inform the full Board of Directors of matters of business and of interest to the District.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby amends and readopts as amended the following policies as attached, and shall be incorporated herein:

- #3100 – Budget Authority Levels
- #3250 – Sustainability
- #5020 – Board Meeting Agenda
- #5065 – Minutes of Committee Meetings
- #5300 – Standing Committees
- #8200 – Surplus Water Declaration

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 24th day of February, 2021, by the following vote:

AYES:	Directors: Heck, Hull, Johansen, Peters, Bierwagen
NOES:	Directors: None
ABSENT:	Directors: None
ABSTAINS:	Directors: None

Chris Bierwagen

President of the Board of Directors

Attest: *Kris Stepanian*

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Budget Amendment Authority Levels
POLICY NUMBER: 3100

3100.1 Purpose:

The Board is cognizant that project progression and unplanned emergencies occur and therefore this amendment policy provides spending flexibility. The policy establishes an internal control framework providing distinct levels of budget amendment spending demonstrating prudent fiscal management. Budget amendments are transfers or increases to established budgets and can carry over fiscal years.

- A budget transfer is an amendment that does not increase the overall (Operating & Non-Operating) District revenue or expenditure budget.
- A budget increase is an amendment that increases the overall (Operating & Non-Operating) District budgets.
- This policy is not applicable for fiscal year end amendment carryovers from prior periods. Carryovers are necessary for existing encumbrances or end of year activity and are authorized by prior adopted budgets.

3100.2 Scope: Approval authority levels are limited as follows:

Level I:

The General Manager may authorize cumulative budget amendments (increases and/or transfers) up to \$600,000 for a fiscal year. All budget amendments authorizing additional FTE's shall go before the full Board.

Level II:

The APC may authorize cumulative budget amendments (increases and/or transfers) from \$600,001 up to \$1,000,000 for a fiscal year. Budget increases authorizing additional FTE's shall go before the full Board.

Level III: Budget amendments that do not meet the requirements of Level I or Level II shall be authorized by the Board of Directors.

3100.3 **Implementation:** All budget amendments shall be initiated via completion of a budget amendment request form. The form must be prepared by the Department Manager and submitted to the General Manager for his/her approval.

Adopted: February 11, 2015 via Resolution No. 2015-05
Revised: September 12, 2018 via Resolution No. 2018-22
Revised: February 24, 2021 via Resolution No. 2021-04

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Sustainability

POLICY NUMBER: 3250

The purpose of this Policy is to outline the District's objective to be socially, environmentally, and economically sustainable through implementation in a fiscally responsible manner of actions, practices, and projects intended to reduce greenhouse gas emissions.

- 3250.1** Scope. This Policy shall encompass all District business lines. Where possible, this policy will factor into the District's procurement of goods and services.
- 3250.2** Staff shall identify appropriate metrics to measure and demonstrate sustainability and report on the practices used to enhance sustainability to the Board of Directors at least once annually.

Adopted: January 23, 2019 via Resolution No. 2019-05
Revised: February 24, 2021 via Resolution No. 2021-04

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

- 5020.1** The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. Absent approval of the General Manager, the agenda will be "closed" to the addition of new items at noon on Tuesday the week preceding the regular meeting of the Board of Directors. Any Director may request for consideration that the General Manager and Board President place an item on the agenda in accordance with 5020.2, no later than noon on the Monday prior to the closing of the Agenda.
- 5020.2** Any member of the public may request during Public Comment on Items Not on the Agenda (Policy No. 5020.5.3) that a matter directly related to District business be considered for placement on a future agenda of a meeting of the Board of Directors. Requests that are advanced by any Director may, at the discretion of the Board President, be subject to the following conditions:
- 5020.2.1** The requested Item must be put into writing and provided together with supporting documents and information. Supporting documents and information includes, but is not limited to, the proposed agenda item description, an introductory memorandum to the Board of Directors, any powerpoint or other presentation material, and other documents and information necessary to fully inform the Board of Directors of the proposed action.
- 5020.2.2** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.3** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 5020.3** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
- 5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for

public review at the District office. The agenda shall also post the agenda on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

5020.4.1 The agenda for a special meeting shall be posted in the same location at least 24 hours before the meeting.

5020.5 NID Board Agendas for regular meetings shall be in the following format:

5020.5.1 **STANDING ORDERS:** Standing orders shall include the Call to Order, Roll Call, the Pledge of Allegiance and any introductions.

5020.5.2 **SPECIAL ORDERS:** Special Orders are those items of business which are set for consideration at a specific time during the meeting. Special Orders interrupt pending business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the appearance of a person or persons, the Board Secretary shall set the appointment.

5020.5.3 **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** Members of the public shall be allowed to address the Board of Directors on items which are of interest to the public and which are within the jurisdiction of the Board, but which are not on the posted agenda; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.3. The Board may limit public comment time.

5020.5.4 **INFORMATIONAL ITEMS:** Included in this section of the Board agenda will be informational updates on department activities with no Board action. Items in this section will generally be included in the Agenda packet and will not be presented by staff. Board members may ask brief clarifying questions of staff. The item will be agendized at a future meeting if there are detailed questions or if Directors seek additional information.

5020.5.5 **WORKSHOP:** The workshop agenda item will be used when staff or the Board wish to discuss, with the assistance of the public, specific topics and items of interest to the District. No action will be taken as part of the workshop agenda item.

5020.5.6 **CONSENT AGENDA:** The Consent Agenda consists of those items which are routine and/or should not be discussed; i.e., certain claims. The following items, if presented to the Board, would typically appear on the Consent Agenda:

Minutes
Acceptance of Routine Easements
Statement of Investment Policy
Treasurer's Quarterly Report of Investments
Advanced recommendations from the appropriate Committee

Other routine items of a non controversial nature: Annual Disclosure of Reimbursement to Employees and Directors and Declaration Regarding Receipt of Honoraria of Gifts
Variances recommended for approval by the Variance Committee

The Consent Agenda would be approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Agenda. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Agenda, or as soon thereafter as practicable.

5020.5.7 GENERAL ORDERS: General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff. Recommendations are included on the first page of the staff report, wherein the Board is asked to consider a form of action, such as a request to award, approve, adopt, receive and file or provide direction as appropriate.

5020.5.8 GENERAL MANAGER'S REPORT: The Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.

5020.5.9 BOARD OF DIRECTORS ITEMS/REPORTS: Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.

5020.5.10 PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION

5020.5.11 CLOSED SESSION: Closed Session may be held as set forth in the Government Code.

5020.5.12 ADJOURN

5020.6 Preparing NID Board Agendas

5020.6.1 The agenda for the regular meetings of the Board of Directors is mailed on or before Wednesday the week prior to the Board of Directors meetings, which are held on the second and fourth Wednesdays of each month. To allow sufficient time for preparation and assembly of the agenda, all agenda items must be given to the Board Secretary no later than noon on Tuesday the week preceding the meeting.

5020.6.2 A copy of the Board of Directors Meeting agenda and Board Committee Meeting agendas will be available for public review at the display cases located in the Board

Room Lobby, the Business Center Lobby and at the East Annex on or before the Thursday preceding the meeting. A public review copy of the agenda packet also will be available in the Board Room Lobby on the day of the meeting.

- 5020.6.3 All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon on Tuesday the week preceding meeting. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.
- 5020.6.4 When necessary, Department heads are to complete a budget transfer/amendment form and submit it with the Staff Report to the Board Secretary.
- 5020.6.5 The Agenda may include notices pertaining to District Policies, in effort to promote the District's commitment of providing a safe and violence-free workplace and to minimize disruptions in the Boardroom.

Adopted: October 13, 2010 via Resolution No. 2010-56
Revised: December 13, 2017 via Resolution No. 2017-34
Revised: January 9, 2019 via Resolution No. 2019-02
Revised: February 24, 2021 via Resolution No. 2021-04

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Minutes of Committee Meetings

POLICY NUMBER: 5065

5065.1 Minutes shall be kept of all 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 standing committees will be made. These recordings will be kept as a permanent record of the District and available on the website for two years. After two years, 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: January 22, 2020 via Resolution No. 2020-05

Revised: February 24, 2021 via Resolution No. 2021-04

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. At the Discretion of the Board, some of the District's work may be 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. All committees will have the necessary staff representation, at the direction of the General Manager. It is understood that staff shall act in an advisory capacity only to the Board of Directors in support of the committee's work and shall not be designated members of the committee.

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 Committee meetings will be scheduled when directed by the Board, the Board President, or the General Manager.
- 5300.5 Membership – Unless otherwise defined by policy, all standing and ad hoc committees shall include two members of the Board of Directors, as appointed by the President. The only members to have voting rights will be the two members of the Board of Directors. Staff shall not be granted voting rights.
- 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.
- 5300.8.2 Committee Business shall include items as directed by the Board, including items related to:
- Annexation Requests
 - Administrative Policies
 - District Memberships and Subscriptions
 - Budget and Financial Amendments and Reporting
 - Minor Contract and Change Order Approval
- 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.
- 5300.9.2 Committee activities shall include items as directed by the Board, including items related to:
- Water Supply Reporting
 - Water & Hydroelectric Policies
 - Surplus Water Evaluation and Declaration
 - Hydroelectric Compliance and Internal Risk Assessments
 - Hydroelectric and Water Operations Department Budgets

5300.10 Engineering Committee (ENG)

5300.10.1 Committee activities shall include items as directed by the Board, including items related to:

- Engineering Policies
- Capital Improvement Projects
- District Financed Waterline Extensions
- The District's Five-Year Capital Plan
- Engineering Department Budget

5300.11 Maintenance and Resources Management Committee (M&R)

5300.11.1 Committee activities shall include items as directed by the Board, including items related to:

- Maintenance & Recreation Policies
- Resource Management Policy
- Recreation Rate Setting
- Maintenance and Recreation Department Budgets

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

Revised: February 26, 2020 via Resolution No. 2020-06

Revised: February 24, 2021 via Resolution No. 2021-04

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Surplus Water Declaration

POLICY NUMBER: 8200

- 8200.1** Surplus Water is defined as water which is surplus to the needs of lands within the District boundaries.
- 8200.2** On an annual basis the Board of Directors will make a determination of surplus water availability.
- 8200.3** Prior to the beginning of the irrigation season, but no later than the second Board meeting in April, staff will evaluate water supply availability against the demands for lands within the District and the ability to meet desired carryover targets.
- 8200.4** The Board of Directors will consider the evaluation and make a declaration of surplus water, if appropriate.

Adopted: July 13, 2016 via Resolution No. 2016-26

Revised: February 24, 2021 via Resolution 2021-04