

Memorandum

for the Board of Directors' Meeting of November 8, 2017

TO: Board of Directors

FROM: Greg Jones, Assistant General Manager *GJ*

DATE: October 31, 2017

SUBJECT: Donation to Nevada County Historical Society

ADMINISTRATION

RECOMMENDATION:

Approve a 2017 donation request and obligate NID to a 2018 donation of \$5,515 to the Nevada County Historical Society (NCHS) for a kitchen remodel at the History Center, as recommended by the Administrative Practices Committee on October 3, 2017.

BACKGROUND:

At the October 3, 2017 meeting, the APC approved to realize NID's budgeted \$7,500 in contributions and/or donations with the approval of a \$1,485 donation to the NCHS. This donation was \$5,515 short of the requested \$7,000. District Policy #1070 limits total contributions and/or donations to non-profit/community organizations at \$7,500 per year.

The full 2017 ask for NCHS was \$7,000, however due to other donation/contribution requests, NID was able to fulfill only \$1,485 in 2017 budget year. With NID obligating a 2018 donation now, NCHS will be able to purchase equipment and complete kitchen repairs through a private bridge loan. In early 2018, NCHS will be able to repay the loan with the District's donation.

The Nevada County Historical Society provides valuable resources to the District and to the watershed, as District staff and consultants utilize the Searls Library regularly for historical research. The library contains an extensive map collection including federal, state and local maps of the county dating from the 1850's. Over one hundred years of County Assessor's records are also available for public use. The District recognizes this is a valuable asset to the community and to the operations of the District.

The NCHS recently purchased the Searls Historical Library, now named the "History Center". The facility came with a kitchen that was in deplorable condition, with cabinets falling down, broken windows, exposed electrical and an unfinished floor. All the of the health and safety items were fixed thanks to local business' and volunteers, however the kitchen remains in a state of flux with a long list of repairs. NCHS originally sought a donation of \$7,500 to pay for the full kitchen remodel; however volunteer labor and materials in 2017 have reduced the total need. The NCHS has asked NID to support the balance of the kitchen remodel repairs totaling \$7,000.

Staff requests that the board consider obligating the remaining requested balance of \$5,515 to assist in the full remodel of the History Center kitchen, payable in January 2018.

BUDGETARY IMPACT:

2017 Budgetary Impact: None
2018 Budgetary Impact: \$5,515

Attachments:

- District Policy #1070
- NCHS Kitchen Remodel Budget
- 2017 YTD Donations / Contributions Summary

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 to non-profit / community organizations when the organization can show their direct relationship to watershed health, water quality, agriculture or natural resources.

- 1070.1** The General Manager shall have the discretion to approve requests for contributions up to \$500.
- 1070.2** The Administrative Practices Committee shall have the discretion to approve requests for contributions between \$501 and \$2,000.
- 1070.3** The Board of Directors shall have the discretion to approve requests for contributions of \$2,001 or more.
- 1070.4** Contributions and donations are not to exceed a maximum annual amount of \$7,500.

Adopted: October 13, 2010 via Resolution No. 2010-56

Revised:

9/25/2017

Correspondence via email

The Nevada County Historical Society kitchen remodel plan

With the purchase of now named "History Center" came with a kitchen that was in deplorable condition, with cabinets falling down, broken windows, exposed electrical and an unfinished floor. All the of the health and safety items were quickly taken care of, however at the current time the kitchen remains in a state of flux, with no cabinets, a sink sitting on sawhorses, an unfinished floor and remaining broken panes of glass. The items listed below show what is left to be completed along with the associated cost. Items such as cabinets will be done by shopping locally and going with the most competitive bid through either B&C True Value or Hills Flat Lumber(Current projected cost listed below). The window upgrade will be done locally through Moule Paint & Glass and the two costs show a low end and an upgraded window cost.

1. Refinishing concrete floor \$500(supplies) labor to be done by volunteer)
2. Installing carpet tiles \$250 (Tiles donated by Grass Valley Group, money to used for materials and equipment)
3. Painting ceiling and walls \$200 (Amount is for additional paint beyond what is on hand along with sundries needed to complete job, work to be completed by volunteers)
4. Replace (2) broken glass panes \$300 (Work to be done by Moule Paint & Glass)
5. Purchase sink and faucet set \$250 (To be purchased locally and installed by volunteer)
6. New gas stove(Stove donated by Abercrombie & Co) \$200 for install costs
7. Window upgrade from existing single pane to dual pane \$1050(standard) or \$1450(Low-E Glass/Upgraded glass)
8. Purchasing cabinets w/ 42" upper cabinets & countertop. \$4000 estimate
9. Furring out 8' x 12' wall for cabinet backing. Done volunteer
10. Redoing electrical setup and prepping for kitchen cabinets. Done volunteer
11. Redoing plumbing including installation of hot water heater. Done volunteer

As much as possible the labor will be donated by numerous volunteers. Any item over \$500 has minimum of (2) bids for competitive purposes.

Grand total estimate: \$6750 or \$7150 depending on window purchase.

NID 2017 DONATIONS / CONTRIBUTIONS TO NON-PROFIT ORGANIZATIONS

Climate Change Coalition	2/7/2017	\$500.00
SEED - Scholarship	3/22/2017	\$515.00
Nevada County Farm Bureau	5/15/2017	\$500.00
Placer County Farm Bureau	5/26/2017	\$500.00
FFA Ag Boosters - Annual Dinner	7/10/2017	\$500.00
Lincoln Creekfest and Clean Up	9/21/2017	\$500.00
NCRC D Ag Classroom	9/5/2017	\$500.00
Wildlife Heritage Foundation	9/21/2017	\$500.00
SYRCL - River Cleanup	9/5/2017	\$2,000.00
	TOTAL as of 9/26/17	<u>\$6,015.00</u>