

Staff Report

for the Board of Directors' Meeting of February 26, 2020

TO: Board of Directors

FROM: Remleh Scherzinger, SDA, MBA, P.E., General Manager

DATE: February 20, 2020

SUBJECT: Updates to District Policy 5300 - Standing Committees

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution No. 2020-06 – Updates to Administrative Policies - Standing Committees.

BACKGROUND:

On January 22, 2020, the Board of Directors adopted Resolution 2020-04, Establishing District Policy 5300 – Standing Committees to define the roles and responsibilities of the District's standing committees and ongoing Ad Hoc committees.

Proposed policy updates:

- All committees will have the necessary staff representation, at the direction of the General Manager.
- 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.
- 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.

This item is in alignment with Goal Number 1 of the District's Strategic Plan by promoting efficiency and proactive management.

BUDGETARY IMPACT: None

RS

Attachments: (2)

- Resolution No. 2020-06 – Updates to Administrative Policies – Standing Committees
- Red-lined District Policy 5300 - Standing Committees
- Draft District Policy 5300 - Standing Committees



RESOLUTION NO. 2020-06
OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATES ADMINISTRATIVE POLICIES –
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, the Board of Directors adopted District Policy 5300 – Standing Committees, on January 22, 2020, via Resolution 2020-04; and

WHEREAS, much of the District’s work is accomplished through its committees that are designed to undertake work delegated by the Board in an effort to streamline the Board approval process; and

WHEREAS, 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; and

WHEREAS, all committees will have the necessary staff representation, at the direction of the General Manager; and

WHEREAS, 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; and

WHEREAS, unless otherwise defined by policy, all standing and ad hoc committees shall include two members of the Board of Directors, as appointed by the Board President, and the only members to have voting rights will be the two members of the Board of Directors.

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

#5300 – Standing 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.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 26th day of February 2020, 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: 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. 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 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 st Tuesday
Water and Hydroelectric Operations Committee	2 nd Tuesday
Engineering Committee	3 rd Tuesday
Maintenance & Resources Management Committee	4 th 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.~~ 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, ~~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: February 26, 2020 via Resolution No. 2020-06

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. 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 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 st Tuesday
Water and Hydroelectric Operations Committee	2 nd Tuesday
Engineering Committee	3 rd Tuesday
Maintenance & Resources Management Committee	4 th Tuesday

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 and Vice-President.

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.

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