



**RESOLUTION NO. 2022-17**

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATING ADMINISTRATIVE POLICIES  
PERTAINING TO MINUTES OF BOARD MEETINGS**

**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**, updates to the District's policies pertaining to minutes are desired to implement brief summary minutes, which will include brief summaries of the Board's collective main points raised and capture the Board's unified thought process in making final decisions; and

**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:

#5060 – Minutes of Board Meetings

#4050 – Members of the Board of Directors

**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 23rd day of March 2022, by the following vote:

<b>AYES:</b>	Directors: Heck, Johansen, Peters, Hull, Bierwagen
<b>NOES:</b>	Directors: None
<b>ABSENT:</b>	Directors: None
<b>ABSTAINS:</b>	Directors: None

*Chris Bierwagen*  
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President of the Board of Directors

**Attest:** *Kris Stepanian*  
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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 5060

**5060.1** The Secretary or Deputy Secretary of the Board of Directors shall keep brief summary minutes of all regular and special meetings of the Board.

**5060.1.1** Copies of a meeting's minutes will be distributed to Directors as part of the information packet for the subsequent meeting as soon as practical, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet, and will be posted on the District's web site for a period of one year then available to the public upon request.

**5060.1.2** Video recordings of regular and special meetings of the Board of Directors will be made. Video recordings will be posted to the District's web site. Retention of video and supporting materials will align with the District's standard retention policy.

Audio recordings may be substituted in the rare event a video recording cannot be produced due to instances such as power outages or lack of internet connection.

**5060.1.3** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;  
Directors present and absent by name;  
Management staff present by name;  
Call to order;  
Time and name of late arriving Directors;  
Time and name of early departing Directors;  
Names of Directors absent during any agenda item upon which action was taken;  
Record of public comment regarding matters not on the agenda to include names of commentators, and brief topic on which they are commenting on;  
Approval of the minutes or modified minutes of preceding meetings;  
Approval of financial reports;  
Ratify the issuance of warrants by receiving and filing the check registers

Action information as to each subject of the Board's deliberation;  
Brief summary of unified Board comments reached by Board consensus or by vote  
Record of the vote of each Director on every action item for which the vote was not unanimous;  
Resolutions and ordinances described as to their substantive content and sequential numbering;  
Record of all contracts and agreements, and their amendment, approved by the Board;  
Approval of the annual budget;  
Approval of all policies, rules and/or regulations;  
Approval of all dispositions of District assets;  
Approval of all purchases of District assets; and,  
Time of meeting's adjournment.

**5060.2** The Secretary of the Board of Directors will not record or keep minutes of closed session discussions.

Adopted: November 10, 2010 via Resolution No. 2010-61  
Revised: October 12, 2016 via Resolution No. 2016-35  
Revised: May 10, 2017 via Resolution No. 2017-11  
Revised: June 28, 2017 via Resolution No. 2017-17  
Revised: March 23, 2022 via Resolution No. 2022-17

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Members of the Board of Directors

**POLICY NUMBER:** 4050

- 4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. To improve the productivity of Board meetings, staff should be consulted prior to the meeting to clarify any questions or to provide further materials that may be needed.
- 4050.1.1** Information exchanged before meetings shall be distributed through the Secretary to the Board, to ensure all Directors and staff will receive all information being distributed.
- 4050.1.2** Copies of information exchanged before meetings shall be made available to the public at the time of distribution, with copies available for those in attendance, and shall also be provided to anyone not present upon their request.
- 4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.
- 4050.3** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be concise and confined to the matter being discussed by the Board.
- 4050.4** An Action Item shall be any action which the Board of Directors takes itself, or any action which the Board of Directors expressly directs be taken by the General Manager. Minutes shall be the written record of all Action Items taken by the Board of Directors, including the recommended action of the item, and the voting record of the Board of Directors on the item. Modifications to minutes of the meetings that have occurred in the past should be avoided.
- 4050.5** Directors shall recuse themselves from participating in the discussion or vote on any item where they have a personal interest or bias that prevents them from evaluating the facts and from making an objective decision or where they have a financial conflict of interest. In those circumstances, the minutes shall reflect that the Director so abstained from discussion and the vote. Unless such circumstances exist, however, Directors should affirmatively participate and vote as part of the Board's decision-making responsibilities. Directors recusing themselves from participating in the discussion or action due to a financial conflict of interest should announce the nature of the conflict and should leave the Board meeting room until the item has been concluded.
- 4050.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager. Information so produced shall be provided to all Directors.

Adopted: August 13, 2008 via Resolution No. 2008-55

Revised: May 10, 2017 via Resolution No. 2017-11

March 23, 2022 via Resolution No. 2022-17