

Staff Report

for the Board of Directors Meeting of October 12, 2016

TO: Board of Directors

FROM: Tim Crough, Assistant General Manager
Lisa Francis Tassone, Board Secretary

DATE: October 5, 2016

SUBJECT: Policies – Miscellaneous

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution No 2016-35 (Establishing Administrative Policies – Work Apparel, Vehicle Use, Minutes of Board Meetings and Hazard Communication Program), as recommended by the Administrative Practices Committee.

BACKGROUND:

Staff has been working on converting existing policies and establishing new policies in the California Special District's Association (CSDA) format. The Administrative Practices Committee recommends that the Board of Directors approve the following updated administrative policies:

- Policy No. 2090 Work Apparel
- Policy No. 2100 Vehicle Use
- Policy No. 5060 Minutes of Board Meetings
- Policy No. 7020 Hazard Communication Program (HAZ-COM)

Please note that changes made to the Work Apparel policy reflect current position titles.

BUDGETARY IMPACT:

None.

/LFT

Attachment: Resolution No. 2016-35

**UPDATING ADMINISTRATIVE POLICIES –
WORK APPAREL, VEHICLE USE, MINUTES OF BOARD MEETINGS AND
HAZARD COMMUNICATION PROGRAM**

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 District’s insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

WHEREAS, such draft policies have been reviewed by the District’s Legal Counsel and found to be in accordance with law.

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

- #2090 Work Apparel
- #2100 Vehicle Use
- #5060 Minutes of Board Meetings
- #7020 Hazard Communication Program

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.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 12th day of October, 2016, 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: Work Apparel

POLICY NUMBER: 2090

- 2090.1** Employees working in designated classifications shall be issued work apparel in order that a standardized appearance is presented to customers and citizens. Sufficient quantities of working apparel shall be provided so that each designated employee will report for work appropriately dressed in clean apparel each work day. Work apparel will be neat, clean and shirttails will be tucked into trousers. Employees may elect to wear their own dark shaded trousers provided they are clean and neat in appearance. Shorts may be worn by certain Recreation Department employees where safety is not an issue and on approval by the General Manager; otherwise, shorts will not be worn by field personnel while on duty.
- 2090.2** The routine cleaning and normal maintenance of the work apparel, excluding t-shirts will be the responsibility of the District and shall be accomplished by a clothing apparel company of the District's selection. Loss of clothing when not in the custody of the District or cleaning contractor will be chargeable to the employee and improper care and handling on the part of the employee shall be reason to charge the repair cost or replacement to the employee. Employees furnished work apparel will deposit five (5) sets (shirt and trouser) of soiled clothes on a designated day, in the clothing container provided. Clean working clothes will be available for pick up at the same time.
- 2090.3** The District recognizes the need for employees working out-of-doors to wear headgear, both as protection against the weather and for safety reasons. Upon hire standardized headgear (baseball type or beanie) will be provided to those classifications not required to wear hard hats. Headgear shall be kept clean or replaced by the District. Should an employee's headgear become extremely dirty or no longer serviceable or presentable, the employee may take the headgear to Purchasing for a replacement at any time during the year. For safety reasons, pins or emblems will not be allowed to be affixed to the headgear. Employees are required to wear only the approved NID headgear.
- 2090.4** A logo identifying the Nevada Irrigation District will be placed in a conspicuous place on the shirt. Distinctive clothing for supervisory personnel will be provided so that immediate identification of the crew leader will be apparent.
- 2090.5** Temporary employees will be provided T-shirts and standardized work caps.
- 2090.6** All work apparel must be returned to the District upon separation of employment or if a change in position results in a change of work apparel issued or type of work apparel issued.
- 2090.7** The following list of job classifications will be issued work apparel and may from time to time be amended to either add or delete specific classifications. Employees in these job classifications must

wear work apparel at all times. Employees in the following job classifications are also eligible for an annual boot allowance and will be issued an annual boot allowance of \$180 towards the purchase and/or repair of work boots. Boots must meet applicable OSHA standards for the duties assigned.

Administration

Safety Analyst*

Watershed Resources Planner*

Engineering Department

Construction Inspector I/II

Construction Inspector Supervisor

Engineering Technician I/II – (Encroachment and Survey Sections)*

Senior Engineering Technician – (Encroachment and Survey Sections)*

Finance Department

Senior Storekeeper

Storekeeper

Hydroelectric Department

Hydroelectric Electrical Machinist I/II

Hydroelectric Generation Superintendent

Hydroelectric Generation Supervisor

Hydroelectric Maintenance Superintendent

Hydroelectric Maintenance Supervisor

Hydroelectric Plant Operator I/II

Hydroelectric Plant Operator I/II – Resident

Hydroelectric System Technician I/II

Hydroelectric Utility Worker

Hydroelectric Water Systems Operator I/II

Hydrographer I/II

Senior Hydrographer

Senior Hydroelectric Machinist I/II

Senior Hydroelectric Plant Operator

Senior Hydroelectric System Technician I/II

Maintenance Department

All classifications except those listed below:

**Management Assistant

**Maintenance Manager

**Office Assistant I/II

Operations Department

All classification except those listed below:

- **Business Services Technician I/II
- **Cashier
- **Customer Account Administrator
- **Finance Assistant I/II
- **Management Assistant
- **Senior Finance Assistant
- **Water Operations Manager

Recreation Department

Senior Facility Ranger
Senior Park Ranger

- * Work apparel for employees in these classifications are to be worn when out in the field
- * * These positions are not eligible for Work Apparel

Adopted: December 10, 2014 via Resolution No. 2014-51
Revised:

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Vehicle Use
POLICY NUMBER: 2100

The objective of this policy is to minimize risk of loss associated with the operation of vehicles and equipment for both the District and its employees.

- 2100.1** This policy applies to employees who drive District vehicles and employees who are authorized to use his/her personal vehicle in the performance of District work.
- 2100.2** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use in accordance with the District's Expenditure Reimbursement Policy (Policy No. 4025).
- 2100.3** Operator Responsibilities: It is incumbent upon drivers to ensure that vehicles are maintained and operated in accordance with District policies, provisions of the Vehicle Code, and all generally accepted standards.
- 2100.4** Licensing and Physical Examination: Employees must possess a valid California drivers license in the class required by their job description, and must be insurable by the District's insurance carrier. On a regular basis, each of these employee's California driver's license record will be reviewed for work related violations and validity. Continued employment with the District is dependent upon the employee possessing a valid California driver's license and must be insurable by the District's insurance carrier. Employees with Vehicle Code violations will be counseled regarding safe driving habits.

The current District policy regarding annual physical examinations required of Class A license holders or drivers with endorsements is to reimburse the cost of the examination to the employee. The employee must obtain prior authorization from his or her department manager to obtain the reimbursement.

- 2100.5** Vehicle Usage: The following apply to District vehicles and to privately owned vehicles used to conduct District business.
- 2100.5.1** District vehicles shall not be used to transport any materials or persons not directly connected with District business except in an emergency or by prior approval by the employee's department manager.
- 2100.5.2** Only authorized District personnel are to operate District vehicles.

2100.5.3 All District vehicles will be parked at District administrative or maintenance facilities during non-working hours unless approval to use the vehicle for transportation to and from work or for emergency purposes has been granted.

Parking brakes shall be used whenever District vehicles are parked.

2100.5.4 Animals will not be allowed to ride in District vehicles without prior approval of the General Manager.

2100.5.5 At no time shall any firearms be carried in District vehicles or in personal vehicles when used to conduct District business.

2100.5.6 Smoking shall not be allowed in District vehicles.

2100.5.7 Use of personal vehicles shall not be authorized for the performance of District business if a suitable District vehicle is available and safely operational.

2100.5.8 Employees using privately owned vehicles on District business shall comply with the following:

2100.5.8.1 Provide proof of auto liability insurance with the minimum limits required by state law. The District will not be responsible for providing casualty coverage for employees' vehicles or personal assets.

2100.5.8.2 Properly maintain the vehicle so that it is in good mechanical condition.

2100.5.8.3 Private vehicles shall not be used to transport any materials, animals or persons not directly connected with District business except in emergency situations or by prior approval of the employee's manager.

2100.6 Vehicle Inspections: There are several different inspection procedures and checklists available to assist drivers and operators in determining whether the condition of an auto, light or heavy truck meets accepted standards.

2100.7 Light trucks and Automobiles: Drivers are expected to visually inspect their vehicles on a daily basis. This inspection should include checking the lighting and tire condition. Once on the road, the driver should be attentive to any defect or malfunction in the braking, suspension, electrical or fuel systems or the drive train. If any defects in the above items are discovered, they should be reported to the employee's supervisor and to the mechanic shop for evaluation and repair.

On a quarterly basis each vehicle in this class will be thoroughly inspected using a vehicle safety check form as designated by the Risk Manager. This inspection may be performed by the employee who regularly uses or is assigned the vehicle, a supervisor, or a department designee. However, it is the supervisor's responsibility to ensure that the inspections are carried out in a timely and effective manner. Defects should be reported immediately to the mechanic shop for corrective action. Completed inspection checklists should be forwarded to the mechanic shop for appropriate filing.

2100.8 Heavy trucks: This section covers trucks of three axles or more weighing more than 26,000 pounds, truck tractors and trailers, and any truck or truck and trailer transporting hazardous materials.

Drivers shall conduct pre-trip inspections of the above described vehicles prior to operation each day to determine that they are in safe condition, are equipped as required, and that the required equipment is working properly. An Inspection Report Form as designated by the Risk Manager may be used as a guide in conducting the pre-trip inspection.

If no defects are found during the pre-trip inspection, the driver shall retain the Driver's Vehicle Inspection Report Form in the vehicle so that any defects, which become apparent during the day, can be included in the report. If at the end of the day no defects have been discovered, the driver shall indicate this on the report, sign the report, and turn it into the mechanic for filing.

If defects are discovered during the pre-trip inspection, or during the day, they must be documented on the report form even if they are corrected on the spot. If a driver cannot correct a defect, or if there is a question whether the defect will prohibit the safe operation of the vehicle, a mechanic should be consulted. The mechanic has the option of either making the required repairs or certifying that the vehicle may be operated safely without correction of the defects. In either case both the mechanic and driver must sign off on the report. The report shall remain with the vehicle for the remainder of the day so that any subsequent defects may be documented. If no further problems arise, the driver shall sign the report and turn it into the mechanic for filing.

Adopted: September 25, 2013 via Resolution No. 2013-32
Revised:

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 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.

5060.1.2 Unless directed otherwise, ~~an audio tape-digital~~ recording of regular and special meetings of the Board of Directors will be made. ~~The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet.~~ Digital recordings will be kept for a minimum of 60 days. Members of the public may ~~inspect-listen to~~ recordings of Board meetings without charge on a ~~playback machine-computer~~ that will be made available by the District.

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;

Summary record of staff reports;

Summary record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;

Approval of financial reports;

Record by number (a sequential range is acceptable) of all warrants approved for payment;
Complete information as to each subject of the Board's deliberation;
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 or Deputy 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:

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Hazard Communication Program (HAZ-COM)

POLICY NUMBER: 7020

7020.1 Purpose and Goal

The District (through its Board of Directors, Management, and all employees) intends to provide a safe and healthful work environment for all of its employees. However, the District recognizes that certain hazards are inherent with the water, recreation and hydroelectric industries. Therefore, the District's goal is to inform all employees of the hazards they may be exposed to through a Hazard Communication Program, also referred to as HAZ-COM.

7020.2 Program Manual

District recognizes that an effective Hazard Communication Program should be in the form of written manual, book, or similar document that is readily available and easy to understand for all employees. In addition, the HAZ-COM should be a policy document of the District. Therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's HAZ-COM which shall contain specific information and training regarding hazards that employees may be exposed to. Also, the HAZ-COM should be established, re-established, modified, or amended as necessary to meet the District safety and health criteria identified in the District's Injury and Illness Prevention Program (Policy #7015).

7020.2.1 The HAZ-COM shall be amended from time to time, as appropriate to reflect changes in working conditions, regulations, and industry, and the latest amendment, or version, shall be incorporated into the District policies upon its approval by the General Manager.

7020.2.2 A copy of the HAZ-COM shall be available to all employees at all times at the following locations: Risk Manager's office, Safety Analyst's office, Human Resource Manager's office, Maintenance Department, Placer Yard, North Auburn Operations, Recreation Office, ~~Yuba-Bear Hydroelectric~~ HQ, Central Files, and on the District's ~~website~~ [intranet](#).

Adopted: July 27, 2011 via Resolution No. 2011-38

Revised: