



Staff Report

TO: Board of Directors
FROM: Jennifer Hanson, General Manager
DATE: April 13, 2022
SUBJECT: Establishing District Policy 5300 – Ad Hoc Committees

ADMINISTRATION

RECOMMENDATION:

Provide feedback regarding proposed draft District Policy 5300 – Ad Hoc Committees.

BACKGROUND:

On March 23, 2022, the Board of Directors rescinded District Policies pertaining to Standing Committees and instructed staff to bring an item forward to establish a policy for ad hoc committees.

The attached proposed policy is provided for feedback and direction from the Board and will be presented for adoption at a future meeting once Board consensus is provided..

CONCLUSION:

Staff requests feedback on the proposed policy. Once input is received and any necessary modifications are made, the policy will be presented to the Board for approval at a subsequent Board meeting.

JH

Attachments: (1)

- Draft Ad Hoc Committee Policy

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Ad Hoc Committees
POLICY NUMBER: 5300

- 5300.1 Purpose: To establish the roles and responsibilities of the District's Ad Hoc committees. At the discretion of the Board, an Ad Hoc Committee may be formed to address a specific issue within the purview of District business. Ad Hoc Committees are committees determined to be necessary by a majority of the Board. An Ad Hoc Committee does not have continuing subject matter jurisdiction, does not have a meeting schedule fixed by formal action of the Board, and is advisory to the full Board in nature. Ad Hoc committees generally serve a single or limited purpose, are not perpetual, and they are dissolved when their specific task is completed or at the end of the fiscal year, whichever comes first. In general, Ad Hoc Committees are not subject to the Brown Act.
- 5300.2 Assignment: The Board President will prepare the assignments to any Ad Hoc Committee. Ad Hoc committees shall include two members of the Board of Directors, as appointed by the Board President.
- 5300.3 Types of Committees: Ad Hoc committees may be formed from time to time to address topics such as water rate development, labor, legal settlement, and other limited purposes related to District business.
- 5300.4 Committee meetings: Ad Hoc Committee meetings will be scheduled as necessary when directed by a majority of the Board, the Board President, and/or the General Manager. Meetings will be open to public participation as determined by the Board President and/or the General Manager. Meetings that are determined to be open to the public will be noticed in accordance with the Brown Act standards in order to maximize public transparency. Meetings that are not open to the public are those meetings that are confidential in nature (for example, labor negotiations or related to the settlement of legal issues) and need not be noticed.
- 5300.5 Meeting Minutes: Ad Hoc Committee meeting minutes shall be prepared for all public meetings.

Adopted: April X, 2022, via Resolution No. 2022-XX