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# Nevada Irrigation District

## POLICY MANUAL

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Purpose of Board Policies

**POLICY NUMBER:** 1000

- 1000.1** It is the intent of the Board of Directors of the Nevada Irrigation District to maintain a Policy Manual. Contained therein shall be a comprehensive listing of the Board's current policies, enacted by the Board from time to time. The Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted. The Policy Manual will be located on the District's web site.
- 1000.2** If any policy or portion of any policy contained within the Policy Manual is in conflict with any law, or with any duly enacted regulation of an agency exercising jurisdiction over Nevada Irrigation District, then such law or regulation shall prevail.

Adopted: March 11, 2015 via Resolution No. 2015-06

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Adoption/Amendment of Policies  
**POLICY NUMBER:** 1010

- 1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda for consideration by a Board committee and/or the full Board of Directors, as appropriate.
- 1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors.
- 1010.3** Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Adopted: March 11, 2015 via Resolution No. 2015-06  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Conflict of Interest

**POLICY NUMBER:** 1020

- 1020.1** The Political Reform Act, Government Code Section 81000 et seq. requires State and Local Government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, including an Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth have been adopted by the Board as the Conflict of Interest Code for Nevada Irrigation District.
- 1020.2** Designated employees shall file statements of economic interests with the Board Secretary of the Nevada Irrigation District, pursuant to the District's Conflict of Interest Code approved by the Fair Political Practices Commission, and reviewed on a biennial basis.

Adopted: July 24, 2013 via Resolution No. 2013-29  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Public Records Act Requests

**POLICY NUMBER:** 1050

The purpose of this policy is to clarify the process by which the District will respond to requests for records under the Public Records Act. The California Public Records Act (Government Code Section 6250, et seq.) provides the public with access to non-exempt records held by public agencies.

- 1050.1** "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District, regardless of physical form or characteristics. "Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored (California Government Code Section 6252).
- 1050.2** Unless exempt under the California Public Records Act, public records are open to inspection at all times during the office hours of District (Monday through Friday, 8 a.m. to 5 p.m.), and every person has a right to inspect any public record. If a portion of the record is exempt, any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.
- 1050.3** When a member of the public requests to inspect a public record or obtain a copy of a public record, the District will assist the member of the public in making a focused and effective request that reasonably describes an identifiable record or records. To facilitate this process, a Public Records Act Request Form is available on the District's website ([nidwater.com](http://nidwater.com)) and at the Business Center. Use of the form is voluntary.

The Board Secretary is authorized to update and modify the Form as necessary, consistent with State law and Board policy.

- 1050.4** The District, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District and shall promptly notify the person making the request of the determination and the reasons therefor. Any extension of this time period for response will be in accordance with California Government Code Section 6253. Disclosable records will be produced for inspection or copying on reasonable notice.

Except with respect to public records exempt from disclosure by express provisions of law, the District, upon a request for copies of records that reasonably describe an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee, if applicable. Upon request, an exact copy shall be provided, unless impracticable to do so.

- 1050.5** Unless otherwise prohibited by law, any information that constitutes an identifiable public record not exempt from disclosure pursuant to this chapter that is in an electronic format shall be made available in an electronic format when requested.



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Records Retention

**POLICY NUMBER:** 1060

- 1060.1** Purpose. To manage a program for the records of the Nevada Irrigation District that will identify, maintain, safeguard, and dispose of records in the normal course of business; to ensure prompt and accurate retrieval of records; and to ensure compliance with legal and regulatory requirements.
- 1060.2** Scope. The Records Retention Schedule applies to all records of the Nevada Irrigation District, and is available through the Board Secretary's office.
- 1060.3** Program Responsibilities. The Board Secretary as Records Manager administers, coordinates, monitors, and interprets this policy. Any perceived difference between this written policy and the Records Retention Schedule is to be resolved by the Board Secretary. Except as expressly provided by the Board, the Board Secretary shall have the authority to amend the Records Retention Schedule to provide for disposal of records which the Board Secretary interprets as subject to the Records Retention Schedule. All Departments shall comply with and implement this policy.
- 1060.4** Electronic Documents. The Records Retention Schedule applies to electronic documents and data, including emails transmitted and received for District projects, e-mail headers, summaries, addresses associated with e-mails and attached files or text. Most casual e-mails are considered "transitory" and can be discarded as their purpose is served (lunch appointments, etc.).
- 1060.4.1** Video recordings of Board and special meetings will be maintained for the life of the District. These recordings are considered the official record of the District.
- 1060.5** General Policy. Pursuant to provisions of Government Code Sections 60200 through 60203, Water Code Section 21403, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following shall govern the retention and disposal of records of the Nevada Irrigation District.
- 1060.5.1** Duplicate records, papers, and documents may be destroyed at any time without the necessity of Board authorization or transfer to an electronic file or media.
- 1060.5.2** Originals of records, papers, and documents, not otherwise governed by this Records Retention Schedule and more than two years old, that were prepared or received in any manner other than pursuant to State or Federal statute, may be destroyed upon Board authorization without the necessity of transfer to an electronic file or media.

- 1060.5.3** In no instances are records, papers, or documents to be destroyed where there is a continuing need for records for matters such as pending litigation, special projects, etc. This includes all records which relate to a matter for which the statute of limitations has not run on any potential legal or administrative action arising therefrom.
- 1060.5.4** Accounting Records – Except as provided for in the Records Retention Schedule, no accounting records are to be destroyed unless there is a permanent file of audit reports for the inclusive period of the records, and such audit reports must contain an unqualified opinion and have been prepared in accordance with requirements of Federal, State, and District regulations.
- 1060.5.5** Payroll and Personnel Records – Personnel folder documents pertaining to each employee may be kept as hard copy in the authorized and locked file cabinets provided for these folders. Upon retirement, death or termination, the file may be transferred to an electronic file or media at the end of the first full year following active employment and the originals destroyed.
- 1060.5.6** Minutes of the Board of Directors meetings – Maintained permanently (hard copy and electronic media).
- 1060.5.7** Long Term Debt – Records concerning long-term debt shall be maintained for the term of the debt plus three years after final payment.
- 1060.5.7.1** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if transferred to an electronic file or media.
- 1060.5.7.2** Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if transferred to an electronic file or media.
- 1060.5.7.3** Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.
- 1060.5.8** Construction Records – Construction records, such as accepted bids, correspondence, change orders, etc., should not be kept in excess of ten years from substantial completion of work unless they pertain to a project which includes a guarantee or grant and, in that event, they should be kept for the life of the guarantee or grant plus ten years. As-built plans and specifications for any public facility or works should be retained for the life of the facility.
- 1060.5.9** Environmental Documents – California Environmental Quality Act (CEQA) records shall be kept permanently (hard copies will be transferred to electronic media after 10 years, and the hard copy will be destroyed). CEQA records include reports and minutes of public meetings or other scoping meetings with interested parties during the CEQA process, including pre-project meetings, during project implementation, and post-project meetings.

- 1060.5.10 Contracts – Except as provided in the Records Retention Schedule, contracts should be kept for their life, plus ten years.
  - 1060.5.11 Property Records – Property records should be kept as long as the District retains an interest in the property.
  - 1060.5.12 Public Records Act Requests – Records subject to any pending request made pursuant to the California Public Records Act shall not be destroyed, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
  - 1060.5.13 Vital Records – Vital Records shall not be destroyed. They may be transferred to electronic file or media in accordance with the Records Retention Schedule.
  - 1060.5.14 Records Retention Schedule – All records, the disposal of which are not provided for in this written policy, are to be disposed of pursuant to the Records Retention Schedule.
- 1060.6 Adherence to these procedures will help to assure acceptance of the District's Records Retention Schedule for legal purposes.



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# 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:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Informational Mailings – Requests by Outside Entities

**POLICY NUMBER:** 1075

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 to include informational flyers, pamphlets and/or brochures in the District's mailing of utility billing invoices and newsletters. The mission of the District is to provide a dependable, quality water supply, strive to be good stewards of the watersheds and conserve the available resources. While it is important for the District to be involved in the various communities it serves, it is also important for the District to maintain a neutral, non-partisan, non-political point of view. It is the position of the District to only include official District information in the mailings of billing invoices, newsletters or other informational items. At no time will the District include informational flyers, pamphlets and/or brochures from outside entities.

Adopted: May 22, 2013 via Resolution No. 2013-12

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Recruitment and Hiring

**POLICY NUMBER:** 2000

The purpose of this policy is to provide direction to District staff for the recruitment and hiring District personnel from outside or external candidates. It should be noted this policy is not subject to meet and confer process with recognized labor bargaining groups. Policies for recruiting, hiring, promoting, and transfer of internal candidates are pursuant to the District's Labor Contract and are subject to negotiations.

**2000.1** General - The District's Human Resources Manager, in consultation with Department Managers, shall be responsible for establishing recruitment procedures and techniques that will assure the most qualified individuals apply for District positions.

The goals of these procedures are to provide consistent hiring practices for all departments, that these practices are fair and that they conform to all applicable State and Federal laws and regulations. (See Policy Number 2225: Equal Employment Opportunity Program)

**2000.2** Recruitment – Solicitations and applications will be made to and/or accepted from the general public as well as NID employees during recruitment.

**2000.2.1** Announcements, if made, shall be posted for a minimum of seven (7) calendar days although the period of posting may be left open until sufficient and suitable candidates apply.

**2000.2.2** Announcements, if made, will be posted at those locations listed in 2000.2.3., as well as any appropriate locations determined by the Human Resources Manager.

**2000.2.3** Job applications shall be available at the District's Business Center and website.

**2000.2.4** Newspaper advertising will be used at the discretion of the Human Resources Manager and/or the Department Manager.

**2000.3** Qualification of New Hires

**2000.3.1** It is the responsibility of the Human Resources Manager to qualify all employment applications for completeness and veracity.

**2000.3.2** The Human Resources Manager along with the hiring Department Manager shall determine those procedures that are competitive and fair in the selection of applicants who possess the highest levels of ability, skill and expertise when compared to other applicants, or when a single applicant is scored against an accepted standard.

- 2000.3.3** The Human Resources Manager shall ascertain minimum qualifications, experience, training, education and certificates for a classification, such as Driver's license, etc. Proof of the possession of such minimum qualifications will be required and lack of proof will be cause for disqualification.
- 2000.3.4** The Human Resources Manager may make inquiry into the past record of applicants and disqualify any applicant whose records warrant such action, based on any of the following reasons:
- a) Lacks minimum qualifications.
  - b) Has been previously dismissed for cause from a position at the District.
  - c) Has resigned from a position with the District not in good standing or in order to avoid dismissal.
  - d) Has intentionally attempted to practice fraud on their application or during the selection procedure.
  - e) Lacks satisfactory driving record.
  - f) Is related to a Board Member, the General Manager, the Human Resources Manager, and to a Department Manager only for hiring within his or her department.
  - g) Is related to the person who would be supervising the position for which he/she applied.
  - h) The term "related" as use in this section includes the following relationships: spouse or domestic partner, parents or parents-in-law, siblings or siblings-in-law, and children or step-children.
- 2000.3.5** Applicants will be notified that a job offer will be contingent upon passing the necessary pre-employment drug test and other hiring requirements (See 2000.6).
- 2000.3.6** The Human Resources Manager along with the hiring Department Manager will review those qualified applicants for interviews.
- 2000.3.7** The Human Resources Department will coordinate the scheduling of these interviews.
- 2000.4** Testing – Prior to posting the Human Resources Manager along with the hiring Department Manager shall decide the type of testing, if any, that should be administered to applicants to qualify and rate applicants for appropriate skills and knowledge.
- 2000.4.1** Testing for proficiency shall measure those skills that are appropriate to the position to be filled.
- 2000.4.2** An applicant who fails either a written or proficiency test shall not be allowed to take a second test for the same class within sixty (60) days of that applicant's failure.
- 2000.4.3** Testing will be fair, objective and only used as one criteria of many in the final selection. The test will not be the final determinant.
- 2000.5** Interview Panel - The Human Resources Manager and Department Manager will coordinate an interview panel for the purpose of interviewing the most qualified applicants.
- 2000.5.1** Human Resources, and the hiring Department Manager, will determine the composition of the Interview panel. In order to create a fair and objective process in determining the most suitable candidate, the interview panel will be comprised of at least one member from the hiring department, one member from other departments within the District or outside the District, one



technical support member (if necessary) and one Human Resources Department member who will serve as the facilitator and recorder. Members from outside agencies may be substituted for the members from other departments.

- 2000.5.2 Participants on the interview panel will ask questions that have been previously determined by the Human Resources Manager and the hiring Department Manager. Interview questions shall be appropriate to the duties, comply with legal requirements, and be non-discriminating in nature.
- 2000.5.3 The Human Resources Manager shall provide the recommendation from the interview panel to the hiring Department Manager.
- 2000.5.4 After reviewing any relevant information obtained by the Human Resources Department, the hiring Department Manager will notify the Human Resources Department of the top selection(s). The Human Resources Manager may form an eligibility list of recommended candidates that will remain in force and will be utilized should another employment announcement be posted for the same position in the subsequent twelve month period.

## 2000.6 Final Hiring Requirements

- 2000.6.1 Upon the selection of a candidate by the hiring Department Manager, the Human Resources Manager will handle reference checks of selected candidate's previous employers, and make a verbal offer of employment contingent on successful completion of:
  - a) The physical examinations and verification by medical personnel that the applicant meets the physical requirements of the position, after all other conditions of employment have been met or removed. Provided that the District shall make reasonable accommodations to an applicant consistent with the intent and requirements of federal and state law.
  - b) Pre-employment drug testing and verification by medical personnel that the applicant has passed the test according to medical and legal standards then in place for safety sensitive positions; and,
  - c) A check of the applicant's DMV record and verification, at the Human Resources Manager's discretion, that the applicant's driving record is such that the applicant be entrusted to operate the District vehicles and machinery as applicable to the position.
- 2000.6.2 The Human Resources Manager shall prepare an offer of employment letter detailing the starting date, salary, supervisor's name, place, time, benefits, etc. pertaining to the position. This letter should also state that certain criteria must be met, i.e. probationary period and proof of eligibility to work in the United States.
- 2000.6.3 The medical examinations will be job related and may consist of any one or more of the following:
  - a) A physical examination by a District appointed medical physician.
  - b) A physical agility examination by a District appointed therapist.
  - c) A hearing test by a District appointed audiologist.
  - d) The pre-employment drug test, when required, will include but not be limited to a urine test. Subject test results may be re-administered if applicant requests.
  - e) Authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) for disclosure of protected health information (PHI) to the District, or its designated representative, will be a condition of employment with the District to the fullest extent allowed

by the law. This is applicable to pre-employment physicals, drug testing and any other lawful need for medical information. Refusal to sign an authorization in any of these instances will deem the applicant ineligible for hire.

Adopted: April 14, 2010 via Resolution No. 2010-21  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Job Descriptions  
POLICY NUMBER: 2002

Job descriptions for each existing position at the District are located on the District's website ([nidwater.com](http://nidwater.com)), under Human Resources.

Adopted: March 11, 2015 via Resolution No. 2015-06  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Equal Employment Opportunity Program

**POLICY NUMBER:** 2005

- 2005.1** Nevada Irrigation District employs persons having the best available skills to efficiently provide high quality service to the public.
- 2005.2** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.
- 2005.2.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, disability, veteran status, or any other factor unrelated to job performance.
- 2005.2.2** Nothing in this policy shall be interpreted as prohibiting action which must be taken to establish or maintain eligibility for any federal program, where ineligibility would result in a loss of federal funds (Based on California Constitution Article 1, section 31, subdivision (e)).

Adopted: April 14, 2010 via Resolution No. 2010-21

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Vacation  
POLICY NUMBER: 2025

2025.1 This policy shall apply to regular employees in all classifications.

2025.2 Accrual

2025.2.1 After the first (1<sup>st</sup>) six (6) months of continuous service with the District, each full-time employee will receive five (5) days of vacation (40 hours for regular full-time employees) with pay and will accrue vacation with pay in accordance with the following schedule.

Years of Service	Accrued Hours/ Pay Period	Max Accrued Days	Max Accrued Hours
0-4	3.079	20	160
5-9	3.692	24	192
10-14	4.615	30	240
15-19	6.166	40	320
20-24	7.691	50	400
25 or More	8.012	52	416

2025.2.2 Employees who reach their maximum vacation accrual shall not accrue additional days until vacation is used. In the event work requirements prohibit employees from using vacation, the General Manager may authorize the employee to retain those days. This review is a case by case basis and will only be authorized by the General Manager. The General Manager's decision is final.

2025.2.3 Newly hired probationary employees shall not accrue vacation pay during the probationary period; however, if a probationary employee shall become a regular employee of the District, after six (6) months of employment with the District, the period which the employee occupied probationary status shall be included in calculating his/her entitlement to vacation with pay.

2025.2.4 Regular part time employees shall accrue vacation on a pro-rata basis (Example: a four year part time employee working 20 hours per week is equal to  $20/40 \times 10$  days, or 40 vacation hours per year).

### 2025.3 Usage and Scheduling

2025.3.1 The District will not require an employee to take vacation in lieu of sick leave or leave of absence on account of illness.

2025.3.2 If a holiday falls on a workday within an employee's vacation period, such employee will not be charged with a day of vacation for the holiday and will be compensated for the holiday.

2025.3.3 Employees should submit written requests for vacations to their Department Manager, or his/her designee, at least one week prior to the requested vacation. Whenever possible, vacations will be approved by the Department. If the vacation request is denied due to District needs, the Department will work with the employee to find alternative dates that are acceptable to both parties. Vacations may be scheduled at any time from the first of the year to the end of the year with the approval of the Department. However, employees occupying positions that require their presence on the job during certain parts of the year will not be permitted to take their vacations during those periods.

2025.3.4 Regular employees whose employment with the District is terminated for any reason will, at the time of termination, receive any unused vacation pay previously earned.

2025.3.5 Employees who are on a leave of absence without pay will not accrue vacation leave.

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE:     **Holidays**  
POLICY NUMBER: 2030

2030.1 Regular employees will receive a maximum annual allowance of 104 holiday hours.

2030.2 Regular and probationary employees will receive the following observed holidays off with pay at a rate of eight (8) hours per holiday:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

The above holidays shall fall on the days specified in State or Federal law of order.

2030.3 Regular and probationary employees will receive an additional sixteen (16) hours of floating holiday pay per calendar year:

2030.3.1 Holiday time will consist of an eight (8) hour day. Work schedules at the time the holidays identified in Section 2030.2 above will require the use of floating holiday to make up the balance in the event of alternate schedules.

2030.3.2 If not used or needed for purposes of Section 2030.3.1 above the remaining eight (8) hours may be used in minimum increments of one (1) hour at the employee's discretion with prior approval of their Department Manager.

2030.3.3 Unused holiday hours will not be paid upon separation from the District nor will they be carried over from calendar year to calendar year.

2030.4 Part-time employees shall be eligible for paid District-observed holidays and floating holiday hours which will coincide with the number of work hours scheduled. Upon completion of the probationary period, regular part-time employees shall be eligible for any unused annual floating holiday hours.

2030.5 Definition of Actual Holidays: Any of the above holidays that fall on a workday in the basic workweek, or the true calendar date.

**2030.6** Definition of Observed Holidays: When any of the above holidays fall on a Sunday, the Monday following will be observed as a holiday. When any of the above holidays fall on a Saturday, the Friday preceding shall be observed as a holiday.

**2030.7** Holiday Work: Employees may be required to work on holidays that fall on their workdays, in which event any such employee shall, in addition to the holiday pay, be compensated at the overtime rate of pay for all time worked on such days, or have the day added to the vacation time.

If any of the above holidays fall on a Saturday or Sunday (Observed Holiday in effect) and on a regular workday for the employee, the Actual Holiday will be treated as a holiday worked. If the employee works both the Observed Holiday and the Actual Holiday they are only entitled to treat one of those days as a Holiday Worked.

**2030.8** Weekday Holidays and Days Off: When any of the above holidays fall during the period of Monday through Friday, but the day which the holiday occurs upon is a non-workday of an employee, that employee shall be compensated at the straight time rate of pay for that day, or have the Holiday (8 hours) added to vacation time.

**2030.9** Holiday Hours Converted to Vacation Time: Any holiday hours converted to vacation time will be counted as holiday hours received for purposes of the maximum annual allowance of 104 hours.



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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Sick Leave  
POLICY NUMBER: 2040

- 2040.1 Definition: Sick leave is defined as absence from duty due to illness, non-industrial injury, industrial injury or quarantine due to exposure to a contagious disease.
- 2040.2 Accrual: After completion of one (1) month of continuous service with the District, regular employees shall be allowed one (1) workday of sick leave with pay and shall accrue sick leave using the following formula:
- (Hours worked per pay period divided by 80 hours per pay period) x (3.69 hours of sick leave) = Number of accrued hours per pay period
- 2040.3 Sick Leave to Attend Family: The District will provide employees with Kin-Care as required by law, and will allow each employee to utilize his/her sick leave balance up to a maximum of nine (9) days per calendar year to attend to the illness of a child, parent, spouse, domestic partner, or any relative or ward residing in the same house.
- 2040.4 Doctor's Certificate: If absence from duty by reason of illness or injury extends beyond a period of three (3) consecutive working days, the supervisor may require a doctor's certificate, and if the absence exceeds five (5) consecutive working days, a release from the doctor to return to work may be required. Cost of obtaining a doctor's report will be borne by the employee.
- 2040.5 Integration of Benefits: During the time an employee is drawing both sick leave pay from the District, and sick or accident benefits from any insurance carried by the District, the sick leave pay rate will be reduced by the amount of insurance benefits received during such sick leave period, and the employee's available total accrued sick leave will be debited for the reduction related to sick leave used by the employee. Employees who are out on a medical or personal leave of absence and are on a leave of absence without pay with the District will not accrue sick leave. Once an employee's sick leave balance is exhausted, other leave balances may be used.
- 2040.6 Holidays and Sick Leave: If a holiday occurs on a workday during the time an employee is absent on such sick leave with pay, he/she shall receive pay for the holiday and it shall not be counted as a day of sick leave. If an employee receives insurance benefits for that holiday, holiday pay shall be reduced by the amount of insurance benefits received, if any.

**2040.7** Payout Upon Separation: Upon voluntary termination, retirement or death of an employee an amount equal to 50% of accumulated sick leave will be paid to the employee or the estate of said employee. At the discretion of the employee or the estate of the employee, the accumulated sick leave may be paid in a single lump sum, or may be deferred as deferred earnings at the rate of earnings in effect at the time of death, retirement or voluntary termination. The District shall not pay for any unused accrued sick leave upon the termination of an employee for cause.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Leaves of Absence and Other Leaves  
**POLICY NUMBER:** 2050

**2050.1** General: Leave of Absence without pay may occur when an employee is unable to report to work for very substantial reasons AND vacation or sick leave is inappropriate or unavailable. A Department Manager may grant a leave without pay in writing for any amount of time up to sixty (60) days. Leave without pay is for the purpose of short-term absences from work. More than sixty (60) days in such status will require a request in writing for approval by the General Manager.

Subject to a written request, a leave of absence may be granted to regular employees by the General Manager, provided satisfactory arrangements can be made to perform the employee's duties during this period without undue interference with the normal routine work.

**2050.2** Duration: The leave will be specified in writing and will commence on and include the first workday on which the employee is absent and terminate with and include the workday preceding the day the employee returns to work.

**2050.3** Conditions on Return: The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the District in writing in conjunction with the granting of said leave of absence. Any changes to the length of leave must be submitted in writing and approved in the same manner as the original request.

**2050.4** Accruals while on Leave: An employee's sick leave, CalPERS service credits, seniority, and vacation will not accrue while on leave of absence without pay. However, an employee's status as a regular employee will not be impaired by such leave of absence.

**2050.5** Absent Without Leave (AWOL): If an employee fails to return immediately upon the expiration of the leave of absence, fails to report to his/her work site, and has not notified their direct supervisor, the employee shall be considered absent without leave (AWOL). If an employee is absent without leave for three (3) consecutive workdays, such an employee shall be considered to have voluntarily resigned. After the third (3<sup>rd</sup>) consecutive workday of AWOL, a notice of automatic resignation shall be sent by certified mail/return receipt to the employee's last known address. The last known address shall be deemed the address on record in the employee's personnel file at Human Resources. The resignation becomes effective at close of business on the third (3<sup>rd</sup>) consecutive workday of AWOL.

- 2050.6 Leave of Absence Without Pay: The following conditions should be considered in each application for leave of absence without pay:
- 2050.6.1 The purpose of leave of absence without pay should be limited to necessary absences, such as family or health emergencies. (Refer to Section 2050.10)
  - 2050.6.2 Leave of absence without pay is not a substitute for vacation.
  - 2050.6.3 With the exception to entitlement to leaves as provided by law, the District may consider an employee's performance and attendance record in determining whether to grant a request for unpaid leave.
  - 2050.6.4 Any leave of absence without pay will be authorized in writing only at the convenience of the authorizing department; workload, seasonal demands, and staffing levels must be considered.
- 2050.7 Jury Duty: A regular employee who is summoned for jury duty and is unable to perform his/her regular duties will be given a leave of absence with pay (jury pay). Jury pay will not exceed the employee's daily rate of pay for the duration of his/her jury duty, provided that he/she:
- 2050.7.1 Notifies his/her supervisor in advance of the jury duty, and
  - 2050.7.2 Returns to work upon his/her dismissal each day, unless the hours spent at jury duty, including travel time, exceed the actual work day, and
  - 2050.7.3 Completes his/her normal work day, and
  - 2050.7.4 Turns over to the District any compensation received as a juror not including any travel allowance received.
- 2050.8 Bereavement Leave: In the event of the death of a mother, father, brother, sister, son, daughter, wife, husband, father-in-law, or mother-in-law or any relative or ward residing in the same home as the employee, time off with pay will be allowed until after the funeral service, to a maximum of three (3) working days, after which sick leave with pay may be taken to attend to a member of the immediate family to a maximum of an additional three (3) workdays.
- 2050.8.1 Sick leave may be used in the event of the death of a grandparent or step-parent not residing in the same home as the employee.
  - 2050.8.2 At the discretion of the General Manager, permission may be granted to attend the funerals of other relatives and coworkers and to subtract the time expended from sick leave. This permission shall be given only if proper prior application is made to the General Manager, and the granting of permission will be at the sole discretion of the General Manager.
- 2050.9 Military Leave: Military leave shall be governed by the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) of 1994.

**2050.9.1** The District will waive any reimbursement of the employee's contribution to CalPERS by the employee as long as the employee meets the criteria stated in Section 20997 of the California Public Employees' Retirement Law.

**2050.10** Family and Medical Leave: The California Family Rights Act of 1991, the Federal Family and Medical Leave Act of 1993, and Section 12945.2 of the Government Code, requires all public agencies to grant their employees a leave of absence for the following reasons:

**2050.10.1** The birth of a child of the employee, the placement of a child with an employee in connection with or the adoption or foster care of the employee or the serious health condition of a child of the employee.

**2050.10.2** To care for a parent or spouse with a serious health condition; (Definition of: child – biological, adopted, foster, stepchild, legal ward or child of a person standing in Loco parentis,\* under 18 years of age, or adult dependent child. Parent – biological, foster, adoptive parent, a stepparent, a legal guardian, or other person who stood in "loco parentis"\* to the employee when the employee was a child.)

\* "Loco parentis" – court appointed guardian to have custody of a minor.

**2050.10.3** An employee's own serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions.

(Serious health condition is defined as an injury, impairment, or physical/mental condition which involves inpatient care in a hospital, hospice, or residential health care facility; continuing treatment or continuing supervision by a health care provider.)

**2050.10.4** Eligibility: To be eligible for leave under the FMLA, an employee must have: (1) been employed by the District for at least 12 months, which need not be consecutive; (2) worked for the District at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

**2050.10.5** Leave Benefit: Leaves taken for disability due to pregnancy, childbirth or related medical condition continues to be governed by Government Code 12945(b) (2), and requires employers to grant a woman pregnancy disability leave of up to four months. That employee may then take a FCML for up to 12 weeks after medical release from the pregnancy disability. FCML taken for reason of the birth or adoption of a child of an employee must be initiated within one year of the birth or placement of the child with the employee.

Employees will be entitled to continue their participation in the health plans in the same fashion as if they were at work. Should the employee fail to return from FCML after the period has expired, for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstance beyond the control of the employee, the District will require the employee to reimburse the District the amount of premiums paid by the District while the employee was on leave. Employees granted FCML will be guaranteed employment in the

same or comparable position upon termination of leave except as provided by law. (Comparable position means employment in a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.)

The District may limit a FCML if a husband and wife, both of whom are employed by the District, request leave for birth, placement for adoption or foster care of a child the aggregate number of workweeks of leave to which both may be entitled shall be limited to 12 workweeks during any 12 month period.

**2050.10.6** The District may refuse to reinstate an employee returning from leave to the same or comparable position if all of the following apply:

**2050.10.6.1** The employee is a salaried employee who is among the highest paid 10% of the Districts employees who are employed within 75 miles of the worksite at which that employee is employed;

**2050.10.6.2** The refusal is necessary to prevent substantial and grievous economic injury to the operations of the District; and

**2050.10.6.3** The District notifies the employee of the intent to refuse reinstatement at the time the District determines the refusal is necessary.

**2050.10.7** Employee Obligations: The employee is required to give adequate notice of the need for a leave if the need is foreseeable. Employees are required to submit their request for FCML in writing, and if the request for leave is to care for a child, spouse or parent who has a serious health condition, or for their own illness, confirmation may be required. (Confirmation will include date of illness, duration of the condition and a statement from the health care provider.)

Employees will be required to use their accrued vacation and CTO in lieu of unpaid leave, unless it is for their own illness at which time their accrued sick leave will be used. Sick leave may be used during a period of leave in connection with the birth, adoption, or foster care of a child, or to care for a child, parent, or spouse with a serious health condition.

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE:     **Administrative Leave**  
POLICY NUMBER:   **2060**

- 2060.1   Upon successful completion of probation, exempt employees will receive administrative leave.
- 2060.2   Administrative leave is earned at 2.1538 hours per pay period and may be accumulated up to a maximum of fourteen (14) days.
- 2060.3   On approval of the General Manager with consideration to the needs of the District, this leave may be taken as paid time away from work.
- 2060.4   If Administrative Leave is not used by the employee within the calendar year in which it is granted, the Administrative leave will be carried over into the next calendar year.
- 2060.5   Unused time will be paid upon separation.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE:     **Continuity**  
POLICY NUMBER: 2070

- 2070.1 This policy shall apply to regular employees in all classifications.
- 2070.2 Application - Length of service with the District will be used for the basis of determining such benefits as sick leave and vacations for regular employees of the District. Length of service will be one factor considered in promotions and layoffs.
- 2070.3 Definition - Continuous service with the District will start with the date of employment and will consist of the period of employment. Continuous service will be broken upon separation of employment.
- 2070.4 Continued Accrual - Continuity of a regular employee's service will not be broken by absence for the following reasons, and length of service will accrue for the period of such absence:
- a) Authorized Absence by reason of industrial disability;
  - b) Authorized absence or leave of absence without pay for less than thirty (30) days in a calendar year;
  - c) Applicable state and federal laws shall govern absence due to military or National Guard service.
- 2070.5 Rehired Employees - Previous employees who are rehired will have their employment service records restored to include previous earned length of service, after completion of their probationary period.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised:



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Staffing Overlap for Operational Continuity

**POLICY NUMBER:** 2085

- 2085.1 Nevada Irrigation District adopts an annual operations budget that authorizes the total number of full-time equivalent positions by job classification.
- 2085.2 Employees separate from the District for various reasons including retirement or the pursuit of other professional opportunities. In the case of retirement, employees often notify the District several months in advance to allow for planning and training.
- 2085.3 In order to provide continuity of operations and facilitate new hire training, it is often necessary to overlap the employment of a separating employee and a new employee hired to fill the vacant position created by that separation.
- 2085.4 The General Manager is authorized to overlap staff in positions in which the District has received and accepted a letter of retirement or resignation. The overlapping of staff must not increase the overall annual budget adopted by the Board of Directors and may not exceed ninety (90) days in duration.

Adopted: May 14, 2014 via Resolution No. 2014-15

Revised:

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# 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: October 12, 2016 via Resolution No. 2016-35

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# 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: October 12, 2016 via Resolution No. 2016-35

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Vehicle Take-Home / Commuting

POLICY NUMBER: 2105

### 2105.1 Take-Home Vehicles – Temporary Basis

Employees are authorized to take home a District vehicle on a temporary basis when:

- 1) The employee is required to travel from home to an alternate site or location (more than 30 miles one way); and
- 2) It is not practical to come into work only to pick up a vehicle and travel to the alternate work site as determined by the Department Manager.

Under these circumstances, the employee is authorized to take a District vehicle home the day before, and/or return the vehicle following the assignment at the alternate work site. This applies to classes for training and conferences, in addition to alternate work sites.

### 2105.2 Take-Home Vehicles – Regular Basis

For the purpose of emergency responses, supervisory, and/or timing or cost efficiencies, the job classifications listed below may be required to take a District vehicle home on a regular basis. Individuals in these positions must first demonstrate the ability to independently troubleshoot and repair applicable facilities as determined by the Department Manager prior to taking a vehicle home.

#### MAINTENANCE:

Maintenance Supervisor

Maintenance Superintendent – Raw Water

Maintenance Superintendent – Treated Water

Maintenance Manager

#### OPERATIONS:

Electrical Systems Technician I/II

Operations Technician I/II

Senior Operations Technician

Hydraulic Systems Technician I/II

Water Distribution Operator I/II

Senior Water Distribution Operator

Distribution Crew Supervisor



Treatment Plant Operator I/II/III  
Chief Plant Operator  
Water Treatment Supervisor  
Assistant Water Superintendent  
Electrical Systems Superintendent  
Treated Water Superintendent  
Water Superintendent  
Water Resources Superintendent  
Operations Manager

HYDROELECTRIC

Hydroelectric Plant Operator – Resident I/II  
Hydroelectric Plant Operator I/II  
Senior Hydroelectric Plant Operator  
Hydroelectric Generation Supervisor  
Hydroelectric System Technician I/II  
Senior Hydroelectric System Technician  
Hydro Electrical Machinist I/II  
Senior Hydro Electrical Machinist  
Hydroelectric Maintenance Supervisor – Electrical  
Hydroelectric Maintenance Supervisor – Civil/Mechanical  
Hydroelectric Manager

Adopted: July 13, 2016 via Resolution No. 2016-25  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Accident Response and Reporting

POLICY NUMBER: 2110

- 2110.1 **Purpose** The purpose of this policy is to define and document procedures to be followed after accidents involving work related injuries and/or damage to District owned, leased, or rented vehicles, machinery, or equipment, including employee-owned vehicles used on District business.
- 2110.2 **Injury Hot-Line** The Human Resources Manager shall designate a person or company to provide reporting services and medical advice relating to work related injuries (District's Injury Hot-Line). All employees shall be provided with a 24-hour telephone number used in reporting incidents that cause, or have the potential to cause delayed injuries. Each employee is required to keep the telephone number readily available during working hours.
- 2110.3 **Accident Reporting** If the accident requires immediate assistance from the police/sheriff, fire department, or ambulance, call 911. All accidents shall be immediately reported to the employee's supervisor regardless of severity. If the employee is not able to make the report, the report should be made by an employee that witnessed the accident; if an employee did not witness the accident, the first employee to arrive on the scene should make the report. If the supervisor cannot be reached immediately, the report should be made to the department manager.
- 2110.3.1 If the accident caused an injury or has the potential to cause a delayed injury, the employee and supervisor shall contact the District's Injury Hot-Line to report the accident as soon as possible. The supervisor shall follow the instructions of the Injury Hot-line advisor, including escorting the injured employee to a medical facility, if so advised.
- 2110.3.2 Supervisors/managers shall complete an Accident/Injury Report Form (form provided by the Assistant General Manager/Risk Manager) utilizing as much information as possible from other employees, witnesses or bystanders.' Names, addresses and phone numbers should be obtained when possible. Accident/Injury Reports must be returned to Human Resources, by the quickest means available within 48 hours.
- 2110.4 **Accidents Involving District Vehicles and Equipment** All accidents arising out of the operation of District owned, leased, or rented vehicles and equipment, as well as employee-owned vehicles used on District business, must be reported to the supervisor immediately. The reporting process should follow 2110.3 (above), in addition to the following:

- 2110.4.1** Accidents involving human fatality, bodily injury requiring immediate medical assistance, or of such severity to cause disabling damage to any motor vehicle will result in mandatory drug testing of the driver. The manager or the Safety Analyst shall escort the driver/operator to the appropriate medical facility within 2 hours of the accident for a drug and alcohol screening.
- 2110.4.2** For accidents of lesser severity, the supervisor shall assess the total damages to property and vehicles. If damage is significant (more than \$2,500 combined) the supervisor shall call the department manager. For all significant accidents in the public right of way, or accidents involving damages to private parties, the local police or sheriff's office shall be contacted to investigate the accident.
- 2110.4.3** If the local police or sheriff does not respond to the accident, the supervisor shall contact two (2) managers, or one (1) manager and the Safety Analyst.
- 2110.4.4** For accidents causing significant damage, the responding managers/Safety Analyst shall assist the supervisor and investigate the accident, including an evaluation of the employee's ability to perform the duties assigned, in accordance with the District's Drug and Alcohol Free Workplace Program.
- 2110.4.5** If a determination is made that there is reasonable suspicion that the driver is under the influence of alcohol or a controlled substance, one of the managers or Safety Analyst should escort the driver to the appropriate medical facility for testing within 2 hours of the accident.

Adopted: March 11, 2015 via Resolution No. 2015-06  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Whistleblower and Anti-Fraud

**POLICY NUMBER:** 2120

- 2120.1** Nevada Irrigation District (District) is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board of Directors, managers, employees, or volunteers. This policy outlines a procedure for an employee to report actions that he/she reasonably believes violate a law or regulation, or that constitute fraudulent accounting or other practices. This policy applies to any matter which is related to the District's business and does not relate to private acts of an individual not connected to the District.
- 2120.2** If an employee has a reasonable belief that a District employee or director has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee should immediately report such information to the General Manager. If the employee does not feel comfortable reporting the information to the General Manager, he or she should report the information to the Board of Directors, Human Resources or Finance Manager as appropriate.
- 2120.2.1** Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to disciplinary action.
- 2120.2.2** All reports will be followed up promptly, and an investigation will be conducted. In conducting its investigations, the District will strive to keep the identity of the reporting individual as confidential as possible, while conducting a thorough review and investigation.
- 2120.3** The provisions of this policy do not: (a) require the District to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body; (b) prohibit the District from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body; (c) authorize the disclosure of information that is legally required to be kept confidential; or (d) diminish or impair the rights of an employee under a collective bargaining agreement.

- 2120.4** The District, including any of its Board of Directors, managers, employees or volunteers will not retaliate against an employee because that employee: (a) reports to a supervisor, General Manager, Board of Directors, Human Resources or Finance Manager, or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect his/her rights.
- 2120.5** The District strictly prohibits retaliation and may take disciplinary action (up to and including termination) against an employee who has engaged in retaliatory conduct in violation of this policy.
- 2120.5.1** Furthermore, the District will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court, truthful information relating to the commission or possible commission by the District or any of its directors, managers, employees or volunteers of a violation of any applicable law or regulation.
- 2120.5.2** Managers and supervisors will be trained on this policy and the District's prohibition against retaliation in accordance with this policy.
- 2120.6** Any disciplinary action resulting from this policy will be handled in accordance with relevant disciplinary provisions of District policy or any applicable negotiated collective bargaining agreement.

Adopted: March 11, 2015 via Resolution No. 2015-06  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Rest Period

**POLICY NUMBER:** 2135

The objective of this policy is to establish a rest period protocol when a situation occurs that mandates a District employee work additional hours prior to the start of their next regular work shift.

- 2135.1 Employees who are required to work 4 or more hours of overtime, within the eight (8) hour period prior to their next regularly scheduled work shift, may be afforded a continuous eight hour rest period before returning to work. In the case of emergency or extraordinary circumstances, the General Manager or designee may authorize an employee to work longer without a rest period.
- 2135.2 If the eight hour rest period extends into the employee's next regularly scheduled work shift, the employee may be allowed to be absent from the workplace for the full eight hour rest period before requiring the employee to report to work. Any portion of the eight hour rest period that extends into the regularly scheduled work shift shall be paid at the standard rate.
- 2135.3 If the employee is still too fatigued to report to work after the eight hour rest period, the employee may request additional time off to be charged to vacation or CTO.
- 2135.4 If overtime is necessary within a two hour time period prior to normal start time, and the employee requests to forgo the full eight hour rest period, the employee may work the normally scheduled work shift.
- 2135.5 If an employee is required to work continuously from the end of the previous work shift to midnight or beyond, the supervisor may ask the employee to stay home the next day with pay at the standard rate.

Adopted: March 11, 2015 via Resolution No. 2015-06

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Employee Recognition

**POLICY NUMBER:** 2140

The purpose of this policy is to recognize years of service to the District by its active employees.

**2140.1** This policy shall apply to all eligible active employees.

**2140.2** The District will recognize an employee's years of service by providing a certificate and a non-cash gift as follows:

<i>Years of Service</i>	<i>Certificate</i>	<i>Gift Amount</i>	<i>Presented by:</i>
5	Yes	\$15	Department Manager
10	Yes	\$25	Board of Directors
15	Yes	\$50	Board of Directors
20	Yes	\$75	Board of Directors
25	Yes	\$100	Board of Directors
30	Yes	\$150	Board of Directors
35	Yes	\$200	Board of Directors

Adopted April 22, 2015 via Resolution No. 2015-10

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Retirement Recognition

**POLICY NUMBER:** 2145

The purpose of this policy is to recognize years of service to the District by its retiring employees.

2145.1 This policy shall apply to all eligible retiring employees.

2145.2 The District will recognize an employee's years of service by providing a resolution and a non-cash gift as follows:

<i>Years of Service</i>	<i>Framed Resolution</i>	<i>Gift Amount</i>	<i>Presented by:</i>
0 - 9	Yes	\$75	Manager / Board of Directors
10 - 19	Yes	\$200	Manager / Board of Directors
20 - 29	Yes	\$350	Manager / Board of Directors
30 +	Yes	\$400	Manager / Board of Directors

2145.3 Employees will be responsible for informing Human Resources one month prior to actual retirement, so that a gift can be ordered.

Adopted: April 22, 2015 via Resolution No. 2015-10

Revised:



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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Conflicts of Interest and Acceptance of Gifts  
POLICY NUMBER: 2155

### 2155.1 Employee Expectations.

Employees of the District are required to discharge the duties and responsibilities of their positions with professional integrity and regardless of personal considerations. No District employee shall engage in any act which is in conflict with or creates the appearance of a conflict with the performance of the employee's official duties. Employees are required and expected to do the following:

1. Disclose all financial interests which may constitute a conflict of interest with official duties, and disclose the nature and extent of personal interest in any business entity engaging in any transaction with the District as required under the District's conflict of interest resolution. An employee is participating in any District decision which could affect his or her personal or financial interests in violation of the District's conflict of interest resolution.
2. Refuse to accept gifts, gratuities, favors, services or promise of future benefit from any person, firm, entity or corporation doing business with the District, where such gift, gratuity favor, service or promise could compromise independence of judgment or action as a public official or employee. Employees should disclose any offer of gift, favor, service or promise to their supervisor immediately.
3. Refrain from engaging in activities or employment that may appear to be, or are incompatible with public duties, whether on or off duty. Employees of the District should not become involved or affiliated with any agency or entity that receives funds from the District, either directly or indirectly, whether that association or affiliation may create a conflict of interest, or an appearance of a conflict of interest or impropriety.
4. Refrain from disclosing, promulgating, using, or validating information concerning District government or other employees and officials which is confidential, or protected without prior authorization, confidential information concerning property or affairs of the District to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the District.
5. Refrain from using any District funds or property for personal or private gain. Employees must be absolutely honest in all dealings, in whatever capacity, with District funds, properties or facilities

6. Refuse to represent private interests before government agencies in any matter in which the District is a party, or in which the employee's official position with the District is, or may be, a consideration in or influence the decision of such agency on the matter before it.
7. Comply with the provisions of the Political Reform Act, as regulated by the Fair Political Practices Commission, or any other state or federal laws governing conflict of interest matters.

**2155.2 Gifts on Behalf of the District.**

The General Manager or designee is permitted to accept a gift, gratuity or favor on behalf of the District and may distribute such gift, gratuity and favor as he/she deems appropriate to District employees and elected officials in accordance with regulations issued by the Fair Political Practices Commission.

**2155.3 Use of Public Property.**

No employee of the District shall use or permit the use of District-owned vehicles, clothing, equipment, materials or other property for unauthorized personal convenience, for profit, or for private use. District property and Equipment is to be used solely for the purpose of conducting official District business.

Adopted: November 9, 2016 via Resolution No. 2016-41

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Education

**POLICY NUMBER:** 2174

The purpose of education sponsored by the District is to provide for the necessary education of its employees that is appropriate and advantageous to the mission of the District.

**2174.1** The Human Resources Manager shall be responsible for staff leadership and coordination efforts. Final authorization will be the responsibility of the District. The following guidelines will provide each Department Manager with standards for recommendations:

**2174.1.1** Only regular employees in good standing will be considered for educational coursework.

**2174.1.2** All educational requests must outline in writing the following information:

- a) Cost
- b) Location
- c) Dates
- d) Course description

**2174.1.3** College courses will be sponsored including continuing education oriented toward degrees of a general nature. The employee must have the approval of their Department Manager, the Human Resources Manager and the General Manager prior to enrollment. Courses directly related to the job will be paid at one hundred percent (100%) upon satisfactory completion; courses not directly related to the job will be paid at fifty percent (50%) upon satisfactory completion.

**2174.1.4** The annual contribution for education will not exceed \$2,000 per employee.

**2174.1.5** Should an employee terminate an authorized course prior to its completion without Department Manager approval, the total cost of the course, or a portion thereof, shall be the employee's responsibility.

Adopted: June 25, 2014 via Resolution No. 2014-40

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Employee Training  
**POLICY NUMBER:** 2175

- 2175.1 The District may require employees to attend job related training. Employees will be expected to attend and complete the assigned training.
- 2175.2 Training will be approved as follows:
- Expenses of \$1,500 or less, including all meals, transportation, lodging and training costs, require the prior approval of the employee's Department Manager.
  - Expenses exceeding \$1,500, but not more than \$3,000, including all meals, transportation, lodging and training costs, require the prior approval of the General Manager.
  - Expenses in excess of \$3,000, including all meals, transportation, lodging and training costs, require prior approval of the Board of Directors.
- 2175.3 Employees will be paid their standard daily rate of pay, as determined by their current work schedule, for training, plus travel time.
- 2175.4 If a meal is not provided with the training, employees will be paid meal allowances in accordance with the current Internal Revenue Service (IRS) regulations.
- 2175.5 District vehicles shall be used to commute to training. If the Department Manager determines that using a District vehicle is not practical, mileage reimbursement will be paid in accordance with current IRS rates.
- 2175.6 Nothing shall preclude an employee from requesting training. In the case of an employee request, the specific training course must be pre-approved by the employee's Department Manager.
- 2175.7 Continuing Education Units (CEUs) necessary to maintain a certification or license that is required by job descriptions shall be considered Employee Training, pursuant to this policy.

Adopted: June 25, 2014 via Resolution No. 2014-40

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Workers' Compensation Insurance  
**POLICY NUMBER:** 2185

- 2185.1 On-the-job accidents are covered under the District's Workers' Compensation Insurance Policy.
- 2185.2 It shall be the duty of all employees to make an immediate report of an on-the-job accidental injury pursuant to the District's Accident Response and Reporting Policy.
- 2185.3 Employees who are on a Workers' Compensation leave of absence are required to exhaust all available accrued sick leave. Once sick leave is exhausted, the employee has the option to use any other available leave balances, prior to being placed on leave of absence without pay.
- 2185.4 While on leave of absence without pay, employees will not accrue sick leave, vacation leave, administrative leave, seniority or CalPERS service credits.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Workplace Security and Prohibition Against Weapons

**POLICY NUMBER:** 2200

**2200.1 Policy.** The District is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, visitors or anyone else on District premises or engaged in a District-related activity, from behaving in a violent or threatening manner. As part of this policy, the District seeks to prevent violence in the workplace before it occurs and reserves the right to deal with behavior that suggests a propensity towards violence prior to any actual act of violence.

The District maintains zero tolerance for any intimidating behavior, bullying or acts or threats of violence in the workplace or while on District business. Any violation of this policy will lead to disciplinary action, up to and including termination.

The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence. In an emergency situation, a call must be made to the local police or sheriff's department immediately.

**2200.2 Definitions.**

**2200.2.1 Assault:** To attack someone physically or verbally, causing bodily or emotional injury, pain and/or distress. This may or may not involve the use of a weapon and includes actions such as striking, hitting, punching, pushing, poking, kicking, grabbing, or pinching another person.

**2200.2.2 Bullying:** Unreasonable behavior that generally is persistent, and that demeans, intimidates and humiliates one or more employees or a member of the public. Bullying can take many forms and includes, but is not limited to: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes, verbal assault, making non-verbal gestures, and socially or physically excluding or disregarding a person in work-related activities. Such conduct can also occur via use of electronic or telephone communications, such as the internet, email, blogs, text messages or misuse of cameras and/or recording equipment.

**2200.2.3 Intimidating Behavior:** Threats or other conduct that is intended to or can reasonably result in causing others to be afraid for their safety. Intimidation includes forcing a person into or

detering a person from taking some action by inducing concerns for the person's safety by means by any physical action, gesture and/or verbal comment.

**2200.2.4** Prohibited Weapon: A prohibited weapon includes:

- Any loaded or unloaded firearm, even if the person has a valid permit for a concealed weapon
- Any dangerous weapon such as a switchblade knife, club or metal knuckles.
- All knives with a fixed or fixable blade exceeding four (4) inches.
- BB or pellet guns; CO2, spring action or paint guns.
- Laser guns, stun guns, tasers, or unauthorized tear gas weapons, except that pepper spray, mace and similar small spray devices may be possessed for self-defense pursuant to Penal Code section 22810.
- Any "generally prohibited weapon" as defined by Penal Code section 16590.

**2200.2.5** Threat. Any action (verbal, written or physical) that could be interpreted by a reasonable person as conveying intent to cause harm to a person or property. This includes threats that are made in jest but which others could perceive as serious.

**2200.2.6** Violence: An action of aggression, whether verbal, written or physical, that is intended to control, cause or is capable of causing injury to oneself or another, emotional harm or damage to property.

**2200.2.7** Workplace: Anywhere a District employee is conducting authorized District business, including but not limited to, vehicles en route to and from a location where District business is, will be, or has been conducted; all District-owned buildings, properties, garages and parking facilities; and any work space occupied by District employees, whether or not the space is owned or leased by the District.

### **2200.3 Prohibited Behavior.**

All employees, officials, officers, volunteers and District contractors are required to treat each other and customers with dignity and respect in the performance of job duties. To that end, all employees, officials, officers, members of the public on District property, volunteers and District contractors are prohibited from engaging in any of the following conduct in the workplace:

1. Assaulting or threatening another person;
2. Engaging in violence or making threats of violence directed at another person;
3. Engaging in intimidating behavior directed at another person;
4. Engaging in bullying of another person;
5. Intentionally damaging District property or the property of another;
6. Threatening to damage District property or the property of another;
7. Throwing or kicking objects;
8. Fighting or challenging another person to a fight;
9. Being in possession of a prohibited weapon at any District workplace or in connection with the conduct of District business without regard to location, except that this prohibition shall not apply to any law enforcement officer or other District employee who is required to carry one or more

prohibited weapons in order to perform the duties of his or her position, so long as the prohibited weapon is only used as authorized and in the performance of the employee's official duties.

10. Violating any law related to carrying a legal self-defense weapon.

**2200.4 Procedures for Responding to Acts of Workplace Violence.** If an employee observes or becomes aware of any of the above-listed actions or behaviors by an employee, consultant, visitor, or anyone else employed to perform work for the District, a supervisor must be notified immediately. In the event of an emergency, the employee or Supervisor shall call 911 immediately. In the event of a non-emergency, Supervisors should report all potential violent events or other suspicious behaviors to the Department Manager, Assistant General Manager, General Manager or the Human Resources Manager.

Employees responding to an actual or potential act of violence should do their best to remain calm and not escalate the situation. Employees should not try to shout down the other person or make any aggressive moves towards the other person. Employees should not use defensive sprays or defensive weapons or take any action that may result in injury to themselves or others.

**2200.5 Investigations.** Upon receipt of a report of a potential violation of this Policy, the Human Resources Department shall immediately undertake or direct an investigation into the allegations at issue. If the report alleges a violation by a member of the Human Resources Department, the District's General Manager or designee shall undertake or direct the investigation. If necessary, the services of private attorneys, consultants, investigators or other specialists may be retained to conduct and/or assist with any investigation. The investigation will typically include, but not limited to, interviews with the reporting individual, the accused, and any other individuals who are believed to have relevant knowledge concerning the allegations. All witnesses will be admonished that retaliation against those who participate in the investigation process is prohibited.

Any employee determined to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination. Disciplinary action may also be taken against any manager or supervisor who condones or ignores a potential violation of this Policy or otherwise fails to take appropriate action to enforce this Policy. Any contractor or vendor found to be responsible for violating this Policy will be subject to appropriate sanctions.

**2200.6 Protective and Restraining Orders.** The District reserves the right to seek a "stay away" or restraining order against any person who violates this Policy to the fullest extent allowed by law. The District may also seek restraining orders against individuals who are not District employees who pose a threat to District employees or others conducting business on District property.

Employees must notify their Supervisor and the Human Resources Manager if a restraining order preventing contact with them is in effect. Additionally, the employee must inform their Supervisor and the Human Resources Manager if a potentially violent non-work related situation exists that could result in violence in the workplace, regardless if it involves the employee directly or not.

Employees who have previously sought a restraining order against an individual and/or are protected by an existing order, must provide to their supervisor and the Human Resources Department: (1) a copy of the



petition or application and declarations used to seek the order; (2) a copy of any temporary protective or restraining order which is granted; and (3) a copy of any protective or restraining order which is made permanent. Employees should inform the Human Resources Department of any violations or attempted violations of this order and any changes to the order. Employees must also inform the Human Resources Department when the order is lifted.

- 2200.7 Searches.** The District may need to conduct inspections to the extent allowed by law, for purposes of enforcing this Policy. The District will ensure two employees are available if it is necessary to perform an inspection or search. These employees will be the supervisor of the employee or his/her appointee and the Human Resources Manager, Safety Analyst or a designated Management Staff member. The discovery of any violation of this Policy during a search will result in disciplinary actions, up to and including termination. The discovery of any violation of any other District policy as a result of a search will also result in disciplinary action, up to and including termination. Any illegal activity discovered during a search is subject to referral to the appropriate law enforcement authorities.
- 2200.8 Prohibition Against Retaliation.** The District will not tolerate retaliation against any employee who reports a potential violation of this policy. Employees who believe they have been subject to retaliation for reporting a potential violation of this policy should notify the Human Resources Manager immediately.
- 2200.9 Record Keeping.** The Division of Occupational Safety and Health (known as CalOSHA) requires entry on the Injury Illness Log of any injury which requires more than first aid, is a lost time injury, requires modified duty or causes loss of consciousness. Assaults should be entered on the log. Doctor's reports of work injury will be kept in confidential medical files. Supervisor and/or investigator reports shall be kept of each recorded assault.
- 2200.10 Dissemination of Policy.** All officers, directors, employees and volunteers shall receive a copy of this Policy when they are hired or commence volunteering. This Policy may be updated from time to time and redistributed.

Adopted: January 11, 2017 via Resolution No. 2017-02  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Smoke Free Workplace and Tobacco / E-Cigarette Use

**POLICY NUMBER:** 2195

The Nevada Irrigation District prohibits smoking in all District-owned or District-leased buildings, facilities, and vehicles or in any confined space where employees are performing work for the District. All limitations or prohibitions discussed in this policy related to smoking apply equally to cigarettes, pipes, and e-cigarettes (aka vaping). This policy applies to all District employees, elected officials, contractors, vendors and visitors while they are in District facilities or vehicles.

- 2195.1** The use of tobacco products including cigarettes, pipes and e-cigarettes, is prohibited within any facility or vehicle owned or leased by the facilities of Nevada Irrigation District at all times.
- 2195.2** Smoking is permitted only in designated smoking areas located at least 25 feet outside the building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. The areas will be designated by the General Manager, or designee. All materials used by an employee for smoking in designated smoking areas, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.
- 2195.3** No additional breaks beyond what is allowed under District policy or an applicable Memorandum of Understanding may be taken for the purpose of smoking. Employees may smoke outside in designated smoking areas during breaks or meal periods only.
- 2195.4** Smoking is prohibited when working around combustible materials, or out in the field near equipment or supplies. Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street.
- 2195.5** Any violations of this policy will be handled through the standard disciplinary procedure. Employees observing a violation of this policy should bring it to the attention of their supervisor. All complaints received will be investigated. Employees are expected to cooperate fully with any such investigation.

Adopted: July 22, 2015 via Resolution No. 2015-25

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Preventing Harassment, Discrimination and Retaliation  
POLICY NUMBER: 2215

- 2215.1 Purpose. To describe the Nevada Irrigation District's policy to prevent harassment, discrimination and retaliation in the workplace and to provide a procedure by which individuals can report potential violations of this policy.
- 2215.2 Policy. The District does not tolerate and prohibits discrimination, harassment or retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, contractor, customer or any third party on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition as defined by state law (cancer or genetic characteristic), marital status, age, sex, gender, sexual orientation, gender identity, gender expression, military service and veteran status, pregnancy, childbirth and related medical condition, or any other basis protected by federal, state or local laws and ordinances ("protected characteristics"). The District is committed to a workplace free of discrimination, harassment and retaliation based on these protected characteristics. Discrimination, harassment and retaliation are also prohibited by law. Individuals who violate this policy are subject to disciplinary action, up to and including termination of employment.
- 2215.3 Definitions.
- 2215.3.1 Discrimination Defined. Discrimination under this policy means treating differently or denying or granting a benefit an individual of the individual's protected characteristic.
- 2215.3.2 Harassment Defined. Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassing conduct includes the following types of conduct which denigrates or shows hostility or aversion towards an individual because of any protected characteristic, including:
- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or offensive advances, teasing or comments;
  - b. Visual conduct such as derogatory posters, photography, cartoons, drawings, gestures, letters, notes, or other visual electronic communications; and

c. Physical conduct such as physically threatening another, assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis.

**2215.3.3** Sexual Harassment Defined. Sexual harassment can include all of the types of conduct described in the definition of harassment, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Examples of conduct that violates this policy include: unwelcome sexual advances, flirtations or advances; leering; whistling; pinching; assault; requests for sexual favors or demands in exchange for favorable treatment; obscene or vulgar gestures, posters or comments; sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies; propositions or suggestive or insulting comments of a sexual nature; conversations about one's own or someone else's sex life; conduct or comments consistently targeted at only one gender, even if the content is not sexual; and teasing or other conduct directed toward a person because of the person's gender.

**2215.3.4** Retaliation Defined. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

**2215.4** Reporting Procedures. The following steps have been put into place to ensure the work environment at the District is respectful, professional and free of discrimination, harassment and discrimination. If an employee believes someone has violated this policy, the employee should immediately report the matter to his/her Department Manager or to the Human Resources Manager. Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in such concern is discovered formally or informally, must immediately report the issues raised to a Department Manager or the Human Resources Manager.

**2215.5** Investigation Procedures. Upon receiving a complaint, the District will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy.

**2215.5.1** The HR Manager, or designee, will determine the appropriate individual to initiate and investigate a complaint.

**2215.5.2** To the extent possible, the District will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

**2215.5.3** During the investigation, the District will generally interview the complainant and the accused,

conduct further interviews as necessary and review any relevant documents or other information.

2215.5.4 Upon completion of the investigation, the District shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The District will inform the complainant and the accused of the results of the investigation.

2215.5.5 The District will take corrective measures against any person it finds to have engaged in conduct in violation of this policy, if the District determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or termination. Anyone, regardless of position or title, whom the District determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

2215.6 Dissemination of Policy and Training.

2215.6.1 All employees shall be provided a copy of this Policy upon employment. Also, this Policy shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

2215.6.2 The Board of Directors, Department Managers and Supervisors shall attend Harassment Prevention Training once every two years.

2215.6.3 All employees will receive Harassment Prevention training as part of Safety Meeting topics.

Adopted: September 14, 2016 via Resolution No. 2016-33

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Personnel Files  
POLICY NUMBER: 2298

**2298.1** Employee Access to their Own Personnel File

Current and former employees of the District, or their representatives as designated in writing, may review or request a copy of their own personnel files and payroll records as provided by law. Employees can request the opportunity to inspect or receive a copy of their own personnel file and payroll records by submitting a request in writing to the District's Human Resources Department. The Human Resources Department will acknowledge the request and give an estimate as to when the file or copies will be available.

**2298.2** Release of Personnel File Information

Unless otherwise required by law, the only information from the employee's personnel file which will be publicly released is: Employees' name; positions held including job descriptions; salary range and other general terms or limits of compensation; and dates pertaining to the employee's employment.

**2298.3** Manager Access to Employee Personnel Files

The following staff members may have access to the employee personnel files in order to conduct the business of the District:

- General Manager
- Assistant General Manager
- HR Manager
- HR Technician

There may be occasions when Department Managers, other than those listed above, may need access to an employee's personnel files. In such event, any request for access shall be submitted to the Human Resources Department and include the reason for which access is being requested. Requests will be reviewed by the Human Resources Manager, who is responsible for determining whether the request is to be granted. If the request is approved, any personnel file documents should be reviewed in the HR Department unless authorized in writing by the HR Manager.

**2298.4** Location of Files and Maintaining Confidentiality

Employee personnel files are kept in locked file cabinets in the HR area to maintain confidentiality. Those who have access to view or receive copies of an employee's personnel file should be careful to guard any

information they see or have access to. Any copy of a document containing personally identifying information of an employee should be kept by the requesting staff member in a locked cabinet and subsequently shredded once it is no longer needed. The location of employee personnel files is as follows:

Active Employee Files – HR Technician Office  
Retired Employee Files – HR Office  
Terminated Employee Files – HR Office  
Microfilm Archives – Central Files

**2298.5** Change of Employee Status or Information

It is the responsibility of each employee to notify the Human Resources Manager, within five (5) business days of any change in the employee's withholding status, home address, telephone number, name or other such information (e.g. marriage, divorce, change in number of dependents, etc.) that might affect the Department's payroll records and/or other employee benefits such as health and dental insurance benefits.

**2298.6** Destruction of Records

All records relating to personnel, including correspondence, applications, examination reports, and all other personnel records, may be destroyed pursuant to the laws of the State of California and the District's Retention Policy as it may be adopted and amended by the Board of Directors.

Adopted: August 24, 2016 via Resolution No. 2016-30  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Water Service Rules and Regulations

POLICY NUMBER: 3000

The District's Water Service Rules and Regulations are located on the District's website ([nidwater.com](http://nidwater.com)).

Adopted March 11, 2015 via Resolution No. 2015-06

Revised:



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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Investments  
POLICY NUMBER: 3035

**3035.1** It is the policy of the Nevada Irrigation District to invest public funds in a manner which will provide the highest investment return consistent with preserving the maximum security while meeting the daily cash flow demands of the District and conforming to state and local statutes governing investment of public funds.

**3035.2** **Scope**

This investment policy applies to all moneys (surplus financial assets) of the District. These moneys are accounted in the monthly financial reports and the comprehensive annual financial report of District financial activities.

**3035.2.1** **Exceptions**

Three exceptions exist regarding investment of: bond reserve funds, grant funds. Bond reserve and grant funds will be invested in accordance with the statutory provisions governing the issuance of the bond(s) or grant(s), or the actual bond or grant documents, as applicable. Investment of District pension trust funds is governed by California Government Code 53125 – 53224. Investment of post-employment health benefit trust funds are governed by California Government code 53620 – 53622.

**3035.2.2** **Pooling of Funds**

With the exception of cash in restricted and special funds, the District will consolidate cash balances from all funds to the extent practicable in order to maximize investment earnings and minimize fees.

**3035.3** **Prudence**

The standard of prudence to be used by the Board of Directors, Treasurer, and all those engaged in the management of District moneys shall be the Prudent Investor Standard (California Government Code 53600.3) which shall be applied in the context of managing all aspects of the overall portfolio. Investments shall be made with the care, skill, prudence and diligence, under circumstances then prevailing, including the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence acting in a like capacity and familiarity with those matters would use in the investment of moneys

of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

It is the District's intent, at the time of purchase, to hold all investments until maturity. However, investments may be sold prior to maturity for cash flow purposes or to take advantage of principal appreciation.

#### 3035.4 Objectives

The primary objectives, listed in order of priority, of the investment activities are:

##### 3035.4.1 Safety

Safety of principal is the foremost objective of the District's investment program. Investments will be executed in a manner that seeks to ensure preservation of capital in the overall portfolio. In attaining this objective, the District will strive to mitigate credit risk and interest rate risk.

##### 3035.4.1.1 Credit Risk

The District will minimize credit risk, the risk of loss due to the failure of the security issuer/backer, by: (a) limiting investments to the safest types of securities; (b) pre-qualifying financial institutions, broker/dealers, intermediaries and advisors; and (c) diversifying the investment portfolio by a variety of securities offering independent returns and financial institutions.

##### 3035.4.1.2 Interest Rate Risk

The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by: structuring the investment portfolio so that securities meet the cash flow requirements thereby avoiding, to the extent possible, the need to sell securities on the open market prior to maturity; and investing operating funds in shorter-term securities.

##### 3035.4.2 Liquidity

The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

##### 3035.4.3 Return on Investment

The investment portfolio will be designed to attain an acceptable rate of return, taking into account the investment risk constraints and cash flow requirements.

### **3035.5 Delegation of Authority**

Authority to manage the District's investment program is derived from the California Government Code, commencing with Section 53600. Management responsibility for the investment program is hereby delegated, pursuant to Section 53607 of the Government Code, to the District Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. This responsibility includes authority to select Brokers, establish safekeeping accounts, enter into wire transfer agreements, banking service contracts, and collateral/depository agreements that are consistent with and subject to this Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. This delegation shall be subject to annual renewal in accordance with Section 53607.

### **3035.6 Investment Procedures**

The Treasurer will establish written investment procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

### **3035.7 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. The Treasurer and Deputy Treasurer(s) must file applicable annual financial disclosures as required by the Fair Political Practices Commission (FPPC) and/or the District's Conflict of Interest Code.

### **3035.8 Authorized Financial Dealers and Institutions**

The District shall transact business only with banks, associations, and with broker/dealers licensed by the State of California. The broker/dealers should be primary government dealers regularly reporting to the New York Federal Reserve Bank. Exceptions will be made only upon written authorization by the Treasurer. Investment staff shall investigate dealers who wish to do business with the District to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to the District's needs. The District's Treasurer, in his/her discretion, may require that any broker/dealer complete and file an annual financial disclosure form consistent with the District's conflict of interest policy.

The District Treasurer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the District. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the District's investment policies and intends to sell the District only appropriate investments authorized by this investment policy.

### 3035.9 Authorized and Suitable Investments

Investment of District funds is governed by the California Government Code Sections commencing with 53600 in which the following investments are authorized:

Investment Type	Percentage or Amount	Maximum Maturity
U.S. Treasury Bonds/Notes/Bills	0 to 100%	5 Years
U.S. Government Agency Securities and Instrumentality's of Government-Sponsored Corporations	0 to 100%	5 Years
Bankers' Acceptances	0 to 40%	180 Days
Commercial Paper must be rated P-1 (Moody's, A-1 (Standard & Poor's)	0 to 25%	270 Days
Negotiable Certificates of Deposit	0 to 30%	5 Years
Local Agency Investment Fund (LAIF)	\$0 to \$50,000,000	Upon Demand
Public Funds Checking or Savings Account	0 to 100%	Upon Demand
State of California Bonds/Notes	0 to 30%	5 Years
California Local Agency Bonds/Notes	0 to 30%	5 Years
Outside California Local Agency Bonds/Notes	0 to 30%	5 Years
Medium Term Corporate Notes	0 to 30%	5 Years
Mutual Funds/Money Market Funds	0 to 15%	Upon Demand
Mortgage/Pass-Through Security	0 to 20%	5 Years

### 3035.10 Prohibited Investments

In accordance with the provisions of California Government Code Sections 53601.6 and 53631.5, the District shall not invest in inverse floaters, range notes, mortgage-derived interest only strips, or any security that could result in zero interest accrual.

Any State of California legislative action that further restricts allowable maturities, investment types or percentage allocations will be effective upon enactment and deemed incorporated into the District's Investment Policy and supersedes any and all previous applicable language. If the District is holding an investment that is subsequently prohibited by a legislative change, and provided such action is allowable under the applicable legislation, the District may hold that investment if it is deemed prudent by the Treasurer until the maturity date to avoid an unnecessary loss.

### 3035.11 Diversification and Maximum Maturities

The District will diversify its investments by security type and institution. With the exception of U. S. Treasury securities, U. S. Agency Obligations and authorized pools (e.g. LAIF), no more than 50% of the District's total investment portfolio will be invested in a single security type or with a

single financial institution. The diversification of the portfolio will be dependent upon current and future cash flow requirements.

To the extent possible, the District will strive to match its investment maturities with anticipated cash flow requirements. The District will not directly invest in securities with a maturity greater than 5 years unless pursuant to 3077.2.1 Exceptions.

### **3035.12 Investment Pools/Mutual Funds**

The Treasurer shall have a thorough understanding of the operational areas listed below for each pool and/or fund prior to investing and on a regular basis:

- Authorized investments
- Interest calculations/distribution
- Fee schedule, when/how assessed
- Frequency of statements
- Safeguarding of investments
- Deposit/withdrawal limitations
- Investment Policy and objectives
- Investment limitations
- Eligibility for holding bond proceeds
- Treatment of gains and losses
- Settlement process
- Utilization of reserves by fund

### **3035.13 Collateralization**

Collateral is required for investments in certificates of deposit, repurchase agreements and reverse repurchase agreements. In order to reduce market risk, the collateral level will be at least 102% of market value of principal and accrued interest.

The only securities acceptable as collateral shall be direct obligations which are fully guaranteed as to principal and interest by the United States Government or any agency or government sponsored enterprise of the United States.

### **3035.14 Safekeeping and Custody**

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the District shall be held in safekeeping by a third party custodian, acting as agent for the District under the terms of a trust or custody agreement executed by the Treasurer. All security transactions will settle delivery vs. payment (DVP) through the District's safekeeping agent. Securities purchased from brokers/dealers shall be held in third party safekeeping by the trust department of the District's main bank, or by another third party trustee designated by the Treasurer. Securities held in custody for the District shall be independently audited annually to verify investment holdings.

### **3035.15 Investment Earnings Allocation and Marking to Market**

Investment earnings that are collected from investments authorized in this policy will be allocated

monthly to the various program areas based upon their respective participation and in accordance with generally accepted accounting principles.

The market value of the portfolio will be calculated at least quarterly, with a statement of market value issued. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-To-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

### **3035.16 Reporting and Internal Control**

In accordance with California Government Code Section 53646(b), the Treasurer will issue a quarterly report within 30 days following the end of the quarter to the General Manager and Board of Directors showing the type of investment, issuer and/or institution, date of maturity, amount of investment, current market value for all securities, rate of interest, and other relevant data that may be required. The quarterly report shall list any contract authorized by the Treasurer under the authority delegated under Section 3035.5 of the Investment Policy. The quarterly report shall certify compliance of the investment portfolio with the Investment Policy and shall include a statement denoting the ability of the District to meet its pool expenditure requirements for the next six months. The quarterly report shall further report any instance where the Treasurer determined any investment of the investment portfolio might have deviated from the District's Investment Policy and the actions taken by the Treasurer as a result of such determination.

The Treasurer shall also, in accordance with Government Code 53607, issue a monthly report of transactions to invest or to reinvest funds of the District, and to sell or exchange securities so purchased.

The annual audit will include an independent review by the external auditor to confirm proper internal controls exist. The District's CAFR will report, on an annual basis, those components that demonstrate compliance with the Investment Policy.

### **3035.17 Performance Standards**

Investment performance is continually monitored and evaluated by the Treasurer. The performance of the investment portfolio shall be measured against a market-average rate of return of the U.S. Constant Maturity Treasury (CMT) which is the closest to the weighted average maturity of the District's portfolio and to the earnings on the LAIF Pooled Investment Fund.

### **3035.18 Investment Policy Adoption, Revision and Legislative Changes**

The Investment Policy will be adopted by resolution of the District's Board of Directors. The policy will be reviewed and updated as needed for BOD approval when economic conditions warrant or legislative changes necessitate.

### **3035.19 Glossary of Cash Management Terms**

Accrued Interest: Interest earned but not yet received.

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Asked: The price at which securities are offered.

Banker's Acceptance (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Bid: The price offered by a buyer of securities.

Bond: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Broker: A person assisting in the buying and selling of investments for a commission.

Corporate Notes- Medium Term Notes: Debt instrument issued by a private corporation, as distinct from one issued by a government agency or a municipality.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate; large-denomination CD's are typically negotiable.

Commercial Paper: Short term obligations with maturities ranging from 2 to 270 days that are issued by banks, corporations and other borrowers to investors with temporarily idle cash.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also securities pledged by a bank to secure public money deposits.

Comprehensive Annual Financial Report (CAFR): The official annual report for the District which includes statements prepared in conformity with Generally Accepted Accounting Principles (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Coupon: The annual rate of interest on a debt security that a bond issuer promises to pay the bondholder on the bond's face (or par) value.

Dealer: A person or firm acting as a principal in a securities transaction, buying and selling for his own account.

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Agency Securities: Securities issued by agencies of the Federal Government such as Federal Farm Credit Bank (FFCB) and the Tennessee Valley Authority (TVA), Federal National Mortgage Association (FNMA) that are not general obligations of the U.S. treasury but are sponsored by the government and therefore have high safety ratings.

Liquidity: The ability to buy or sell an asset quickly and in large volume without substantially affecting the asset's price.

Local Agency Investment Fund (LAIF): The California pool of local agency assets, which is managed by the State Treasurer. Limits apply to each agency's deposit of general fund reserves; however no limits on amount of deposit apply to bond proceeds. Funds in this pool are considered very liquid.

Market Value: Current market price of a security- as indicated by the latest trade recorded.

Mark to the Market: The adjustment of the valuation of a security or portfolio to reflect current market values.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short term debt instruments (bills, commercial paper, bankers' acceptances) are issued and traded.

Mortgage Pass-Through Obligations: a government guaranteed security that represents pooled debt obligations repackaged as shares, that passes income from homeowners principal and interest payments through a government agency or bank to investors.

Negotiable Certificates of Deposit: A large denomination time deposit with a specific maturity evidenced by a certificate. These are traded like other fixed income securities.

Portfolio: A collection of securities held by an investor.

Premium: The amount by which a bond sells above its face (par) value.

Repurchase Agreements: Agreement between a seller and a buyer, usually of government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and at a stated time. The security buyer in effect lends cash money to the security seller for the period of the agreement and the terms of the agreement are structured to compensate the security buyer for this transaction. Similarly, reverse repurchase agreements are an agreement where a dealer agrees to buy the securities and the investor agrees to buy them back on a specific date.

Safekeeping: A service rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: Exchanges and over-the-counter markets where securities are bought and sold subsequent to original issuance, which took place in the primary market. Proceeds of secondary market sales accrue to the selling dealers and investors, not to the companies that originally issued the securities.

Securities and Exchange Commission (SEC): The Federal Agency created by Congress to protect investors in security transactions by administering securities legislation.

Settlement Date: The date by which an executed order must be settled, either by a buyer paying for the securities with cash or by a seller delivering the securities and receiving the proceeds of the sale for them.



Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance national debt. Most bills are issued to mature in three (3), six (6), or twelve (12) months.

Treasury Bonds: Medium-term interest bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two (2) to ten (10) years.

Yield: The rate of return on an investment expressed as a percentage that takes into account the total of annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

Adopted: March 11, 2015 via Resolution No. 2015-06  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Reserves  
**POLICY NUMBER:** 3040

**3040.1** The purpose of the Nevada Irrigation District's (District) Reserve Policy is to ensure that the District will, at all times, have sufficient funding available to meet its operating, capital and debt service cost obligations. Reserves will be managed in a manner that allows the District to fund ongoing operations and maintenance as well as costs consistent with the annually updated Capital Improvement Program and other long-term plans while avoiding significant rate fluctuations due to changes in cash flow requirements. Adequate reserves and sound financial policies promote the District's bond ratings in the capital markets; provide financing flexibility; avoid potential restrictive debt covenants; and stabilize rates. The Reserve Policy covers all reserve funds of the District. At the end of each fiscal year compliance with the Reserve Policy will be reported to the District's Board of Directors as part of each Fiscal Year-End Financial Report.

**3040.2** There are three major types of reserve funds: Legally Restricted Reserves, Board Designated Reserves and Unrestricted Reserves. Legally Restricted Reserves have restrictions imposed by law, bond covenants, or other contractual obligations. Board Designated Reserves are set aside for a specific purpose as determined by the Board of Directors. The Board of Directors has the authority to redirect the use of these reserves as the needs of the District change. Unrestricted Reserves are planned for use in each update to the Capital Improvement Program and Ten-Year Financial Plan to assist in providing for minimal orderly rate increases at or below inflation, consistent with the Board's rate setting goal.

**3040.3 RESTRICTED RESERVES**

**3040.3.1** The System Expansion Reserve is established to provide funds for qualifying new projects and expansion of existing District facilities. Amounts authorized for expenditure shall be transferred to the Working Capital Fund. The reserve shall consist of the following components:

**3040.3.1.1** All capacity fees received, with the exception of the source of supply component, shall be deposited to this treated water reserve together with all interest earned from this component. A target balance of \$2,000,000 shall be maintained in this reserve for unanticipated expansion related capital needs of the treated water system.

**3040.3.1.2** All funds collected as the source of supply component of the capacity fees received shall be deposited to this raw water reserve together with all interest earned from this component. In addition, all funds previously collected from fees related to annexations together with interest earned on those funds shall be deposited to this reserve. A target balance of \$2,000,000 shall be maintained in this reserve for unanticipated expansion related capital needs of the raw water storage and transmission system that serves as supply for the treated water system.

**3040.3.2** The Debt Service Reserve is governed by legal bond covenants for the District's bonded debt. These funds are held by the bond trustee during the term of the bonds and are to be used in the event that the District is unable to meet its required debt service obligation.

**3040.3.2.1** Reserve funds for each bond issue will be used to make the final debt service payments for that specific bond issue. Interest earnings on bond reserve funds shall be applied toward the debt service payments.

**3040.3.2.2** Reserve funds related to state revolving fund loans and improvement districts shall be treated identically to bond reserve funds as these loans are contractually defined in the loan documents.

**3040.3.3** Deposits received from customers will be held in this reserve until such time that the deposit is refunded to the customer. If it is determined that the customer is not entitled to a refund of their deposit, those amounts will be transferred to the Working Capital Fund.

#### **3040.4 DESIGNATED RESERVES**

**3040.4.1** Operating Reserve may be used to fund anticipated deficits in operations and maintenance and provide funding for unplanned and unforeseen contingency expenditures.

**3040.4.1.1** The Operating Reserves will be maintained at a minimum level of six months of annual budgeted operating costs using a three-year running average to determine the appropriate amount. This will be reviewed annually by the Board during the budget review and adoption process and adjusted accordingly.

**3040.4.2** The Water Rate Stabilization Reserve may be used to provide rate stability to the District's Customers.

**3040.4.2.1** The Water Rate Stabilization Reserve will be funded when annual water revenues exceed water expenditures along with interest earned and will be used on an "as needed basis"; such as when an unanticipated project is expected to immediately increase rates. The Water Rate

Stabilization Reserve will be used to meet these unforeseen increases in expenses or decreases in revenues so as to buffer the amount and timing of rate increases. This will be reviewed annually by the Board during the budget review and adoption process and adjusted accordingly.

- 3040.4.2.2** Community Investment Stabilization Fund shall be used for Community Investment Program projects. The reserve shall be funded from the unused annual Community Investment Program budget up to a maximum of \$1,500,000. This reserve will be adjusted annually during District audits and reviewed during the normal budgeting cycle.
- 3040.4.3** Capital Improvement / Replacement Reserve is established to accumulate sufficient reserve funds necessary to insure timely acquisition, replacement, and upgrade of the District's Infrastructure and capital assets. This reserve shall be funded with property tax revenue for Water Division projects and from Hydroelectric and Recreation Division annual revenues in excess of annual expenditures for hydroelectric and recreation projects along with interest earned. The target reserve balance shall be reviewed annually as part of the capital budget preparation and adoption process.
- 3040.4.4** Hydroelectric Loss of Revenue/Penalty Reserve is established to accumulate sufficient reserve funds to offset lost revenue and pay related penalties to the CAISO, regulatory agencies, or the power purchaser in the event of a significant and/or prolonged unscheduled outage. This fund will be in lieu of, or a supplement to, revenue replacement insurance. This reserve shall be funded with hydroelectric revenues in excess of annual expenditures along with interest earned. The target reserve balance shall be reviewed annually as part of the budget preparation and adoption process.
- 3040.4.5** Insurance and Catastrophic Occurrence Reserve is established to help: a) pay for claims in excess of insurance coverage limits, and b) provide mediate funds in case of a catastrophic occurrence. This reserve should have a minimum reserve balance of \$5,000,000 and a maximum balance of \$10,000,000. Interest earned on this reserve shall remain in the reserve until the maximum balance is achieved. When the balance falls below \$7,500,000, each subsequent annual budget may contain an appropriation of up to \$500,000 until the \$7,500,000 balance is achieved.
- 3040.4.5.1** This reserve shall initially be funded equally by the Water and Hydroelectric Divisions. Any events that require the use of reserve funds shall be replenished by the specific Division responsible for use of these funds.
- 3040.4.6** Watershed Stewardship Reserve shall be used for any expenditure incurred in the maintenance and improvement of the District's watershed. This reserve will be funded with surplus funds, should they be available, from the sale of timber and biomass extraction (100%), aggregate and mineral mining revenues (100%), annual investments (10%),

contract bulk water (2%), and hydroelectric sales (.5%). The minimum reserve balance is \$500,000.

- 3040.4.7** Accrued Leave Reserve shall be adjusted by the change in the value of the unfunded accrued vacation, sick leave and compensatory time on record as of the last day of each budget year. This reserve shall be funded by each division in an amount equal to the liability associated with the employees in that division. Interest earned on this fund shall be deposited to the Working Capital Fund.

#### **3040.5 UNRESTRICTED RESERVES**

- 3040.5.1** Working Capital Fund shall consist of Treasurer's Cash, Payroll Fund, Petty Cash Funds, and any other Impress Cash Funds, which may be established. All receipts and expenditures shall be processed through this fund.

Adopted: June 26, 2013 via Resolution No. 2013-24  
Revised: March 11, 2015 via Resolution No. 2015-06  
Revised: August 24, 2016 via Resolution No. 2016-31  
Revised: November 9, 2016 via Resolution No. 2016-43

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Procurement  
**POLICY NUMBER:** 3080

- 3080.1 Purpose:** In accordance with California Water Code, the District has authority to procure the necessary goods and services to operate. The purpose of Policy 3080 is to define the types of goods and services purchased by the District, to set forth guidelines for the various types of purchases, and to set forth the dollar levels governing purchase authority of management personnel. All purchases, including contracts for services (construction and non-construction), commodities, equipment and other real or personal property required by any department of the District shall be made in accordance with this policy. A purchase, via any means, may be initiated only if sufficient funds are appropriated and there is sufficient unencumbered remaining balance to pay for it.
- 3080.2 Administrator:** The Board of Directors delegates the authority to make purchases under this policy to the General Manager. The General Manager shall have the authority to delegate the purchasing duties and responsibilities within a department of the District to the responsible Department Manager. The designated Manager shall administer the Purchasing Procedure adopted by the Board, negotiate and approve term contracts and purchase products and services required, consistent with the principles of price, quality and delivery. The Manager shall work with the Purchasing Department to maintain verifiable records of the goods in inventory, and to ensure all goods are tagged or conspicuous as District property to the extent feasible. All surplus property shall be disposed of in accordance with section 3080.5.
- 3080.3 Definitions:** For the purpose of this policy, the following definitions shall apply:
- A. "Public Entity" means the state, county, city, city and county, district, public authority, public agency, municipal corporation, or any other political subdivision or public corporation in the state of California.
  - B. "Goods" means any tangible commodities or item such as supplies, parts, materials, equipment, or building. Generally, Goods are consumable in District operations, and can become part of a component of the District equipment or facilities. On some occasions, Goods may be purchased to supply to a contractor engaged in work for the District. For the purpose of this policy, Land and interest in land are not "Goods" and are controlled in other District policies.

- C. "Services" means all non-tangible skills that may be purchased by the District and can include the services of a licensed contractor, special counsel, architect, appraiser, engineer, financial consultant, janitor, landscaper, painter or other work typically rendered by an independent consultant or contractor.
- D. "Contract" means any agreement to do or not to do a certain thing or to provide Goods. "Contract and agreement" are synonymous. The term "Contract" includes, among other things, a purchase order, a contract for services, a professional service agreement, and an addendum or change order. Purchases by Staff shall use standard contracts approved by the General Manager and/or Legal Counsel. Special contracts shall be used when the Goods or Services are of a unique or specialized nature that is not compatible with a standard form of Contract.
- E. "Change Order" means any change to an approved and executed contract. When determining authority levels, the original contract and subsequent change orders are evaluated as a single purchase.
- F. "Task Order" means an attachment to a consulting service agreement containing a particular scope of work under a Contract, and including a revision, deletion, or addition of scope, including costs. A Task Order is used as a Change Order for any consulting service agreement.
- G. "Cost" means the amount charged under a Contract, inclusive of sales tax, use tax, delivery charges, shipping and/or handling.
- H. "Emergency" means a sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services.
- I. "Public Works" is synonymous with "Public Project" and means a project performed under a "Public Works Contract" defined as an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.
- J. "Sole Source" means manipulating "bid" specifications for the contracting of construction, alteration or repair of public works that limit the bidding, directly or indirectly, to a specific concern, or call for a designated material, product, thing, or service by specific brand or trade name. For the purpose of this policy, sole source shall not be applied to the purchase of goods that will be used by the District's own labor force.

It is the intent of this Policy that Sole Source purchases by the District will not occur without allowance for substitution of an "or equal" part or service. Notwithstanding the foregoing prohibition, Sole Source purchases will be allowed provided the District makes a finding that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- 1) In order that a field-test or experiment may be made to determine the product's suitability for future use.
  - 2) In order to match other products in use on a particular public improvement either completed or in the course of completion
  - 3) In order to obtain a necessary item that is only available from one source
  - 4) In order to respond to an emergency declared by a local agency
  - 5) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state
- K. "Surplus Property" means any personal property, owned by the District that is determined no longer useful.
- L. "Market Value" means the value established between willing buyer and willing seller, within the marketplace of the District, as estimated by the General Manager, Department Manager, Purchasing Department or appraiser and may be an average from these sources.
- M. "Design/Build" means Contract awarded under a selection process similar to the Request for Proposal, where the contractor is responsible for both design and construction of the Public Work.
- N. "Request for Proposal (RFP)" means a selection process, other than formal bidding, established by the District staff for the selection of consultants, contractors or vendors to provide costs to perform a single project or purchase. The selection process shall include cost for work as one of the evaluation criteria but shall not be constrained by the requirements of the Public Contract Code (PCC) governing bidding.
- O. "Request for Bid (RFB)" means a more formal selection process as further described under PCC, the Local Agency Public Construction Act
- P. "Informal Quote Process (IQP)" means a selection process that includes a documented attempt to procure goods or services to a minimum of three contractors, consultants or vendors to provide total costs on a single project or purchase.
- Q. "Formal Quote Process (FQP)" means the written solicitation using the District's standard quote contract, plans, and specifications distributed to a minimum of five contractors, consultants or vendors to provide costs on a single project or purchase. Formal quotes are provided in a sealed envelope and are opened at a publicly noticed time and place by District staff.
- R. "A quote or bid" as outlined in the contract documents or equivalent to a letter, email, or documented verbal solicitation to a viable contractor, consultant or vendor with or without a response from the contractor or consultant.
- S. "Responsible Bidder" means a licensed contractor who has not been barred from government contracts for prior misconduct, and has the equipment and skills necessary to perform the work. Also, the bid must be an unconditional offer to provide the goods and services and



comply with all the bid procedures in the bid documents and when applicable in the Local Agency Public Construction Act.

- 3080.4 Emergency Purchases:** In case of "Emergency", two Department Managers or General Manager may procure any items deemed necessary to preserve life or property, without the authorization of an approved purchase requisition. Approval may be obtained after the fact.

The General Manager shall notify the Board members via telephone or email of the emergency procurement and shall thereafter report the incident to the Board of Directors at the next regularly scheduled board meeting, including a comprehensive estimate of the total cost of emergency repairs; following the initial report, the General Manager or Department Manager shall submit appropriate documentation for final approval/ratification by the Board of Directors. Notwithstanding the foregoing, nothing herein shall restrict the Board of Directors from considering such Emergency Purchase in a special or emergency meeting, if authorized by law.

- 3080.5 Surplus Property:** When disposing of moveable property, if practical, Department Managers shall forward property to the Purchasing Department who will secure items.

- A. Less than \$100,000 - Surplus property, of a single item within this estimated market value will be disposed using the most advantageous method determined by the General Manager, including transporting items to local waste and recycling center.
- B. \$100,000 and Greater - Surplus property, of a single item within this estimated market value will be disposed by Sealed Bid, Auction, On-Line Auction or Remarketing Service Provider and may require formal appraisal.

- 3080.6 Purchase Process & Authority Levels:** The purchase of "Goods" or "Services" shall follow the below process and is driven by the aggregate amount of a single purchase requisition, contract requirements, competitive bidding process, and approval levels. It is a violation of this policy to split into smaller orders an aggregate single purchase for the purpose of evading this policy as determined by the General Manager.

- A. Less than \$5,000 – Purchase requisitions submitted to Purchasing under this dollar amount may not require creation of a purchase order and at Department Manager discretion, nor bidding, and approval levels are in accordance with the most recently authorized "Signed Authority Limits" schedule.
- B. \$5000 up to \$25,000 – Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order that can serve as the Contract, no bidding, and approval levels are according to the most recent "Signed Authority Limits" schedule.
- C. \$25,000.01 up to \$50,000 – Purchase requisitions submitted to Purchasing for "Goods" within this dollar range will require creation of a purchase order, a Contract for Services, compliance with the IQP, award in accordance with the IQP, and approval levels are according to the most recent "Signed Authority Limits" schedule.

- D. \$50,000.01 up to \$100,000 - Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval levels are according to the most recent "Signed Authority Limits" schedule.
- E. \$100,000.01 up to \$250,000 - Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval at an Administrative Practice Committee (APC) meeting.
- F. \$250,000 and Greater – Purchase requisitions submitted to purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval at a Board of Director meeting.
- G. Change or Task Orders – Each additional purchase under the original contract require the following authority approvals and upon Board approval for any given order:
  - 1) Department Managers – Cumulative change orders on a single contract up to \$10,000
  - 2) Level 1: General Manager – Cumulative change orders up to a maximum of 25% of the original contract amount or \$300,000, whichever is less. Changes in excess of \$150,000 shall be reported to the Board of Directors at the next regular Board meeting.
  - 3) Level II: Administrative Practices Committee (APC) – Cumulative change orders up to a maximum of 25% of the original contract amount or \$500,000, whichever is less. Changes in excess of \$250,000 shall be reported to the Board of Directors at the next regular Board meeting.
  - 4) Level III: Board of Directors – Change orders that do not meet the requirements of Level 1 or Level II shall be authorized by the Board of Directors. An advance recommendation by the APC is strongly suggested.
  - 5) Resetting of Authority - When the Board approves a change order, it grants the Department Manager and General Manager original approval amounts.

Adopted: April 24, 2013 via Resolution No. 2013-11  
Revised: April 13, 2016 via Resolution No. 2016-13

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Expenditure Reimbursement  
**POLICY NUMBER:** 3085

- 3085.1** Purpose. The purpose of this policy is to prescribe the manner in which District employees and Directors may be reimbursed for expenditures related to District business.
- 3085.2** Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.
- 3085.3** Implementation. Whenever District employees or Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, and not exceeding \$100, they shall submit their requests on a reimbursement form to the Department Manager. Requests in excess of \$100 must be submitted to the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.
- 3085.3.1** The Department Head will review and approve reimbursement requests. Reimbursement requests by the Finance Manager will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Manager.
- 3085.3.2** All expenses must be reasonable and necessary, and employees and Directors are encouraged to exercise prudence in all expenditures.
- 3085.3.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.
- 3085.3.4** Expenditures for food and lodging will be moderate and reasonable.
- 3085.4** Disclosure. Pursuant to Government Code, the amounts of reimbursements to employees and Directors shall be reported once a year in January of each year following the end of the calendar year for the preceding calendar year. The statement of reimbursement shall be accumulated by the establishment of a file with the title "Reimbursements, Name of Employee or Director," and periodically, records shall be inserted in regard to the amounts of reimbursement. Annually a form shall be completed and filed with the

Board by the Accounting Department and an item included on the January agenda making it clear that those records are available for public review and are being rendered to the Board at its January meeting for review.

- 3085.5** Personal Vehicle Use – Emergency Call-Out. Whenever District employees are required to use their personal vehicles to commute from home to-and-from the designated reporting assignments for any of the following reasons, such commuting shall be reimbursed in accordance with 3085.3.3 above:
- a) Call back to work a second time in one work day, when a District vehicle is not provided
  - b) Call out to work on a weekend, holiday, or approved time off, where a District vehicle is not provided
  - c) After hours call out duty, when a District vehicle is not provided

**3085.6** Travel and Employee Reimbursements

- 3085.6.1** Meals: When the District requires an employee to work on his/her non-workdays or outside of his/her regular hours on workdays, and the employee has not been given sufficient notice to enable him/her to prepare meals, the District will provide meals at the normal times therefore, insofar as it is possible for the District to do so. The reasonable cost of such meals and a reasonable length of time necessarily taken to consume the meal will be at the District's expense.

If the District requires an employee to perform work for two (2) hours beyond regular work hours, it will provide that employee with a meal and with meals at intervals thereafter of four (4) hours, but no more than six (6) hours, as long as the work continues insofar as it is possible for the District to do so. The reasonable length of time to consume the meal and the cost of same will be at the District's expense. The supervisor in charge may dismiss the employee just after two (2) hours, in which case the employee would only be entitled to one-half (1/2) hour pay in lieu of a meal, or a meal without payment for the time to consume it.

- 3085.6.2** Authority for Travel Expenses. The Travel Request Form, which may be obtained from the department's Management Assistant, must be submitted for all travel and training requests, first to the Department Manager and then to the Human Resources office. Government Services Administration (GSA) meal rates (which include taxes and gratuity) may be utilized with prior written authorization.

A Travel Expense Summary Form, itemized receipts and a copy of the approved Travel Request Form must accompany all requests for reimbursement.

- 3085.6.3** Meal Reimbursement Allowances: The General Services Administration (GSA) per diem rates for the San Francisco Area will be used when a District employee is required to be away from his/her primary work site for the purpose of training, education, conference attendance or any other District business. Work site is defined as the location[s], facility or facilities where the majority of the employee's work is performed.

A District Claim for Reimbursement of Expenses and/or Compensation Form and itemized receipts of actual expenditures must accompany all requests for reimbursement, in addition to Department Manager authorization. Unusual expenses incurred may be considered for

reimbursement above the per diem amounts if itemized receipts are provided. The Department Manager or General Manager shall provide authorization for the reimbursement of these expenses, when appropriate.

**3085.6.4** Incidental Expenses: The employee may request reimbursement for out-of-pocket additional expenses such as tips, taxi fares, etc. Whenever possible, receipts should be submitted with the request for reimbursement on a District claim form.

**3085.6.5** Other Expenses:

**3085.6.5.1** The District will reimburse an employee for any money expended directly on behalf of the District, including filing fees in connection with legal documents which are authorized by a Department Manager or General Manager.

**3085.6.5.2** Whenever the District requires an employee to install and/or maintain a telephone or internet service in his/her home, the expense of the new installation, if any, and the basic monthly charge will be paid by the District.

**3085.6.5.3** Employees who are assigned to temporary work at such distance from their established workplace such that it is impractical for them to return thereto or to their regular place of abode will be allowed actual personal expenses for board and lodging at places to be designated by the District. The time spent by such employees in traveling to such temporary job at its beginning and from such job at its conclusion and any reasonable expenses incurred thereby will be paid by the District.

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Budget Amendment Authority Levels  
**POLICY NUMBER:** 3100

**3100.1 Purpose:** To establish clear and distinct levels of approval authority relative to budget amendments. A budget amendment is defined as “any change” to a previously approved and adopted budget and includes: 1) adjustments to items contained within the adopted budget that will not require additional funding or 2) unbudgeted items to be funded from the expenditure contingency. Transfers, augmentations and adjustments are all “forms” of budget amendments. Budget amendments may be a single year amendment (current fiscal year only) or a multi-year amendment (within the three year budget cycle).

**3100.2 Scope:** Approval authority levels are limited as follows:

**Level I:** With the exception of salary or position changes, cumulative budget amendments, up to a maximum of \$600,000 per year, shall be authorized by the General Manager. This authorization level includes salary or position changes that do not generate more than \$10,000 of annual incremental on-going District obligation.

**Level II:** With the exception of salary or position changes, cumulative budget amendments, in excess of \$600,000 up to a maximum of \$1,000,000 per year, shall be authorized by the Administrative Practices Committee (APC). This authorization level includes salary or position changes that do not generate more than \$20,000 of annual incremental on-going District obligation.

**Level III:** Budget amendments that do not meet the requirements of Level I or Level II shall be authorized by the Board of Directors after recommendation by the APC.

**3100.3 Implementation:** All budget amendments shall be initiated via completion of a budget amendment request form. The form must be prepared by the Department Manager and submitted to the General Manager for his/her approval. The General Manager, with the assistance of the Assistant General Manager (AGM) and/or the Finance Manager (FM), will determine the next, appropriate authority level needed, if any, as indicated above.

Adopted: February 11, 2015 via Resolution No. 2015-05  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** On-Road / Off-Road Vehicle and Equipment Idling  
**POLICY NUMBER:** 3150

- 3150.1** The purpose of the On-Road / Off-Road vehicle and equipment idling policy is to reduce the amount of emissions generated by gas and diesel powered vehicles and equipment during operation. This policy is to comply with the California Air Resources Board on-road/off-road emission reduction regulation.
- 3150.1.1** This policy shall apply to all District vehicles, construction equipment and portable equipment, excluding emergency generators. District vehicles and equipment include, but are not limited to, gas and diesel, light duty, medium duty and heavy duty vehicles, tractors, backhoes, excavators, loaders, chippers, air compressors, forklifts and portable pumps.
- 3150.1.2** The operator of any District on-road or off-road vehicle, construction equipment or portable equipment shall not allow the vehicle or equipment to idle for any consecutive five (5) minute period at any time. Any vehicle or equipment must be turned off in the event the vehicle or equipment could be in idle for a five (5) minute period or more and restarted only when ready to resume normal operation.

Adopted: September 9, 2009 via Resolution No. 2010-56  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** District Installed Pipeline Reimbursement  
**POLICY NUMBER:** 3175

The purpose of this policy is to define procedures to recover certain costs of treated water pipelines installed by the District from parcels requesting service that can be served directly from the pipeline. Recoverable "costs" include costs of installation, design, inspection of the pipeline, as well as District staff time, legal costs, purchase of easements, CEQA costs, and restoration allocable to the installation of the pipeline. Parcel owner's connecting to these District installed pipelines with a permanent water service will pay a lump sum fee to the District as reimbursement for the parcel owner's share of the costs of the distribution pipeline.

- 3175.1** The policy applies to any pipeline installed with District funds and applies to customers, including customers served under a variance that have a permanent water service connected to the pipeline.
- 3175.2** Reimbursement will apply to all District installed distribution and transmission pipelines to which the connection is made.
- 3175.3** The District has standardized its distribution mains as 8-inch diameter pipe size, the costs of which shall be recovered under this policy.
- 3175.4** If the District constructs facilities of greater than 8 inch diameter for transmission purposes, costs allocated to an 8 inch waterline will be separated by using a ratio of interior cross sectional area of the pipelines. If upsizing is required for fire flow needs of the immediate area served, the upsizing costs shall be reimbursed by the parcel owners of that area.
- 3175.5** The reimbursement will be based on a lump sum cost of the project to the parcel owner. The lump sum cost for a waterline will be based on the Districts construction costs for the project divided by the number of parcels currently and/or anticipated to be connected to the pipeline. The District will map potential parcels that could be served by the existing line including any variances. If historical costs are not available, the District will map the potential parcels including variances on either side of the pipeline for 1000 feet in each direction of the requesting property. The 2000 LF of frontage will be multiplied by an estimated dollar per foot cost to provide a lump sum for the construction of this reach of pipeline. Estimates will be based on the average of the actual cost of four (4) similar District constructed pipelines, inflated to present values, using ENR CCI. The number of existing and anticipated parcels will be divided into the calculated cost for construction to obtain a per parcel cost. The Districts engineering department will generate a memorandum of costs which will



be reviewed by the Districts Director of Finance and the General Manager. Please note: A parcel is defined as any lot in which the water main extends half way across the property.

- 3175.6** If there is a variance parcel, the parcel owner will pay the per lot cost as outlined in 3175.5. A Temporary Service Line (TSL) applicant will not be required to pay this fee, however the applicant will be required to pay all other TSL fees. If the TSL service is ultimately determined to be permanent, the reimbursement for the pipeline extension shall be deducted from the TSL paid, before refunding the TSL parcel owner.
- 3175.7** Every year after construction of a pipeline installed by the District, the reimbursement (per parcel costs) for the 8 inch pipe will be adjusted in accordance with the Engineering News Report Construction Cost Index (ENR CCI) for the previous year.
- 3175.8** The pipeline reimbursement fee shall remain in effect until the pipeline is replaced; thereafter, the reimbursement fee will be based on the costs of replacement.

Adopted: June 26, 2013 via Resolution No. 2013-23  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Adjustments for Lost Water

**POLICY NUMBER:** 3180

Pursuant to Water Service Rules and Regulations, an adjustment for treated water loss may be granted by the District per parcel, per owner, if the usage during the period is at least 2.5 times the usage for a comparable period of normal use. Not more than one adjustment, based on this section, shall be allowed to the same account within a ten-year period.

**3180.1** The Finance Manager shall have the authority to make adjustments up to \$2,000.

**3180.2** The General Manager shall have the authority to make adjustments between \$2,000 and \$5,000.

**3180.3** The Board of Directors shall have the authority to make adjustments of greater than \$5,000.

Adopted: May 13, 2015 via Resolution No. 2015-13

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Claims Against the District  
**POLICY NUMBER:** 3200

The purpose of this policy is to provide guidance for processing property damage and personal injury claims against the District, and to authorize settlement of claims.

**3200.1** Process.

The Assistant General Manager shall receive and investigate all claims against the District. Claims in excess of the District insurance deductible shall be forwarded to the insurance company, as soon as practical. The District staff will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company. Claims for personal injury/wrongful death shall not be investigated by the District staff but shall be immediately forwarded to the District's insurance company.

**3200.2** The General Manager and the Assistant General Manager shall have the authority to settle damage claims up to \$10,000.

**3200.3** The Administrative Practices Committee or the Maintenance and Resource Management Committee shall have the authority to settle damage claims up to \$25,000.

**3200.4** Claims in the amount of more than \$25,000 shall be submitted to the Board of Directors for its consideration during a closed session of a regular or special meeting.

**3200.5** Rejection of Claims.

Claims that are not deemed appropriate for settlement shall be rejected. Claims shall be rejected by the Board of Directors during a regular or special meeting.

Adopted: October 12, 2016 via Resolution No. 2016-34  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Code of Ethics

**POLICY NUMBER:** 4010

**4010.1** The NID Board of Directors is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to complying with State laws including AB 1234 (Salinas) approved in 2006 (copy attached as reference).

In order to assist in meeting these goals among members of the Board of Directors and District staff, the following rules shall be observed.

**4010.1.1** The dignity, style, values and opinions of each Director shall be respected.

**4010.1.2** Responsiveness and attentive listening in communication is encouraged.

**4010.1.3** When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not, and the Director should refrain from the discussion and action until such determination has been made.

**4010.1.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policies, goals, and objectives to be pursued by the District in carrying out its mission, and in gauging the success of the District in meeting the Board's directives. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Directors should commit themselves to the highest form of professionalism. They should emphasize the positive and avoid negative forms of interaction.

**4010.1.6** Directors should commit themselves to focusing on issues. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action without creating barriers to the implementation of said action.

**4010.1.8** Directors should practice the following procedures:

- 4010.1.8.1 In seeking clarification on informational items, Directors may individually communicate with the District's staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
  - 4010.1.8.2 The District staff cannot fix what is not known; therefore, when receiving complaints from residents and property owners of the District, said complaints should be referred to the General Manager for evaluation and response.
  - 4010.1.8.3 Questions or concerns about safety or hazards, including observations of such conditions existing at District job sites, should be reported to the General Manager for appropriate action by staff. Emergency situations should be dealt with immediately by notifying appropriate authorities, including the District staff.
  - 4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.
  - 4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager who will refer them to appropriate staff or counsel.
- 4010.1.9 If approached by District employees or members of the public concerning District policy, Directors should direct inquiries to the appropriate department manager or the General Manager.
- 4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in carrying out the mission of the District.
- 4010.2.1 As the elected member of the governing body of the District, Directors are expected to routinely receive comments and questions from constituents regarding the operations and policies of the District. When responding to constituent requests and concerns, Directors should be courteous in responding to individuals in a positive manner and should refer their questions and comments through appropriate channels to responsible management personnel.
  - 4010.2.2 Directors should develop and maintain a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
  - 4010.2.3 Directors possess no individual authority but function only as a part of the legislative body of the District. Any issue meriting Board consideration that is addressed to an individual Board member should be brought to the attention of the General Manager so that it can be presented to and considered by the full Board.

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

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Attendance at Meetings

POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

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

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Board President

POLICY NUMBER: 4040

- 4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances and any discussion of questions that follow said actions.
- 4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

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

Revised:

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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. Action 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



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Basis of Authority

**POLICY NUMBER:** 4070

- 4070.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.
- 4070.2** Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Adopted: June 9, 2010 by Resolution No. 2010-43

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Membership in Associations

**POLICY NUMBER:** 4080

- 4080.1** The Board of Directors may ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.
- 4080.2** The Board of Directors may maintain membership in the California Special Districts Association, the Association of California Water Agencies, and other similar and/or appropriate associations, and shall ensure that annual dues are paid when due.
- 4080.2.1** At the first regular Board meeting in January, each year, a member of the Board shall be selected to represent the District in accordance with said association's constitution/bylaws, if applicable, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

Adopted: June 9, 2010 by Resolution No. 2010-43

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Ethics Training  
**POLICY NUMBER:** 4095

Pursuant to Government Code Sections 53234 through 53235.2, all directors and designated executive staff of NID shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter.

**4095.1** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

**4095.1.1** This policy shall apply to the following executive staff positions: General Manager, Assistant General Manager, Board Secretary, and all department heads.

**4095.2** All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

**4095.3** Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

**4095.3.1** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

**4095.4** District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

**4095.5** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

**4095.6** Any director of NID that serves on the board of another agency is only required to take the training once every two years.

Adopted: June 9, 2010 by Resolution No. 2010-43  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the second (2<sup>nd</sup>) and forth (4<sup>th</sup>) Wednesday of each calendar month commencing at 9:00 a.m. in the Board Meeting Room at the NID Business Center, 1036 West Main Street, Grass Valley, California. The frequency, date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board. Regular meetings of the Board are subject to cancellation by direction of the President or Vice President (or by action of the Board at a prior meeting) when it reasonably appears that insufficient business, or conflicting schedules of Board members, render such meeting unnecessary or infeasible.

5010.2 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing prepared by the Secretary of the Board, and received by them at least 24 hours prior to the meeting. The presence of a Board member at the Special Meeting shall be deemed an acknowledgment by that Board member that adequate notice was provided.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone, facsimile or e-mail during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda for the special meeting describing the matters to be considered shall be prepared and shall be delivered and posted with the notice of the special meeting to those specified above, no later than 24 hours before the convening of the meeting.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting, and no items may be added to the posted agenda

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1, above. An

emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

**5010.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of that an emergency special meeting was held, and report any action taken by the Board, as soon after the meeting as possible.

**5010.32** Section 54956.5 (c) of the Government Code allows a closed session during an emergency meeting.

**5010.4** Adjourned Meetings. A majority vote by the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager or the Secretary may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

**5010.5** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its first regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year. In addition the Board of Directors will appoint the Board's Secretary (pursuant to Water Code Sections 21375 and 21376).

**5010.6** The Chairperson of the meetings described herein may adjust the order in which an item appearing on the posted agenda, other than a Special Order, shall be considered for discussion and/or action by the Board.

**5010.7** The Secretary and the General Manager shall ensure that an appropriate number of copies of information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Agenda

**POLICY NUMBER:** 5020

- 5020.1** The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. . Absent approval of the General Manager, the agenda will be "closed" to the addition of new items at 12:00 PM on the Wednesday preceding the regular meeting of the Board of Directors Any Director may request that the General Manager place an item on the agenda no later than 5:00 PM on the Tuesday prior to the closing of the Agenda.
- 5020.2** Any member of the public may request that a matter directly related to District business be considered for placement on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
- 5020.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the close of the agenda for the meeting where the item is to be considered. If the General Manager decides the request should be placed on a Board agenda, General Manager may exercise his/her discretion in including the item on the next, or a subsequent meeting, agenda depending on the press of other business before the Board.
- 5020.2.2** The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.
- 5020.2.3** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 5020.3** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also post the agenda on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

5020.4.1 The agenda for a special meeting shall be posted in the same location at least 24 hours before the meeting.

5020.5 NID Board Agendas for regular meetings shall be in the following format:

5020.5.1 **STANDING ORDERS:** Standing orders shall include the Call to Order and any introductions.

5020.5.2 **CONSENT AGENDA:** The Consent Agenda consists of those items which are routine and/or should not be discussed; i.e., certain claims. The following items, if presented to the Board, would typically appear on the Consent Agenda:

Minutes

Acceptance of Routine Easements

Statement of Investment Policy

Treasurer's Quarterly Report of Investments

Advanced recommendations from the appropriate Committee

Other routine items of a non controversial nature: Annual Disclosure of Reimbursement to Employees and Directors and Declaration Regarding Receipt of Honoraria of Gifts  
Variances recommended for approval by the Variance Committee

The Consent Agenda would be approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Agenda. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Agenda, or as soon thereafter as practicable.

5020.5.3 **PUBLIC COMMENT:** Members of the public shall be allowed to address the Board of Directors on items which are of interest to the public and which are within the jurisdiction of the Board, but which are not on the posted agenda; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.3. The Board may limit public comment time.

5020.5.4 **SPECIAL ORDERS:** Special Orders are those items of business which are set for consideration at a specific time during the meeting. Special Orders interrupt pending business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the appearance of a person or persons, the Board Secretary shall set the appointment.

- 5020.5.5 **GENERAL ORDERS:** General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff.
- 5020.5.6 **GENERAL MANAGER'S REPORT:** The Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.
- 5020.5.7 **BOARD COMMITTEE REPORTS:** All committee reports shall be submitted to the Board Secretary prior to noon on the Wednesday preceding the Board meeting. Such reports shall be in two parts: one part giving the recommendations for Board action by the committee (ACTION items), and the second part detailing all items discussed by the committee (DISCUSSION items).
- 5020.5.8 **BOARD OF DIRECTORS REPORTS:** Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.
- 5020.5.9 **INFORMATIONAL CORRESPONDENCE:** Included in this section of the Board's agenda will be memos detailing actions taken pursuant to prior Board authorization, and all other items of correspondence directed to the Board of Directors, including those items which have been or will be directed to a Board committee.
- 5020.5.10 **CLOSED SESSION:** Closed Session may be held as set forth in the Government Code.
- 5020.5.11 **ADJOURN**

5020.6 Preparing NID Board Agendas

- 5020.6.1 The agenda for the regular meetings of the Board of Directors is mailed on the Thursday prior to the Board of Directors meetings, which are held on the second and fourth Wednesdays of each month. To allow sufficient time for preparation and assembly of the agenda, all agenda items must be given to the Board Secretary no later than noon on Wednesday preceding the meeting.
- 5020.6.2 A copy of the Board of Directors Meeting agenda and Board Committee Meeting agendas will be available for public review at the display cases located in the Board Room Lobby, the Business Center Lobby and at the East Annex on Thursday preceding the meeting. A public review copy of the agenda packet also will be available in the Board Room Lobby on the day of the meeting.
- 5020.6.3 All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon Wednesday preceding the meeting, to be placed on the Agenda. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.
- 5020.6.4 When necessary, Department heads are to complete a budget transfer/amendment form and submit it to the Finance Manager for consideration by the Administrative Practices



Committee. The Committee's recommendation will be noted on the form and presented with the Staff Report to the Board Secretary prior to noon Wednesday preceding the Board of Directors' meeting.

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

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Conduct

**POLICY NUMBER:** 5030

- 5030.1** Meetings of the Board of Directors shall be chaired by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol. In the absence of the President, the Vice President shall chair the meeting. In the absence of the President and Vice President, the remaining members of the Board shall select one of their members to chair the meeting.
- 5030.2** All Board meetings shall commence at the time stated on the agenda.
- 5030.3** The conduct of meetings shall, to the fullest possible extent, enable Directors to:
- 5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,
  - 5030.3.2** Receive, consider and take any required action in response to reports of District operations.
- 5030.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any agenda item or non-agendized matter that lies within the jurisdiction of the Board of Directors, shall, subject to modification as may be determined to be necessary by the chairperson, be as follows:
- 5030.4.1** Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
  - 5030.4.2** No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- 5030.5** Disruption of any of the meetings of the Board of Directors shall not be permitted. If the chairperson determines that disruption of any meeting of the Board is occurring, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.
- 5030.5.1** After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
  - 5030.5.2** Duly accredited representatives of the news media shall be permitted to remain in the meeting provided they did not participate in the disruptive activity.

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

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Board Actions and Decisions

**POLICY NUMBER:** 5040

**5040.1** Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies;
- Adoption or rejection of a resolution;
- Adoption or rejection of an ordinance;
- Approval or rejection of any contract or expenditure;
- Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

**5040.2** Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

**5040.2.1** A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum. Refer to Policy 4050 regarding when Directors should recuse themselves from participating in the discussion or vote.

**5040.2.1.1** Example: If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one of three Directors comprising the quorum abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

**5040.2.1.2** Example: If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

**5040.2.1.3** Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

**5040.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

**5040.3.1** The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

**5040.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

**5040.3.3** Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

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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 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 kept as the official record of the District. Video recordings will be posted to the District's web site for a period of five years and then available to the public upon request. Retention of supporting materials will align with the District's standard retention policy.

**5060.1.3** Motions, resolutions or ordinances shall be recorded in the action 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 action 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;

Record by number (a sequential range is acceptable) of all warrants approved for payment;  
Action 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 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

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5070

### 5070.1 General.

**5070.1.1** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.1.1.1** If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### 5070.2 Obtaining the Floor.

**5070.2.1** Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

### 5070.3 Motions.

**5070.3.1** Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

**5070.3.1.1** A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.

**5070.3.2** Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.

**5070.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated

to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

**5070.4** Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.4.1** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

**5070.4.2** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.4.3** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.4.4** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.4.5** Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

**5070.5** Decorum.

**5070.5.1** The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing.

**5070.5.2** The Chairperson may also declare a short recess any time during any meeting.

**5070.6** Amendment of Rules of Order.

**5070.6.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

**5070.6.2** The Chairperson may rearrange items (matter) on the agenda as necessary.

Adopted: November 10, 2010 via Resolution No. 2010-61

Revised:



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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Development Standards

POLICY NUMBER: 6000

The District's Development Standards are located on the District's website ([nidwater.com](http://nidwater.com)).

Adopted March 11, 2015 via Resolution No. 2015-06

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Cultural Resources  
**POLICY NUMBER:** 6085

The purpose of this policy is to outline efforts of the District to protect inadvertently discovered cultural resources or human remains.

### 6085.1 Discovery of Cultural Resources

Archaeological materials: may include, but are not limited to, flaked stone tools (projectile point, biface, scraper, etc.) and debitage (flakes) made of chert, obsidian, etc., groundstone milling tools and fragments (mortar, pestle, handstone, millingstone, etc.), faunal bones, fire-affected rock, dark middens, house pit depressions and human interments.

Historic-era Resources: may include, but are not limited to, small cemeteries or burial plots, cut (square) nails, containers or miscellaneous hardware, glass fragments, cans with soldered seams or tops, ceramic or stoneware objects or fragments, milled or split lumber, earthworks, feature or structure remains and trash dumps.

The District will treat those materials in a manner consistent using guidelines developed by the District staff and appropriate professionals which will follow standards of the industry and regulatory requirements to manage the discovery of cultural resources.

### 6085.2 Discovery of Human Remains

According to Section 7050 of the California Health and Safety Code, it is a misdemeanor to knowingly disturb a human burial site. If human remains are encountered (or are suspected) during related activity, the District or its contractor will treat those remains or suspected remains in a dignified manner using guidelines developed by the District staff and appropriate professionals which will follow standards of the industry and regulatory requirements to manage the discovery of human remains.

Adopted: June 10, 2015 via Resolution No. 2015-16  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Tree Management

**POLICY NUMBER:** 6100

**6100.1 Purpose and Goal:**

The objective of this policy is to maintain integrity and reliability of the District's Facilities with a set of guidelines for tree trimming and removal.

**6100.2 Definition:**

The definition of a tree for the purposes of this policy is defined as 6 inches in diameter or greater at a height of 48-inches above the ground. "Tree" includes any branches that pose a threat to facilities or operation. Vegetation less than 6 inches in diameter will be considered brush, and is subject to removal and disposal by the District for the operation and maintenance of facilities.

**6100.3 Tree Located Within District Easement:**

Trees located within the District's easement or right-of-way, including any secondary easement authorized under Water Code 22438, are subject to removal whenever the District determines removal is necessary for the safe and reliable operation, maintenance, repair, and cleaning and control of its facilities. The District will, following a reasonable attempt to notify the owner of the underlying property, remove any such tree(s) and allow the underlying landowner the opportunity to take possession of all useable wood.

**6100.4 Tree Located Outside District Easement:**

If the District determines that a tree, located outside of its easement or right of way, including any secondary easement, poses a threat to the District's facilities or encumbers District operation, the District shall attempt to determine the owner of the tree, and upon making such determination shall attempt to notify the landowner of the danger posed by the tree, and request that the landowner remove the tree or authorize the District to do so, if feasible, at District expense. In the event of District removal, wood will be cut in 16" sections, stacked, and left for the landowner. Should the landowner of the tree refuse to remove the tree(s) or, alternately, refuse to provide the District with the approval necessary to remove the tree(s), the landowner will be notified via certified mail that they remain fully responsible for removal of the tree as well as damages to properties, to third parties, to District facilities, and associated costs of repair as are caused by the tree.

**6100.5 District Rights:**

The District reserves the right to take all appropriate action within its authority to protect and maintain its facilities from danger caused by falling, or potentially falling trees.

- 6100.6** Best Management Practices:  
The District will practice tree management standards based on ISA Arborist best management practices.
- 6100.7** Compensation:  
The General Manager shall have authority to provide reasonable compensation in the event tree trimming results in the death of a tree within one year of trimming action.
- 6100.8** Campground Tree Safety:  
The District is committed to maintaining trees in a safe, healthy, and attractive condition and to promote their sustained growth while enhancing the park-like setting of the campground.
- 6100.8.1** Inspection:  
At each campground, a walk through inspection will be scheduled annually and periodically throughout the recreation season (between Memorial Day and Labor Day). The inspection will include written documentation of existing conditions of trees at each camp site, such as growth, disease, or insect infestation that may adversely affect the health of the trees or present a safety hazard to persons or property
- 6100.8.2** Schedule:  
The annual inspections will be scheduled in the spring each year, before the Memorial Day Weekend. Periodic inspections will be done throughout the recreation season as part of the regular cleaning and site inspection duties at each camp site.
- 6100.8.3** Corrective Measures:  
If corrective measures are needed, as determined by the Campground Park Ranger, or Department Manager, corrective measures shall be scheduled as soon as practical. Corrective measures may include thinning, topping, liming, removal, and/or seeking consultation from a specialist. In any case where a hazard to person or property exists, the camp site shall be vacated and barricaded until the hazard has been removed.
- 6100.8.4** Tree Replacement:  
After a tree is removed under this policy, it shall be replaced with a similar type tree in the approximate area of the removed tree, as soon as practical.

Adopted: September 10, 2014 via Resolution No. 2014-45  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Subordination of Real Property Rights

**POLICY NUMBER:** 6650

- 6650.1** The purpose of this policy is to provide guidance for the acquisition of interests in real property subject to prior encumbrances in order to minimize the risks posed by such encumbrances to the rights acquired by the District.
- 6650.2** In the course of District acquisition and acceptance of a grant of real property rights, District staff shall confirm the validity and security of the granted rights. This includes reviewing title information and obtaining title insurance for the real property rights granted to the District. All existing encumbrances, debts or claims that may extinguish or limit the District's rights should be defined. Unless waived by the General Manager as described below, the District should receive subordination agreements from the holders of existing encumbrances, debts or claims to assure the District's rights take priority over such encumbrances, debts or claims.
- 6650.3** This policy is intended to provide flexibility to meet the needs of the District and landowners. Therefore, the General Manager is authorized to modify or waive the requirements for subordination and/or title insurance where, in the General Manager's opinion, it is not practical or feasible to do so and where the risks to the District of loss of such rights is not substantial.

Adopted: July 27, 2011 via Resolution No. 2011-37

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Storm Water

**POLICY NUMBER:** 6655

Storm water is an ongoing concern for the District because District facilities are not intended to operate as a storm water conveyance system. The District owns and maintains over 450 miles of open canals that cross through and adjacent to numerous watersheds with natural and man-made water conveyance areas. District facilities are vulnerable to storm water intrusion from both natural and manmade conveyance systems.

The District is not a storm water utility and has not accepted the responsibility of planning, regulating, and permitting as required for the management and disposal of storm water.

District canals and the related facilities such as culverts are designed and constructed to accommodate District managed water supplies, plus some limited intrusion flow. These facilities are not designed to accommodate the additional capacity a full watershed contributes during a storm event.

As future development increases and impacts of climate change are realized, the quantity and intensity of storm water will be an ongoing and increasing issue. It is the District's desire that water should, whenever possible, stay within the watershed of origin except where the District exercises its water rights to transport waters. The intent of this policy is to establish a District-wide approach to reduce the impacts of storm water on District facilities as well as parties adjacent to District facilities.

- 6655.1** The District will proactively pursue modification, mitigation, and remediation within the development planning process, zoning changes, and other service related requests to require the management of storm water generated by projects to ensure that water is not directed, directly or indirectly, into District facilities.
- 6655.2** The District will work to reduce and/or eliminate the discharge of storm water into existing facilities. The focus will be to divert storm water away from District facilities and allow storm water to remain in its natural channel and parent watershed.
- 6655.3** The District will attempt to minimize facility interferences on natural watershed systems.
- 6655.4** The District will, as necessary, intervene in projects that could or can influence District facilities, to request proper collection and disposal of storm water.

- 6655.5** The District will design culverts, canals, and appurtenant structures to meet design flows for District operations with an additional 25 percent capacity for unanticipated flows, or as modified by the Engineering Manager, but shall not permit the system to be used for the intentional conveyance of storm water.
- 6655.6** The District will engage and require local and state governments to handle and mitigate impacts to District facilities by storm water.

Adopted: January 28, 2015 via Resolution No. 2015-02  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Quit Claim Deeds

**POLICY NUMBER:** 6660

The purpose of this policy is to authorize the General Manager and the Senior Right of Way Agent to execute quitclaim deeds to clear title to land or to complete abandonment of a facility. The District over time has acquired easements and rights of way which in some circumstances do not accurately reflect the current interests of the District and are not necessary for future needs.

**6660.1** Authorize the General Manager or his/her designee to quitclaim existing District property or possessory interests when authorized by the Board under the following circumstances:

**6660.1.1** District through prior transactions, has acquired a written easement, right of way, or other interest in a property, related to a particular facility when in fact the description of that facility and its actual location on the ground do not come within the description provided in the easement. The General Manager and Senior Right-of-Way Agent have acquired, in form and content satisfactory to District, a deeded easement, with correct descriptions of the facility as it actually exists; or upon a field inspection, it has been determined the facility does not exist on the property.

**6660.1.2** When the District has, through action of the Board of Directors, and through appropriate publication, formally abandoned the facility and a request is received to quitclaim the interest in land formally occupied by the abandoned facilities.

**6660.1.3** When the District has reviewed and confirmed that no future planning or project could use this property for other appropriate uses.

**6660.2** Following Board approval, the General Manager or his/her designee may proceed with actions to quiet title to easements that encumber existing District facilities or properties.

Adopted: March 11, 2015 via Resolution No. 2015-07

Revised:



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Right-of-Way Procurement

**POLICY NUMBER:** 6665

**6665.1** Section 27281 of the Government Code of the State of California provides that any Deed or Grant conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes shall not be accepted for recordation without the consent of the Grantee evidenced by its Certificate attached to or printed on the Deed or Grant.

**6665.2** The District hereby establishes monetary limits for the procurement of right-of-way by District staff. Purchases by the identified individuals within the limits specified below require no further formal approval:

Senior Right-of-Way Agent	\$10,000
Engineering Manager	\$25,000
Assistant General Manager	\$25,000
General Manager	\$50,000

**6665.3** The General Manager, Assistant General Manager, Engineering Manager, and the Senior Right-of-Way Agent are each designated as an officer or agent to accept and consent to the recording of conveyances on behalf of Nevada Irrigation District.

Adopted: March 11, 2015 via Resolution No. 2015-07

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Notice of Completion

**POLICY NUMBER:** 6675

- 6675.1** Pursuant to California Civil Code, Section 9200 *et.seq.*, the District is authorized to prepare and record a Notice of Completion in connection with the construction of public works projects. Recordation of the Notice of Completion in a timely manner is important to establish the completion date for the project and to determine the filing deadlines for any Stop Notices and/ or claims by laborers and material men in connection with the project.
- 6675.2** A Notice of Completion may be executed and authorized by the General Manager. The intent of this policy is to authorize the General Manager to be the Board's agent for the execution and recordation of a Notice of Completion. This policy confirms to the County Recorders of Nevada, Placer, Yuba, and Sierra Counties that the General Manager has full authorization and approval to submit the Notice of Completion for the District.

Adopted: March 11, 2015 via Resolution No. 2015-07  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Relocation Assistance for District Activities

**POLICY NUMBER:** 6680

- 6680.1** The purpose of this policy is to provide for relocation assistance, consistent with applicable regulations adopted by the Department of Housing and Community Development, in order to ensure that uniform, fair and equitable treatment is afforded persons displaced from their homes, businesses, or farms as a result of projects undertaken by the District so that any such person should not suffer disproportionate injury as a result of actions taken for the benefit of the public as a whole.
- 6680.1** The District adopts as its Relocation Assistance Rules and Regulations the requirements of California Code of Regulations, Title 25, Division 1, Chapter 6, subchapter 1 (Relocation Assistance), as follows:
- 6680.2.1** Article 1 (General), sections 6008, 6010, subdivision (a), 6012 and 6018.
  - 6680.2.2** Article 2 (Relocation Assistance Advisory Program and Assurance of Comparable Replacement Housing), sections 6030 through 6060.
  - 6680.2.3** Article 3 (Relocation Payments), sections 6080 through 6114.
  - 6680.2.4** Article 4 (Last Resort Housing), sections 6120 through 6139.
  - 6680.2.5** Article 5 (Grievance Procedures), sections 6150 through 6176.
- 6680.3** The District will undertake to treat displaced individuals in a fair and appropriate manner.

Adopted: June 24, 2015 via Resolution No. 2015-20

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Privately Owned Culverts

**POLICY NUMBER:** 6690

The intent of this policy is to guide District staff related to the management of Non-District culverts that support access and convey water within the District. The District operates and maintains approximately 450 miles of open canals. District canals and the related facilities are designed and constructed to accommodate District managed water supplies, plus some limited intrusion flow. Culverts provide access over District canals for items such as vehicles, pedestrians, bicycles, animals, storm water, and other utilities. The majority of culverts are privately owned with little or no use by District and are classified as private culverts.

Poorly maintained culverts create various problems for District water deliveries such as capacity reduction caused by sediment, collapsing, or collapsed culverts which can substantially impact the Districts ability to deliver water to its customers. Impacts include loss of water to water treatment plants, interruption of delivery to irrigation customers, and overtopping of canals causing property damage. These failures are a risk to public health and safety and are costly for the District.

- 6690.1** Private culverts shall be constructed only with an approved encroachment permit issued by or under the supervision of the Districts encroachment section.
- 6690.2** District will establish a construction standard for all culverts. Installers shall follow the Districts current standards for construction. Installer may apply for modifications to the standards which must be preapproved by the Engineering Manager.
- 6690.3** District will have the right to inspect any culvert in the system. If repairs or replacement are recommended by the District then District staff will provide an inspection report and other information such as photographs to the landowner with the letter to request repair or replacement. The report will indicate issues needing remediation and inspection criteria.
- 6690.4** Maintenance of private culverts shall be the responsibility of the landowner or underlying parcel owner or assigns.
- 6690.5** Replacement, repair, or removal of private culverts shall be at the sole cost of the landowner.
- 6690.6** District has the right to repair or remove any private culvert that encumbers the Districts ability to convey water. Those costs shall be the responsibility of the landowner.
- 6690.7** If repair or removal of a private culvert in a non-emergency situation is warranted the District will notify the underlying parcel owner of the necessary work. If the work is not completed after allowing sufficient amount of time, the District shall perform that work at the sole cost to the landowner.

**6690.8** District has the right to use or work on any private culvert to convey water. The District shall have the right of ingress and egress across any structure or installation at any and all times. The District without charge must be able to use any improvements installed by Permittee within the encroachment areas as it deems necessary to conduct its operations.

Adopted: August 9, 2017 via Resolution No. 2017-25

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Illness and Injury Prevention Program

**POLICY NUMBER:** 7015

### 7015.1 Program Goal and Outline.

A goal of the District is to provide a safe and healthful work environment for all of its employees - an environment that is absent of recognized hazards that may cause, or is likely to cause, death or serious physical harm to its employees. In an effort to achieve this goal, the District will maintain an Illness and Injury Prevention Program (IIPP) that conforms to the best practices of similar agencies. The IIPP will include the following criteria:

**7015.1.1** Providing mechanical and physical safeguards to the maximum extent possible.

**7015.1.2** A program of safety and health inspections to continuously identify and prevent unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.

**7015.1.3** Training for all employees in good safety and health practices.

**7015.1.4** Providing necessary personal protective equipment, and instructions for use and care.

**7015.1.5** Enforcement of safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

**7015.1.6** Investigating promptly and thoroughly, every injury or incident to determine its cause and take action to correct, remove, and/or control the hazard so it will not reoccur.

**7015.1.7** A system of recognition and awards for outstanding safety service and/or performance.

### 7015.2 Program Responsibility

Although the District recognizes that the responsibility for safety and health is shared by all employees, the General Manager shall be responsible for insuring that the IIPP is actively administered and shall have full authority for implementing the IIPP.

- 7015.2.1 Department managers are responsible for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.
- 7015.2.2 Supervisory personnel are responsible for the enforcement and application of the IIPP for themselves and for those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- 7015.2.3 No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for adhering to all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously following safe work practices while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate compliance training and/or disciplinary action.

### 7015.3 Program Manual

The District recognizes that an effective IIPP should be in the form of a written manual, book, or similar document that is readily available and easy for all employees to understand. In addition, the IIPP should be a policy document of the District. Therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's IIPP Manual which shall contain specific safety and health criteria identified in 7015.1 above.

- 7015.3.1 The IIPP Manual shall be amended from time to time, as appropriate to reflect changes in operational exposures, working conditions, regulations, technology and industry, and the latest amendment, or version, shall be incorporated into the District policies upon its approval by the General Manager.
- 7015.3.2 A copy of the IIPP Manual 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, and Yuba-Bear HQ, Central Files, and on the District's website.

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Heat Illness Prevention Program  
**POLICY NUMBER:** 7017

### 7017.1 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 through a Heat Illness Prevention Program is to inform all employees of the heat or dehydration hazards to which they may be exposed.

### 7017.2 Program Format

The District recognizes that an effective Heat Illness Prevention Program should be in the form of written documentation that is readily available and easily understandable by all employees. In addition, the Heat Illness Prevention Program is a policy of the District, and therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's Heat Illness Prevention Program to contain updated, specific, information and training regarding heat or dehydration hazards to which the employees may be exposed and it should be included in the District's Injury and Illness Prevention Program (Policy #7015).

**7017.2.1** The Heat Illness Prevention Program shall be amended from time to time, as appropriate, to reflect changes in working conditions, regulations, and industry standards. The latest version shall be incorporated into the District policies upon its approval by the General Manager, and therefore, supersedes any prior version.

**7017.2.2** A copy of the Heat Illness Prevention Program 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 HQ, Central Files, and on the District's website.

Adopted: May 9, 2012 via Resolution No. 2012-14  
Revised:



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# 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, Hydroelectric HQ, Central Files, and on the District's intranet.

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

Revised: October 12, 2016 via Resolution No. 2016-35

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Confined Space Program

**POLICY NUMBER:** 7035

### 7035.1 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 through a Confined Space Program is to inform all employees of the hazards to which they may be exposed.

### 7035.2 Program Format

District recognizes that an effective Confined Space Program should be in the form of written documentation that is readily available and easily understandable by all employees. In addition, the Confined Space Program is a policy of the District, and therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's Confined Space Program to contain up to date, specific, information and training regarding hazards to which employees may be exposed and to meet the District safety and health criteria identified in the District's Injury and Illness Prevention Program (Policy No. 7015).

**7035.2.1** The Confined Space Program shall be amended from time to time, as appropriate to reflect changes in working conditions, regulations, and industry, and the latest version shall be incorporated into the District policies upon its approval by the General Manager, and therefore, supersedes any prior version.

**7035.2.2** A copy of the Confined Space Program 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 HQ, Central Files, and on the District's website.

Adopted: May 9, 2012 via Resolution No. 2012-14

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Fall Protection Program

**POLICY NUMBER:** 7040

### 7040.1 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 through a Fall Protection Program is to inform all employees of the fall hazards to which they may be exposed.

### 7040.2 Program Format

The District recognizes that an effective Fall Protection Program should be in the form of written documentation that is readily available and easily understandable by all employees. In addition, the Fall Protection Program represents a policy of the District. Therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's Fall Protection Program to contain updated, specific, information and training regarding fall hazards to which employees may be exposed and the Fall Protection Program should be included in the District's Injury and Illness Prevention Program (Policy #7015).

**7040.2.1** The Fall Protection Program shall be amended from time to time, as appropriate to reflect changes in working conditions, regulations, and industry, and the latest version shall be incorporated into the District policies upon its approval by the General Manager, and therefore, supersedes any prior version.

**7040.2.2** A copy of the Fall Protection Program 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 HQ, Central Files, and on the District's website.

Adopted: May 9, 2012 via Resolution No. 2012-14

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Drought Contingency Plan

**POLICY NUMBER:** 8100

### 8100.1 Purpose and Goal

A Drought Contingency Plan has been adopted by the Board of Directors to address the District's limited water supplies due to either drought conditions or distribution infrastructure failures. The purpose of the Plan is to identify criteria that define drought conditions, water supply shortages, water demand reduction goals and to establish demand management measures.

### 8100.2 Plan

The Plan is a policy document for use in the on-going operation and administration of the District. Therefore, the Plan should be modified or amended from time to time to reflect changes in demand, infrastructure and water supply. Also, the Plan should be modified, or amended as necessary to supplement the District's Urban Water Management Plan and the Agricultural Water Plan, in compliance with Part 2.8 of Division 6 of the California Water Code.

Adopted: April 25, 2012 via Resolution No. 2012-12

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Surplus Water Declaration

**POLICY NUMBER:** 8200

- 8200.1** Surplus Water is defined as water which is surplus to the needs of lands within the District boundaries.
- 8200.2** On an annual basis the Water and Hydroelectric Operations Committee (WHO) will make a determination of surplus water availability.
- 8200.3** Prior to the beginning of the irrigation season, but no later than the WHO Committee meeting in April, staff will evaluate water supply availability against the demands for lands within the District and the ability to meet desired carryover targets.
- 8200.4** The WHO Committee will consider the evaluation and make a declaration of surplus water, if appropriate. Such declaration will be communicated to the Board of Directors under the consent agenda.

Adopted: July 13, 2016 via Resolution No. 2016-26

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Dam Safety Program (DSP)

**POLICY NUMBER:** 9300

### 9300.1 Purpose and Goal.

The District will provide policies for the management and maintenance of the District's diversion and storage dams, including expectations regarding safety and regulatory compliance for licensed and permitted facilities by the Federal Energy Regulatory Commission (FERC) and the California Division of Safety and Dams (DSOD). The District recognizes that changes in regulations and requirements are inherent with such critical infrastructure throughout water and hydroelectric industries. Therefore, the District will establish procedures for communication, authority, and training through a Dam Safety Program, also referred to as DSP.

### 9300.2 Program Manual.

District recognizes that an effective Dam Safety Program should be in the form of written manual, book, or similar document that is readily available and easy to understand for all employees, consultants and regulatory agencies. In addition, the DSP should be a policy document of the District, that is can be readily modified as needed by changing regulations, technology and personnel. Therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's DSP to contain specific information and procedures regarding dam inspections, qualification standards, proposed modifications, surveillance and monitoring, calibration of equipment, risk assessment, training, and records. Also, the DSP should be established, re-established, modified, or amended as necessary to meet the District's purpose and goal identified above.

**9300.2.1** The DSP shall be amended from time to time, as appropriate to reflect changes in physical and environmental conditions, regulations, and industry; the latest amendment, or version, shall be incorporated into the District policies upon its approval by the General Manager.

**9300.2.2** Certain parts of the DSP may be considered "sensitive information" relating to critical infrastructure, which should not be released or made available to the public (by Executive Order).

**9300.2.3** A copy, or appropriate portions, of the DSP will be made available to employees, consultants, regulatory agencies, and the public on a "need-to-know" basis. Official copies shall be maintained and secured at the following locations: Risk Manager's Office, Dam Safety Engineer's office, Hydroelectric Manager's office, and Operation Manager's office.

Adopted: April 13, 2011 via Resolution No. 2011-08

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Hydroelectric Internal Compliance Program

**POLICY NUMBER:** 9400

### **9400.1** Purpose and Goal.

The District will provide policies for the management and maintenance of the District's Hydroelectric Facilities that are registered with the Federal Energy Regulatory Commission (FERC), designated Electric Reliability Organization - the North American Electric Reliability Corporation (NERC), and the Regional Entity – the Western Electricity Coordinating Council (WECC) – as an applicable entity. The policies will include expectations regarding safety and regulatory compliance for licensed and permitted facilities. The District recognizes that changes in regulations and requirements are inherent with such critical infrastructure throughout water and hydroelectric industries, therefore, the District will establish procedures for communication, authority, and training through an Internal Compliance Program, also referred to as an ICP.

### **9400.2** Program Manual.

The District recognizes that an effective ICP should be in the form of written manual, book, or similar document that is readily available and easy to understand for all employees, consultants, and regulatory agencies. In addition, the ICP should be a policy document of the District, one that can be readily modified as needed by changing regulations, technology, and personnel. Therefore, the General Manager is authorized to establish, re-establish, modify, or amend the District's ICP to contain specific information and procedures regarding hydroelectric facility compliance. The ICP should be established, re-established, modified, or amended as necessary to meet the District's purpose and goal identified above.

**9400.2.1** The General Manager has the authority to act on behalf of the District to organize the Reliability Operating Compliance Committee (ROCC). The ROCC is authorized and directed to implement necessary policy and procedural changes to ensure compliance with the NERC and WECC Reliability Standards. The General Manager has the authority to designate the members of the ROCC and assign them roles including the Managing Director of Compliance, Compliance Manager, and the CIP Senior Manager.

**9400.2.2** The ICP shall be amended from time to time, as appropriate to reflect changes in physical and environmental conditions, regulations, and industry; the latest amendment, or version, shall be incorporated into the District policies upon its approval by the General Manager.

- 9400.2.3** Certain parts of the ICP may be considered “sensitive information” relating to critical infrastructure, which should not be released or made available to the public (by Executive Order).
- 9400.2.4** A copy, or appropriate portions, of the ICP will be made available to employees, consultants, regulatory agencies, and the public on a “need-to-know” basis. Official copies shall be maintained and secured at the following locations: Managing Director of Compliance’s Office, Compliance Manager’s Office, CIP Senior Manager’s Office and Hydroelectric Manager’s office.

Adopted: January 22, 2014 via Resolution No. 2014-04  
Revised:



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Geocaching, Metal Detecting, Prospecting and Collecting of Artifacts

**POLICY NUMBER:** 10500

**10500.1** Purpose and Goal.

It is the District's intent to provide a dependable, quality water supply, strive to be good stewards of the watersheds, to protect its canals and reservoirs, and to conserve its water resources. Geocaching, Metal Detecting, Prospecting and the Collection of Artifacts can have an impact on threatened or endangered species, disturb remnants of Native American culture, generate litter, produce vegetation loss, cause ground disturbance, undermine canal berms, and cause water degradation.

**10500.2** In order to protect the environment, its watershed, canals and reservoirs, and the natural, cultural and historical resources found on District watershed lands and those lands adjoining its water storage and conveyance system, Geocaching, Metal Detecting, Prospecting or collecting of Artifacts on District lands is prohibited. Any tools, refuse, damage or litter left or placed on District lands shall be removed by District personnel at the owner's expense.

**10500.3** This policy shall apply to all District lands, including shorelines along all District reservoirs, and including its easements where the District determines such activities unreasonably interfere with the District's operation and maintenance of its water conveyance system.

Adopted: October 22, 2014 via Resolution No. 2014-47

Revised: