

Staff Report

TO: Board of Directors

FROM: Jennifer Hanson, General Manager

DATE: March 23, 2022

SUBJECT: Rescinding Standing Committee Related Policies (Consent)

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution 2022-16 – Rescinding Standing Committee Related Policies and approve updates to Rules and Regulations as needed to remove references to Standing Committees.

BACKGROUND:

In February 2021, the Board directed staff to discontinue the standing committee structure and instead utilize a board workshop-type format for items that may need more time to allow for Board understanding and input.

On March 9, 2022, the Board instructed staff to continue with the current board workshop format in place of the standing committee structure and to rescind the following District Policies that pertain to Standing Committees:

- 5300 – Standing Committees
- 5065 – Minutes of Standing Committees

If this item is approved, there are also references throughout the District' Water Service Regulations that will require revision to modify existing language that references the specific actions by committee to action by the Board. These references are throughout the Water Service Regulations.

BUDGETARY IMPACT:

None. There would be fiscal impact to the District if reestablishing the standing committee structure since only two Board members participate on any one committee, and any item that requires formal action is still required to be presented to the entire Board.

Attachments: (3)

- Policy 5300 – Standing Committees
- Policy 5065 – Minutes of Standing Committees
- Resolution 2022-16 – Rescinding Standing Committee Related Policies

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Standing Committees

POLICY NUMBER: 5300

5300.1 Purpose: To establish the roles and responsibilities of the District's standing committees and ongoing Ad Hoc committees. At the Discretion of the Board, some of the District's work may be accomplished through its committees. These committees are designed to undertake work delegated by the Board in an effort to streamline the approval process. By way of their work, committees have the ability to enhance productivity and expand transparency regarding the District's decision-making processes. All committees will have the necessary staff representation, at the direction of the General Manager. It is understood that staff shall act in an advisory capacity only to the Board of Directors in support of the committee's work and shall not be designated members of the committee.

By utilizing a subdivision of the Board to work with staff on various initiatives, the District can ensure that those initiatives are being developed routinely with direction from a subdivision of the Board. It further ensures that Items brought before the Board have the necessary quality, consistency, and continuity to ease decision making when those initiatives are considered by the full Board.

Transparency of decision-making is an important function of the Committees as they are an additional working space for the District. These committees provide an opportunity for the public to observe and provide input into the Districts' operations. Committees also offer the opportunity for the public-at-large to better understand District processes and decision-making metrics.

5300.2 Assignment: The Board President will prepare the assignments consistent with this policy to be approved by the Board at the first meeting in January.

5300.3 Committees

5300.3.1

Standing Committees:

- Administrative Practices Committee (APC)
- Water and Hydroelectric Operations (WHO)
- Engineering (ENG)
- Maintenance and Resources Management (M&R)

5300.3.2

Ad Hoc Committees:

- Water Rates
- Labor
- Water Committee – PCWA & NID

5300.3.3 Ad Hoc Committees: Under the direction of the Board President or at the request of a Board member, the Board can create additional Ad Hoc Committees from time to time. At the time of creation of a committee, the Board will give the committee its charter or goal for work. These committees shall comply with this policy and not last for more than one fiscal year. Following the completion of a year, Board members may review the purpose and timing of each Ad Hoc Committee, and its continued operation shall be considered by the Board.

5300.4 Committee meetings will be scheduled when directed by the Board, the Board President, or the General Manager.

5300.5 Membership – Unless otherwise defined by policy, all standing and ad hoc committees shall include two members of the Board of Directors, as appointed by the President. The only members to have voting rights will be the two members of the Board of Directors. Staff shall not be granted voting rights.

5300.6 Minutes of Committee meetings shall be prepared in accordance with District Policy 5065 – Minutes of Committee Meetings.

5300.7 Items for Consideration: For non-staff generated items to be considered by a committee, the Board shall use section 5040.3 to give direction to staff.

5300.8 Administrative Practices Committee (APC)

5300.8.1 Committee Members: Members shall consist of the Board President, Vice-President.

5300.8.2 Committee Business shall include items as directed by the Board, including items related to:

- Annexation Requests
- Administrative Policies
- District Memberships and Subscriptions
- Budget and Financial Amendments and Reporting
- Minor Contract and Change Order Approval

5300.9 Water and Hydroelectric Operations Committee (WHO)

5300.9.1 Committee Members: Members shall consist of the Board Vice President and one other Board Member.

5300.9.2 Committee activities shall include items as directed by the Board, including items related to:

- Water Supply Reporting
- Water & Hydroelectric Policies
- Surplus Water Evaluation and Declaration
- Hydroelectric Compliance and Internal Risk Assessments
- Hydroelectric and Water Operations Department Budgets

5300.10 Engineering Committee (ENG)

5300.10.1 Committee activities shall include items as directed by the Board, including items related to:

- Engineering Policies
- Capital Improvement Projects
- District Financed Waterline Extensions
- The District's Five-Year Capital Plan
- Engineering Department Budget

5300.11 Maintenance and Resources Management Committee (M&R)

5300.11.1 Committee activities shall include items as directed by the Board, including items related to:

- Maintenance & Recreation Policies
- Resource Management Policy
- Recreation Rate Setting
- Maintenance and Recreation Department Budgets

Adopted: January 22, 2020 via Resolution No. 2020-04

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

Revised: February 24, 2021 via Resolution No. 2021-04

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Minutes of Committee Meetings

POLICY NUMBER: 5065

5065.1 Minutes shall be kept of all standing committee meetings.

5065.1.1 Copies of a meeting's minutes will be distributed to Committee members as part of the information packet for the subsequent meeting as soon as practical, at which time the Committee will consider approving the minutes as presented or with modifications. Once approved by the Committee, the minutes shall be kept in electronic format. Approved minutes will be posted on the District's web site for a period of one year, and then available to the public upon request.

5065.1.2 Video recordings of standing committees will be made. These recordings will be kept as a permanent record of the District and available on the website for two years. After two years, these recordings may be accessible to the public by submitting a public records request.

5065.1.3 Action minutes will be prepared in support of any recommendation or action of the committee, and kept as a permanent record of the District.

5065.1.4 Committee action shall be recorded in the minutes and will be deemed unanimous, unless stated in the minutes.

The following shall be included in each meeting's action minutes:

- Date, place and type of each meeting
- Committee Members present by name
- Time and name of early departing Directors;
- Record of public comment regarding items on the agenda and matters that are not on the agenda. Public Comment to include names of commentators, and brief topic on which they are commenting on
- Approval of the minutes or modified minutes of preceding meetings. If modified, a brief statement of the amendment shall be included
- Approval, direction or recommendation agreed upon by the Committee
- Record of all contracts and agreements, and their amendment, approved by the Committee
- Record of Committee's recommendations to the full Board

5065.2 The District will not record or keep minutes of closed session discussions.

Adopted: January 22, 2020 via Resolution No. 2020-05

Revised: February 24, 2021 via Resolution No. 2021-04



RESOLUTION NO. 2022-16

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

Rescinding Standing Committee Related Policies

WHEREAS, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, Standing Committees of the District include the Administrative Practices Committee, Water and Hydroelectric Operations Committee, Engineering Committee and the Maintenance and Resources Management Committee; and

WHEREAS, at the Direction of the Board, the District’s Standing Committees were discontinued and have not assembled since early 2021; and

WHEREAS, in early 2021 the Standing Committee format was replaced with a board workshop-type format for items that may need more time to allow for Board understanding and input; and

WHEREAS, on March 9, 2022, the Board directed staff to continue with a Board workshop format in place of the standing committee structure and to rescind Standing Committee related policies.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby rescinds the following policies that were contained in the District Board and Management Policy Manual:

- 5300 – Standing Committees
- 5065 – Minutes of Committee Meetings

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 23rd day of March 2022, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors