

Staff Report

TO: Board of Directors

FROM: Jennifer Hanson, General Manager

DATE: March 9, 2022

SUBJECT: Standing Committees

ADMINISTRATION

RECOMMENDATION:

Provide direction regarding standing committees versus workshop Board structure and that the Board President appoint two Board Members to an Ad Hoc committee to discuss ongoing issues with South Sutter Water District related to resolving their concerns with the District's Application for Assignment of State-Filed Water Rights.

BACKGROUND:

In February 2021, the Board directed staff to discontinue the standing committee structure and to instead utilize the a board workshop type format for item that may need more time to allow for Board understanding and input. The Board has now instructed staff to bring the item back for futher consideration. Board Policy 5300 Standing Committees provides for the following 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

Currently the standing committees identified above have been suspended. The Ad Hoc Committees still meet on an as needed basis.

Board Workshops currently occur on the Tuesday prior to the first Board Meeting of the month or are incorporated into a regular board meeting.

Typical workshop items include policy discussions, Plan for Water items, department updates, or other complicated topics that are either informational in nature or require future Board action.

Staff also requests that the Board President appoint two Board Members to an Ad Hoc committee to discuss ongoing issues with South Sutter Water District related to resolving their concerns with the District's Application for Assignment of State-Filed Water Rights.

BUDGETARY IMPACT:

There is fiscal impact to the District with reestablishing the standing committee structure due to the fact that only two Board members participate on any one committee and then any item that requires formal action is still required to be presented to the entire Board.

CONCLUSION:

Staff recommends that the Board rely on Ad Hoc Committees when the need arises for members of the Board to work closely with staff and the public on any particular issue.

Attachments: (1)

- Policy 5300 – Standing Committees

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
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- 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