

Staff Report

for the Board of Directors Meeting of February 8, 2017

TO: Board of Directors
FROM: Gary D. King, Engineering Manager
DATE: February 1, 2017
SUBJECT: Rescind Policy for Improvement District Formation
Guideline (Consent)

ENGINEERING

RECOMMENDATION:

Approve rescinding the Policy for Improvement District Formation Guideline as recommended by the Engineering Committee on January 17, 2017.

BACKGROUND:

In the November 9, 2016, Board meeting staff had recommended the rescinding of numerous policies including the Policy for Improvement District Formation Guideline. In this meeting, it was recommended that we review this policy and confirm that there is or is not a need for this guideline.

Staff and the Engineering Committee have reviewed and recommend rescinding this policy since it does not align with current policies and programs for the District. It would also be a step backward in our current efforts to extend waterlines to landowners.

BUDGETARY IMPACT:

No budget impact

GDK

Staff Report

for the Board of Directors Meeting of November 9, 2016

TO: Board of Directors

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

DATE: November 1, 2016

SUBJECT: Rescinding Outdated Administrative Policies

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution 2016-42 (Rescinding Outdated Policies), as recommended by the Administrative Practices Committee.

BACKGROUND:

Staff has been in the process of converting many existing policies into a new format. There are a number of policies that no longer apply or are outdated, so it is appropriate to rescind these policies. The policies Staff is asking the Board to consider rescinding are as follows:

<i>Policy</i>	<i>Policy No.</i>	<i>Reason to Rescind</i>
Use of District Newsletter	2-32	Admin to monitor content
Inventory Procedure Policy	2-33 – 2-38	Outdated
Agreement Deferred Standby	3-3	Outdated
Authorizing GM to Execute Certain Releases from Obligations	3-19	Outdated
Petty Cash Fund	3-20	Outdated
General Fund Revolving Account – Warrant Procedure	3-21	Outdated
Hydroelectric Div. Petty Cash Fund	3-22 – 3-23	Outdated
Policy – Improvement District Formation Guide	3-24 – 3-25	Outdated
Installment Payment Agreements	3-26	Outdated
Payroll Revolving Fund \$200,000	3-35	Outdated
Reproduction Price List	3-36 – 3-37	Outdated

Annual Disclosure of Reimbursement to Employees and Directors	3-41	Rescind Policy; not Resolution
Authorizing the GM and Maintenance Manager to Set Rental Rates for NID Equipment	3-43	Outdated
Standby Factor Cancellation	3-44	Outdated
Establishing Capitalization Level Policy for Assets Pursuant to GASB 34	3-45 – 3-49	Outdated
Petrified Wood	4-15	Outdated
Use of Computer Software	5-4	IT to monitor use

BUDGETARY IMPACT:

There is no budgetary impact.

/LFT

Attachment: Resolution No. 2016-42

POLICY – IMPROVEMENT DISTRICT FORMATION GUIDE

Based upon the recommendation of the Engineering Committee, it was moved by Director Williams, seconded by Director Southern and carried unanimously, to adopt the following Guide for Formation of an Improvement District:

GUIDE FOR FORMATION OF AN IMPROVEMENT DISTRICT

This outline is intended to be used as a guide for those property owners desiring to form an improvement district for the purpose of bringing treated water to their existing parcels.

FIRST CONTACT

- By letter, by telephone, or in person with appointment.
- The Project will be discussed in general terms only.
- The property owner(s) may then request by letter that a preliminary analysis be conducted on providing a specific area with treated water through an improvement district process. This analysis will only be conducted if there appears to be adequate support of property owners in the area. The analysis will be completed at no cost to the property owners.

ENGINEERING STUDY

- It may be necessary to make an in-depth study in order to provide any meaningful information on providing treated water to a specific area.
- This type of study will be at the cost of the property owners. A cash deposit will be requested through a letter agreement.
- The District will complete the study and issue a report.

PRELIMINARY QUESTIONNAIRE

- If the property owners desire to proceed, after reviewing the preliminary analysis and/or engineering study, District staff will send to all property owners within the proposed boundaries of the improvement district an informational letter and questionnaire.
- District staff will review the responses to the questionnaire and determine if enough interest is present to proceed with the proposed improvement district formation process.

PETITIONS

- District staff will prepare petitions to be signed by interested property owners within the boundaries of the proposed improvement district.
- Property owners will circulate the petitions and obtain signatures.
- The process will be terminated if less than two-thirds of the property owners sign petitions.
- If adequate signatures are obtained, the process will not proceed without collection from property owners of an amount sufficient to pay all District costs up to the time of the final formation hearing.

AUTHORIZING PREPARATION OF PLANS + SPECIFICATIONS

- The District's Board of Directors will be asked to accept the petitions and authorize District staff to prepare a survey of improvements.
- A survey of improvements is presented to the Board.

DESIGN ACTIVITIES

- Environmental documentation is prepared on the proposed project.
- An application is submitted to the State Treasurer's Office.
- Final plans and specifications are completed on the project.
- Right of Way negotiations are conducted.
- An advertisement for construction bids is prepared.

FINAL FORMATION

- Contractor bids are opened in front of Board of Directors.
- A public hearing on the final formation of the improvement district is held by the Board. If more than one third of the property owners object to the formation, the process is terminated.
- The Board authorizes formation and awards construction contract.

Adopted by Board of Directors February 27, 1991

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

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

WHEREAS, certain District policies are outdated, and other policies no longer apply.

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:

#2-32	Use of District Newsletter (Admin to Monitor Content)
#2-33 – 2-38	Inventory Procedure Policy
#3-3	Agreement Deferred Standby
#3-19	Authorizing GM to Execute Certain Releases from Obligations
#3-20	Petty Cash Fund
#3-21	General Fund Revolving Account – Warranty Procedure
#3-22 – 3-23	Hydroelectric Div. Petty Cash Fund
#3-24 – 3-25	Policy - Improvement District Formation Guide
#3-26	Installment Payments Agreements
#3-35	Payroll Revolving Fund \$200,000
#3-36 – 3-37	Reproduction Price List
#3-41	Annual Disclosure of Reimbursement to Employees and Directors (Rescind Policy; not Resolution)
#3-43	Authorizing the GM and Maintenance Manager to Set Rental Rates for NID Equipment
#3-44	Standby Factor Cancellation

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|--------------|---|
| #3-45 – 3-49 | Establishing Capitalization Level Policy for Assets Pursuant to GASB 34 |
| #4-15 | Petrified Wood |
| #5-4 | Use of Computer Software |

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 8th day of February, 2017, 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