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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.

Adopted: February 11, 2015 via Resolution No. 2015-05  
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:** Contributions / Donations – Requests by Non-Profit / Community Organizations

**POLICY NUMBER:** 1070 – This policy is suspended until reserves are appropriately funded.

The purpose of this policy is to provide direction to the General Manager 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 Board of Directors shall have the discretion to approve requests for contributions of \$501 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: July 24, 2019 via Resolution No. 2019-24

March 23, 2022 via Resolution No. 2022-16

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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 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: March 23, 2022 via Resolution No. 2022-16

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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 2005: 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 or other 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** The Human Resources department, along with the hiring Department manager will determine the composition of interview panels to allow for the most fair and objective assessment of candidates. Normally, a panel will consist of four District employees. Two of the members shall be from the hiring department, one from another department, and one from the Human Resources department. Panelists from outside agencies may be substituted for District

employees if necessary and if approved by the hiring Department Manager and the Human Resources Manager.

- 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 and any written test questions established for the interview panel shall be relevant to the specific job classification's qualifications, experience and education guidelines, 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** Once a candidate has been selected, the hiring Department Manager will inform any internal applicants not selected. The Human Resources Department will notify all other applicants.
- 2000.5.5** 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 for future recruitment needs 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: October 25, 2017 via Resolution No. 2017-32

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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:** Attendance and Punctuality

**POLICY NUMBER:** 2010

- 2010.1** Timely and regular attendance is an expectation of performance for all District employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the District, employees will be held accountable for adhering to their assigned workplace schedule.
- 2010.2** Absent. An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by Department Notification Procedure (Section 2010.4).
- 2010.3** Late Arrival / Early Departure. An employee is deemed to be tardy when he/she:
- 2010.3.1** Fails to report for work at the assigned/scheduled work time. In these instances, managers/supervisors may replace the tardy employee for the full shift at their discretion.
  - 2010.3.2** Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
  - 2010.3.3** Takes an extended meal or break period without approval.
- 2010.4** Department Notification Procedure. Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must make their request in advance of the time requested to their supervisor and in accordance with departmental procedure if they wish to arrive early or leave early from their scheduled work hours.

At the time of the notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline Process (Section 2010.5).

**2010.5** Progressive Discipline Process. Supervisors shall monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.

When an employee has been previously counseled under the Progressive Discipline Process, the totality of the circumstances will be assessed when determining future action.

Timely and regular attendance is a performance expectation of all District employees. Consequently, those employees who have exhibited unsatisfactory attendance must be addressed in a clear and consistent manner.

**2010.5.1** Occurrences. An occurrence is documented as an absence, late arrival or early departure. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

**2010.6** Departmental Policies. Departments within the District may develop an Attendance and Punctuality policy that meets the unique operational needs of the Department. If a manager determines such a policy is necessary, the manager will prepare a policy and obtain approval by the General Manager.

Adopted: October 11, 2017 via Resolution No. 2017-29  
Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Vacation  
**POLICY NUMBER:** 2025

### 2025.2 Accrual

**2025.2.1** A regular full-time employee will accrue vacation with pay based on the employee's continuous years of service and 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** A part-time regular employee will accrue vacation on a pro-rata basis according to their full-time equivalency.

**2025.2.3** Eligible employees will accrue vacation as they work up according to the rates provided above, except that the maximum number of hours in an employee's vacation bank shall not exceed the maximum hours listed above. Unused vacation hours carryover from year to year but are subject to the applicable maximum hours cap listed above. Employees who reach their maximum vacation accrual shall not accrue additional days until vacation is used. Employees in an unpaid status do not accrue vacation.

**2025.2.4** 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 not subject to the Grievance Procedure.

### **2025.3 Usage and Scheduling**

- 2025.3.1** An employee is eligible to begin using vacation time after completing their initial probationary period. Although an employee may accrue vacation before completing the initial probationary period, the employee is not eligible to use accrued hours prior to completing the initial probationary period
- 2025.3.2** If an employee has exhausted sick leave and has a medical need to be absent from work, the District may require that the employee use vacation hours to remain in paid status.
- 2025.3.3** If an employee falls ill while on a pre-approved period of vacation leave, the employee may request to use sick leave hours in lieu of vacation time during the period of the employee's illness. Any such request must be submitted at the time that the employee falls ill and will be denied if submitted after the employee returns from vacation. Requests must be made to the employee's supervisor using the call out procedures that would have applied if the employee had been scheduled to be at work and needed to be absent due to illness. An employee may be required to provide documentation in support of a request to use sick leave under this provision.
- 2025.3.4** 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 receive holiday pay instead.
- 2025.3.5** Employees should submit written requests for vacations to their Department Manager, or their designee, at least two weeks prior to the requested vacation and in compliance with the Department's workload scheduling procedures. Whenever possible, vacations will be approved by the Department within five business days of submitting. 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.
- 2025.3.6** Vacation may be used in minimum increments of at least 1 hour. Vacation is paid at an employee's base hourly rate.

### **2025.4 Vacation Upon Separation**

- 2025.4.1** An employee may not use vacation to delay their separation date.
- 2025.4.2** A regular employee who has not completed their initial probationary period and whose employment with the District is terminated for any reason is not eligible to receive payment for any accrued vacation hours.
- 2025.4.3** A regular employee who has completed the initial probationary period and whose employment with the District is terminated for any reason will receive payment for any previously accrued and unused vacation pay as part of their final paycheck

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

Revised: October 25, 2017 via Resolution No. 2017-32

Revised: December 8, 2021 via Resolution No. 2021-42

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE: Holidays**

**POLICY NUMBER: 2030**

**2030.1** All regular full-time employees are eligible to receive eight (8) hours of pay at their straight time rate for each of the following holidays:

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

Regular employees will receive a maximum annual allowance of 112 holiday hours.

**2030.3** Regular full-time employees will receive an additional sixteen (16) hours of floating holiday at their straight time rate at the time of hire and once thereafter at the beginning of each calendar year:

**2030.3.1** Holiday time will consist of an eight (8) hour day for a full time employee. If an employee is on an alternate work schedule, the employee will be required to use floating holiday hours to make up the difference between the holiday hours provided and the employee's regularly scheduled hours. Employees who exhaust floating holiday hours will be required to use vacation leave to make up any difference.

**2030.3.2** If not used or needed for purposes of Section 2030.3.1 above floating holiday 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** Floating holiday hours must be used and recorded for payroll purposes by the last pay date of the calendar year in which they were accrued.

**2030.3.4** Unused holiday hours, including unused floating holiday hours, will not be paid upon separation from the District nor will they be carried over from calendar year to calendar year.

**2030.3.5** Employees who begin employment after the start of the year will receive a pro-rated number of floating holiday hours at the time of employment.



- 2030.4** Part-time employees shall be eligible for paid District-observed legal holidays and floating holiday hours on a pro-rated basis an in an amount which coincides with their full-time equivalency. Regular part-time employees may use floating holiday hours after completion of their probationary period.
- 2030.5** Observed Holidays: If an employee is required to work on a holiday, the actual holiday will be considered the date on which the holiday is observed. For employees who are given time off for the holiday, the holiday will be observed as follows:
- 2030.5.1** If the holiday falls on a Sunday, the Monday following will be observed as the holiday
- 2030.5.2** If the holiday falls on a Saturday, the Friday preceding shall be observed as the holiday.
- 2030.5.3** In all instances, an observed holiday will be observed in the calendar year in which it occurs.
- 2030.6** Holiday Work: An employee required to work on an observed holiday shall, in addition to the holiday pay, be compensated at the overtime rate of pay for all time worked on the holiday, or have the day banked to be used at a later time during the calendar year in which the holiday occurred. Any banked holidays that are not used in the calendar year in which the hours are banked will be paid out in the first full pay period in the subsequent calendar year.
- 2030.7** Weekday Holidays and Days Off: When any of the above holidays fall during the period of Monday through Friday, but the day on which the holiday is observed occurs on 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) banked to be used at a later time during the calendar year in which the holiday occurred. Any banked holidays that are not used in the calendar year in which the hours are banked will be paid out in the first full pay period in the subsequent calendar year.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised: February 10, 2021 via Resolution No. 2021-03  
Revised: December 8, 2021 via Resolution No. 2021-42

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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, domestic partner, 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.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised: October 25, 2017 via Resolution No. 2017-32

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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**   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.

**2070.3**   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.

**2070.4**   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: October 25, 2017 via Resolution No. 2017-32

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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 Communications Technician I/II

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 Service Administrator  
\*\*Dispatcher  
\*\*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  
Revised: October 25, 2017 via Resolution No. 2017-32

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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 in to 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 in to 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.

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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><b>Years of Service</b></i>	<i><b>Certificate</b></i>	<i><b>Gift Amount</b></i>	<i><b>Presented by:</b></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><b>Years of Service</b></i>	<i><b>Framed Resolution</b></i>	<i><b>Gift Amount</b></i>	<i><b>Presented by:</b></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: Lactation Accommodation

POLICY NUMBER: 2170

### 2170.1 Purpose

This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the District for as long as they desire to express breast milk. The District supports the legal right and necessity of employees who choose to express milk in the workplace.

### 2170.2 Reason for Policy

The goals of this Policy include:

- To establish guidelines promoting a work environment that supports breastfeeding at the District.
- To establish that employees have a right to request lactation accommodation.
- To establish NID's obligation to respond to lactation requests and to provide a written response to the employee if NID cannot provide break time or a compliant location. Any such denials must first be approved by NID's Human Resource Manager.
- To establish the employee's right to file a complaint with the Labor Commissioner for any related violation.
- To comply with the State of California's Labor Code Section 1030, Lactation Accommodation.

### 2170.3 General Policy

In accordance with Labor Code Section 1030, Lactation Accommodation, breastfeeding employees will be provided breaks to express milk during working hours in a lactation space that meets minimum stipulated requirements described below. The break time shall, if possible, run concurrently with the employee's lunch and break time. If the time for an employee's break time does not run concurrently or when additional time is necessary, the break time may be unpaid.

**2170.4** Lactation Space Requirements

Nevada Irrigation District will provide breastfeeding employees with space in close proximity to their work area that is shielded from view and free from intrusion from colleagues and the public, to express breast milk. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space.

The lactation space will:

- Not be a restroom
- Be safe, clean, and free of toxic or hazardous materials
- Contain a place to sit, a surface to place a breast pump, and personal items
- Have access to electricity
- Have access to a sink with running water and a refrigerator in close proximity to the employee's work area
- Potentially be a multi-purpose room if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses

**2170.5** Procedures and Request Form

Employees requesting lactation accommodation should contact Human Resources for procedures and a request form.

Adopted: April 14, 2021 via Resolution No. 2021-09

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Education

**POLICY NUMBER:** 2174

The District encourages all employees to continue their education. To assist employees in this effort, the District may provide reimbursement of tuition expenses that allow employees to further their education and acquire additional skills in subject areas that are 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** Tuition reimbursement may be made to active, full-time regular employees who have completed their probationary period and are in good standing. Employees are not eligible for the participation in the program if they are on a performance improvement plan (PIP) or on a leave of absence at the time of application or reimbursement. Employees eligible for veteran's educational benefits or other government plans are not eligible for benefits under this policy until benefits from other such plans are exhausted.

**2174.1.2** Courses must be given by an accredited institution. The employee must have the approval of their Department Manager, the Human Resources Manager and the General Manager prior to enrollment. Approved courses will be reimbursed as follows:

- a) Courses and/or degree programs that are directly related to an employee's current position will be paid at one hundred percent (100%).
- b) Courses and/or degree programs that are not directly related to an employee's current position will be paid at fifty percent (50%).

**2174.1.3** Upon approval of a course and completion with a passing grade of C or better (Pass in the cases where only Pass/Fail is given) the employee will be reimbursed the cost of the tuition and other costs such as laboratory fees and assigned textbooks. Total tuition reimbursement shall not exceed two thousand dollars (\$2,000) in a fiscal year. No unpaid balances over the maximum will be carried forward to the next fiscal year.

**2174.1.4** Reimbursement for authorized courses discontinued prior to completion due to unforeseen emergency, family illness, or other catastrophic event may still be reimbursed if approved by the General Manager.

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

Revised: July 24, 2019 via Resolution No. 2019-24

Revised: July 13, 2022 via Resolution No. 2022-40

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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** Where training is required by the District, expenses incurred by an employee that have been approved in advance by the Department Manager or General Manager will be approved as follows:
- Expenses of \$3,000 or less, including all meals, transportation, lodging and training costs, require the prior approval of the employee's Department Manager.
  - Expenses exceeding \$3,000, including all meals, transportation, lodging and training costs, require the prior approval of the General Manager.
- 2175.3** Employee attending required training 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, employee 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 the then 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: October 25, 2017 via Resolution No. 2017-32  
Revised: October 12, 2022 via Resolution No. 2022-52

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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:** Mobile Electronic Communication Devices and Use  
**POLICY NUMBER:** 2190

**2190.1 Purpose.**

It is the District's wish to increase communication and enhance staff's ability to communicate and share information in the most advantageous way. The District understands that Mobile Electronic Communication Devices (MECDs) can contribute to effective communication, increased efficiencies, and reinforce the safety of its staff in the field. This policy establishes guidelines for the authorization, appropriate business use and monitoring of MECDs to District employees and officials.

**2190.2 Scope.**

This policy applies to all District employees and officials who are considered "users" of MECDs. Any user who conducts business on behalf of the District via a MECD (personal or District-owned) is bound by this policy.

**2190.3 Definitions.**

**2190.3.1** Mobile Electronic Communication Devices (MECDs): include any mobile communication device that provides for voice and/or data communications between two or more parties including, but not limited to: a cellular telephone, text message devices, a personal digital assistant, a smartphone, an air card, a laptop computer or tablet that utilizes a cellular or network connection to a signal to provide Internet access.

**2190.3.2** Corporate Network: the group of District computer systems and computing hardware devices that are linked together through communication channels. These communication channels include, but are not limited to: local area networks, wireless networks, Ethernet systems, Virtual Private Networks (VPN) supervisory control and data acquisition software systems (SCADA) and their network connections to outside agencies, utilities or other entities.

**2190.4 Authorization.**

The communication costs of MECDs can be significant. Therefore, issuance and use of these devices is limited to specific staff whose District job responsibilities require MECDs for effective job performance or execution of official duties on behalf of the District.

**2190.5 Use.**

District business should be conducted by employees on assigned MECDs if other means supplied by the District are unavailable.

The General Manager or his/her designee shall direct the District's Information Technology Department (IT) to modify, restrict or eliminate any MECD's connection to the corporate network at any time and for any reason that is deemed a security risk to its corporate network. The District also reserves the right to turn off, without notice, any access port to the network that puts the District's network, systems, data, users or customers at risk. This includes removal of a user's MECD connection to a District network.

**2190.6 Privacy.**

The District cannot and does not imply, extend, or guarantee any "right to privacy" for voice calls and/or electronic communications using District MECDs, including but not limited to: call records, logs, voicemail messages, data storage, text messages, email messages, photos or screen captures, data contained in applications downloaded onto a device, voice or video recordings, device internet browsing history and address books. In addition, all information in MECDs utilized for District business (whether personally owned or belonging to the District) are subject to disclosure pursuant to requests under the California Public Records Act unless otherwise exempted or prohibited by law.

**2190.7 District Monitoring and Data Removal from MECDs.**

The District reserves the right to review all transactional records and all information messages created, received, or sent on the District network, including all MECDs. Users of District networks understand that the District may use technical measures to retrieve messages without the sender's or recipient's prior knowledge. Additionally, the District may monitor, install or uninstall software and applications on District issued MECDs as deemed necessary by IT.

The District also reserves the right to delete District data from a MECD in the event that a user fails to comply with this policy or if the device is lost, stolen, replaced or changes ownership. This same right is reserved if an MECD user has separated employment, assignment or appointment from their position at the District.

An employee or official who connects to the District's networks on a personal MECD agrees that the District has the ability to erase all data on the device, if the District determines, in its sole discretion, that it is necessary to do so in order to preserve District's networks and devices security and integrity.

Adopted: December 12, 2018 via Resolution No. 2018-39

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 deterring 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  
Revised:

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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
- Director of Human Resources
- Human Resources 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 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 annual comprehensive 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 improve the quality, liquidity, or return potential of the portfolio.

#### **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 those allowed by this policy; (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.

The District may engage the services of one or more external investment managers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisors Act of 1940.

### **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.

If the District has contracted with an investment advisor to provide investment services, the investment advisor may use their own list of approved issuers, brokers/dealers and financial institutions to conduct transactions on the District's behalf.

### 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. A security purchased in accordance with this Policy shall not have a forward settlement date exceeding 45 days from the time of investment.

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
Supranational Securities must be rated "AA" or equivalent or higher	0%-30%	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 \$75,000,000	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 State Bonds/Notes	0 to 30%	5 Years
Medium Term Corporate Notes must be rated "A" or equivalent or higher	0 to 30%	5 Years
Mutual Funds/Money Market Funds	0 to 15%	Upon Demand
Mortgage/Pass-Through and Asset-Backed Security must be rated "AA" or equivalent or higher	0 to 20%	5 Years
Shares of beneficial interest issued by a joint powers authority	0% to 100%	Upon Demand

### **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 5% 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. For purposes of compliance with this section, an investment's term or remaining maturity shall be measured from the settlement date to final maturity.

### **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 110% 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 may issue a quarterly report within 45 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 monitored and evaluated by the Treasurer. The investment portfolio shall be designed to attain a market average rate of return through budgetary and economic cycles, taking into account the investment risk constraints and cash flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market benchmark index.

### **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.

Annual Comprehensive Financial Report (ACFR): 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.

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.

**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: November 13, 2019 via Resolution No. 2019-30

December 9, 2020 via Resolution No. 2020-29

March 23, 2022 via Resolution No. 2022-15

January 25, 2023 via Resolution No. 2023-05

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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. Unless specifically required by external statute and loan covenants, interest earnings on Hydroelectric, Recreation and other pooled monies is credited to Water Working Capital cash reserve for administrative support provided by Water staff.

On a quarterly basis, reserves shall be reported and analyzed, along with the District's adopted budget, portfolio investment, short-term forecasting and budget vs actual reports in sufficient detail to understand balance movement..

- 3040.2** There are three major types of reserves: Legally Restricted Reserves, Unrestricted Designated Reserves and Unrestricted Undesignated Reserves. Legally Restricted Reserves have restrictions imposed by law, bond covenants, or other contractual obligations. Unrestricted Designated Reserves are set aside for a specific purpose as determined by the Board of Directors. Unrestricted Undesignated Reserves is the remaining cash balances and referred to as operating/working capital cash. Reserve balances are considered in each update to the fiscal plan, Capital Improvement Program and Long-Term Financial Forecast during the annual budget cycle consistent with the Board's rate setting goal.

### **3040.3 RESTRICTED RESERVES**

- 3040.3.1** The Capacity Fee Reserve is established to provide funds for qualifying new projects and expansion of existing District facilities in compliance with Government Code Section 66013. All capacity fees received shall be deposited to this water reserve together with all

interest earned on this balance. A target balance of \$2,000,000 shall be maintained in this reserve for expansion related capital needs of the water system.

**3040.3.2** The Debt Service Reserve is governed by debt covenants for the District's debt. These reserves are held by the trustee during the term of the debt and are to be used in the event that the District is unable to meet its required debt service obligation. These reserves will be used to make the final debt service payments in accordance with debt covenants. Accrued interest earnings on this reserve balance shall be calculated according to debt covenants.

**3040.3.3** Bond/Loan/Fiduciary Proceeds Reserve shall be established when District acts as fiduciary holding proceeds for specific debt/loan or improvement district. These reserves will be used for specific project purposes in accordance with contractual obligations. Any interest earnings on this reserve balance shall be calculated according to contractual obligations.

#### **3040.4 UNRESTRICTED 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 expenditures.

The reserve strives to maintain a minimum level of six months of annual budgeted operating costs using a three-year running average, approximately 180 days of operating cash for an individual Division (Water, Hydroelectric, Recreation). Waiver of this requirement is in effect until capital improvement/replacement reserve (3040.4.4) is achieved within individual Funds.

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

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.

**3040.4.3** Community Investment Stabilization Reserve 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. Funding for this reserve is suspended until the District's individual Fund operating reserves (3040.4.1) reach minimum levels.

**3040.4.4** 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 is established for each Division (Water, Hydroelectric, Recreation). The District funds Water's capital reserves when non-operating income is positive. Hydroelectric and Recreation funding occurs when operating income is positive as these Divisions do not have non-operating income. The minimum reserves for the three Funds areas follows: Water \$22,000,000, Hydroelectric \$15,000,000, Hydroelectric FERC: \$35,000,000 Recreation \$500,000. The priority calculation of these reserves is in accordance with policy 3040.6.

- 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 immediate 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.

The Water and Hydroelectric Divisions shall initially fund this reserve equally. 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. The Board will strive to maintain a minimum reserve balance of \$500,000.

- 3040.4.7** Accrued Leave Reserve estimates maximum annual payout for 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 (Water, Hydroelectric, Recreation) in an amount equal to 50% of the liability associated with the employees in that division.

## **3040.5 UNRESTRICTED UNDESIGNATED RESERVES**

- 3040.5.1** Operating/Working Capital Cash shall be the balance remaining in accordance with 3040.6. All receipts and expenditures shall be processed through operating/working capital cash accounts.

## **3040.6 ORDER OF RESERVE CALCULATION**

The order used to calculate cash reserves is according to the following priority beginning with number 1) using unaudited quarterly operating results as follows:

- 1) The Finance Manager/Treasurer shall calculate the District's total cash for each division.
- 2) Restricted Cash Reserves shall be established in accordance with policy 3040.3
- 3) Accrued Leave Reserve levels shall be established in accordance with policy 3040.4.7
- 4) Operating Reserve levels shall be established in accordance with policy 3040.4.1
- 5) Capital Improvement/Replacement Reserve levels established in accordance with policy 3040.4.4
- 6) Community Investment Reserve levels shall be established in accordance with policy 3040.4.3
- 7) Watershed Stewardship Reserve levels shall be established in accordance with policy 3040.4.6
- 8) Insurance and Catastrophic Reserve levels shall be established in accordance with policy 3040.4.5
- 9) Operating/Working Capital Cash levels shall be established in accordance with policy 3040.5.1
- 10) Water Rate Stabilization Reserve levels established in accordance with policy 3040.4.2

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  
Revised: February 28, 2018 via Resolution No. 2018-06  
Revised: July 24, 2019 via Resolution No. 2019-24

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Debt Management Policy

**POLICY NUMBER:** 3050

### 3050.1 Purpose

The Debt Management policy shall comply with Government Code Section 8855 and provide operating guidelines for all major debt transactions of the District, including land-secured Community Facility Districts (CFDs) and Assessment Districts (Ads), along with conduit financing. The debt management policy addresses the following objectives:

- Guides the Board and management in debt issuance decisions considering impact to fiscal budgets and long-term goals
- Identifies the type of Debt the District issues
- Identifies the purpose for which the proceeds may be used
- Insures the proper use of bond proceeds in accordance with the District's internal controls and financial reporting structure, continuous disclosure laws
- Protects and enhances the District's Bond rating

### 3050.2 Debt Issuance Goals & Considerations

The District shall use debt for financing, refunding, or advance refunding for specific capital projects identified in official statements. No debt proceeds shall be issued to finance operations. Debt will be used only in those cases where public interest and economic efficiency favor debt over cash (pay-as-you-go) financing. The following issues will be a consideration during debt issuance.

#### Pay as You Go (Cash)

- Should the choice of expenditure made by current residents be imposed on future ones
- Will there be sufficient debt capacity for future projects following an increase in outstanding debt
- Are current reserves sufficient to finance projects and in compliance with reserve policy
- Are current market conditions conducive to financing from reserves or borrowing
- In all inflationary economies, the cost of borrowing is higher

#### Pay as You Use (Debt)

- Is there sufficient capacity of the community to service debt from current revenue
- Does debt repayment schedules demonstrate the community's ability to pay
- Will there be sufficient net present value savings in interest expense
- Is the term of the debt consistent with the asset's useful life
- During period of low interest rates, debt financing will enjoy the lowest possible cost
- Prudent use of debt financing, enhances investments in reserves and meets unforeseen events

### **3050.3 Type of Debt Issued**

#### Long-Term Debt:

Long-Term Capital projects will be financing primarily with long-term debt. This will allow payment of the facility or equipment over their useful life and thus matching the benefit horizon with the bond amortization period. Debt maybe used in special circumstances for other than long-term capital projects, only after careful policy evaluation by the Board and management. Cash financing of capital projects can be from current resources, depending upon the specific projects and annual budget constraints.

#### Short-Term Debt:

- Bond Anticipation Notes (BANs) may be issued to cash flow the project pending permanent financing during the construction period of a project or facility. The BANs shall not mature more than 3 years from the date of issuance. BANs shall mature within 6 months after substantial completion of the financed facility.
- Tax and Revenue Anticipation Notes (TRANs) may be issued only to meet actual cash flow needs and shall never exceed 10 percent of projected budget resources.
- Lines of Credit may be considered as an alternative to other short-term borrowing options.

#### Lease vs Purchase Debt:

Leases, including certificates of participation, may be considered as an alternative to direct purchases. Lease debt will not be issued for items, individually or when aggregated, that cost less than \$10,000 or that have a useful life of less than 3 years. Long-term building, facility or equipment leases should not be used when the present value of purchasing is less. When analyzing the lease vs buy transaction, the discount rate to equate the future lease payments to the present is the District's Water Rules & Regulations 10.20.01 Surcharge Modifier.

#### Variable Rate Debt:

The District shall consider variable rate debt only in the following circumstances:

- High Interest rates: Interest rates are above historic average trends;
- Variable Revenue Stream: The revenue stream for repayment is variable, and is anticipated to move in the same direction as market-generated variable interest rates, or the dedication of revenues allows capacity for variability;
- Adequate Safeguards against Risk: Financing structure and budgetary safeguards are in place to prevent adverse impacts from interest rate shifts; such structures could include, but are not limited to, interest rate caps;
- Administrative Analysis: A report from the Finance Manager and General Manager shall be forwarded to the Board evaluating and quantifying the risks and returns involved in the variable rate financing and recommending variable rate as the lowest cost option.

#### Federal, State, Banks or Other Loan Programs:

To the extent, it benefits the District; the District may participate in federal, state, banks or other loan programs. The Finance Manager shall evaluate the requirement of these programs to determine if the District is well served by employing them.

For purposes of this Policy, the District shall treat and report these obligations in a manner consistent with other similar debt instruments. To the extent required by the loans or other outstanding debt agreements, the District shall include the financial requirements of these obligations when determining additional bond test, coverage requirement, etc.

#### Swaps, Foreign Markets:

The District will not issue any foreign denominated debt nor engage in any interest rate swaps, unless such transactions have been first thoroughly evaluated and the risk exposure from such transactions is quantified and presented to the Board for review.

#### Formation of Improvement Districts (CFDs, ADs):

In accordance with the Improvement Bond Act, Mello-Roos Facilities Act and applicable California Government Codes, the District may use land-secured financing through the formation of Improvement Districts. The District shall select, retain, employ, and be responsible for, in its sole discretion, any consultants necessary for the formation of a special district, review of the financing, and the issuance and administration of bonds, including but not limited to the underwriter(s) and underwriters' counsel; bond counsel; financial advisor; special tax consultant; engineers; appraiser; district administrator, market absorption study consultant; or any other consultant deemed necessary by the District in its judgment to complete the legal proceedings; and financial analysis for issuance of bonds.

The cost reimbursement schedule shall be submitted to a developer/applicant for all costs and expenses incurred by District in employing such consultants. An applicant/developer may retain its own consultants for its own benefit, but will work through those consultants hired by the District. If the developer/applicant retains its own consultants, all costs associated therewith shall be borne by the developer/applicant.

No firm may serve in more than one capacity as design engineer or special tax consultant on the same District pursuant to California Government Code. Similarly, no firm may serve as a financial advisor or bond counsel during the planning stages for a district or conduit project and subsequently as underwriter or disclosure counsel for the bonds of the district or project. All proposed projects within the proposed district or project area, together with the infrastructure and public facilities, must be consistent with the District's Plans, zoning classifications, and the California Environmental Quality Act (CEQA). All property within the proposed district must possess land use determinations or zoning classifications of sufficient certainty, and facility requirements of sufficient specialty that each parcel can be adequately assessed.

### **3050.4 Debt Issuance and Long-term Planning**

All debt issuance will be forecasted using the District's most recent 5-Year financial forecast, 5-Year Capital Improvement Plan (CIP) and consistent with the adopted Proposition 218 rate setting report. The forecast will contain the debt service ratio (DSC) ratio and appropriate liquidity metrics.

### **3050.5 Financial Reporting & Internal Controls**

The Finance Department will develop and maintain a central system for all debt related records. At a minimum, this repository will include all official statements, bid documents, ordinances, indentures, leases, etc. for all District debt. To the extent that official transcripts incorporate these documents, possession of a transcript will suffice. The Finance

Department will collect all available documents for outstanding debt and will develop a standard procedure for archiving transcripts for any new debt.

In order to comply with CDIAC rules and regulations promulgated pursuant to SB 1029, the General Manager, Finance Department and the District's designated project manager will share responsibility to assure that all bond proceed disbursements are made only after each request for disbursements is substantiated with appropriate invoices, requisitions and other supporting document. The bond proceeds shall be managed and accounted for in accordance with its governing documents.

The District shall comply with Government Code Section 5852.1 by disclosing specified good faith estimates in a public meeting prior to the authorization of the issuance of Debt. Pursuant to Government Code section 8855(k), the District will submit annual debt transparency reports for any debt for which it has submitted a report of final sale on or after January 21, 2017 every year until the later date on which the debt is no longer outstanding and the proceeds have been fully spent.

#### Rebate Policy, Certifications:

It will be the policy of the District to accurately account for all interest earnings on investment of debt proceeds. The Finance Department shall maintain a system of reporting interest earnings, which relate to Internal Revenue Code of 1986 as amended, rebate, yield limits, and arbitrage. The District's policy shall be to maximize the interest earning on all funds while minimizing rebates to the Federal Government. These records will be designed to ensure that the District complies with all debt covenants, State and Federal laws.

The Finance Department shall gather information, perform forecast and ensure rating agencies have sufficient analysis to certify bond ratings. All official bond certifications shall be announced to the Board to gain an understanding of the District's continuous borrowing cost.

#### **3050.6 Bond Credit Rating**

The District shall use the following ratios, standards and limits to guide its maintenance of credit quality. The District will consider the use of credit enhancements on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when a clearly demonstrable savings can be shown shall an enhancement be considered. The District will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancements.

- Bond Insurance: The District shall have the authority to purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest on the bonds insured versus uninsured.
- Debt Service Reserves: A reserve fund equal to the lesser of ten percent (10%) of the original principal amount of the bonds, maximum annual debt service or one-hundred-and-twenty-five percent (125%) of average annual debt service (the "Reserve Requirement") can be recommended from the proceeds of each series of bonds, subject to federal tax regulations, if such is deemed necessary. The District shall have the authority to purchase reserve equivalents when such purchase is deemed prudent and advantageous. Such

equivalents shall be evaluated in comparison to cash funding of reserves on a net present value basis (i.e., the use of a reserve fund surety).

- Letters of Credit: The District shall have the authority to enter into a letter-of-credit agreement when such an agreement is deemed prudent and advantageous.

### **3050.7 Policy for Disclosure Procedures**

#### Purpose:

The purpose of these Disclosure Procedures (the “Disclosure Procedures”) is to memorialize and communicate key principles and procedures in connection with obligations, including notes, bonds and certificates of participation, issued by the District so as to ensure that the District continues to comply with all applicable disclosure obligations and requirements under the federal securities laws.

#### Background:

The District from time to time issues certificates of participation, revenue bonds, notes or other obligations (collectively, “Obligations”) in order to fund or refund capital investments, other long-term programs and working capital needs. Such Obligations include those Obligations issued by the Nevada Irrigation District Joint Powers Authority (the “Authority”) on behalf of the District. In offering Obligations to the public, and at other times when the District makes certain reports, the District must comply with the “anti-fraud rules” of federal securities laws. (“Anti-fraud rules” refers to Section 17 of the Securities Act of 1933 and Section 10(b) of the Securities and Exchange Act of 1934, and regulations adopted by the Securities and Exchange Commission under those Acts, particularly “Rule 10b-5” under the 1934 Act.)

The core requirement of these rules is that investors and potential investors in Obligations must be provided with all “material” information relating to the offered Obligations. The information provided to investors and potential investors must not contain any material misstatements, and the District must not omit material information which would be necessary to provide to investors a complete and transparent description of the Obligations and the District’s financial condition. In the context of the sale of securities, a fact is generally considered to be “material” if there is a substantial likelihood that a reasonable investor would consider it to be important in determining whether or not to purchase the securities being offered or alter the total mix of available information.

When the District or the Authority issues Obligations, the two central disclosure documents which are prepared are a preliminary official statement (“POS”) and a final official statement (“OS”, and collectively with the POS, “Official Statement”). The Official Statement generally consists of (i) the forepart (which describes the specific transaction including maturity dates, interest rates, redemption provisions, the specific type of financing, the leased premises (in certificate of participation financings) and other matters particular to the financing, (ii) a section which provides information on the District, including its financial condition as well as certain operating information (“District Section”), and (iii) various other appendices, including the District’s audited financial report, form of the proposed legal opinion, and form of continuing disclosure undertaking. Investors use the Official Statement as one of their primary resources for making informed investment decisions regarding the Obligations.

### Disclosure Process:

When the District determines to issue Obligations directly or through the Authority, the Finance Manager requests the involved departments to commence preparation of the portions of the Official Statement (including particularly the District Section) for which they are responsible. While the general format and content of the Official Statement does not normally change substantially from offering to offering, except as necessary to reflect major events, the Finance Manager is responsible for reviewing and preparing or updating certain portions of the District Section which are within their particular area of knowledge. Once the Official Statement has been substantially updated, the entire Official Statement is shared with the General Manager for review and input. Additionally, all participants in the disclosure process are separately responsible for reviewing the entire Official Statement.

Members of the financing team, including the Bond Counsel and the District's municipal advisor (the "Municipal Advisor") with respect to the proposed Obligations, assist staff in determining the materiality of any particular item, and in the development of specific language in the District Section. Members of the financing team also assist the District in the development of a "big picture" overview of the District's financial condition, included in the District section. This overview highlights particular areas of concern. Bond Counsel has a confidential, attorney-client relationship with officials and staff of the District and the Authority.

The Finance Manager or a member of the financing team at the direction thereof schedules one or more meetings or conference calls of the financing team (which includes District officials, Bond Counsel, the District's Municipal Advisor, the underwriter of the Obligations, and the underwriter's counsel), and new drafts of the forepart of the Official Statement and the District Section are circulated and discussed. Such communications may occur via electronic means rather than by meetings or conference calls. During this part of the process, there is substantial contact among District staff and other members of the financing team to discuss issues which may arise determine the materiality of particular items and ascertain the prominence in which the items should be disclosed.

Prior to distributing a POS to potential investors, there is typically a formal conference call which includes District officials involved in the preparation of the POS, members of the financing team and the underwriters and the underwriter's counsel, during which the POS is reviewed in its entirety to obtain final comments and to allow the underwriters to ask questions of the District's senior officials. This is referred to as a "due diligence" meeting.

A substantially final form of the POS is provided to the Authority and District Boards of Directors in advance of approval to afford the Boards of Directors an opportunity to review the POS, ask questions and make comments. The substantially final form of the POS is approved by the Boards of Directors which generally authorizes certain senior staff to make additional corrections, changes and updates to the POS in consultation with General Counsel and Bond Counsel.

At the time the POS is posted for review by potential investors, senior District and Authority officials execute certificates deeming certain portions of the POS complete (except for certain pricing terms) as required by SEC Rule 15c2-12.

Between the posting of the POS for review by potential investors and delivery of the final OS to the underwriter for redelivery to actual investors in the Obligations, any changes and developments will have been incorporated into the POS, including particularly the District Section, if required. If necessary to reflect developments following publication of the POS or OS, as applicable, supplements will be prepared and published.



In connection with the closing of the transaction, one or more senior District and Authority officials execute certificates stating that certain portions of the OS, as of the date of each OS and as of the date of closing, does not contain any untrue statement of material fact or omit to state any material fact necessary to make the statements contained in the OS in light of the circumstances under which they were made, not misleading. General Counsel to the District and to the Authority also provides opinion letters advising the underwriters that information contained in the section of the OS relating to the District and the Authority, as applicable, and its operations (or specified portions thereof) as of its date did not, and as of the date of the closing, does not contain any untrue statement of a material fact or omitted or omits to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading. General Counsel to the District and to the Authority does not opine on any financial, statistical, economic or demographic data or forecasts, charts, tables, graphs, estimates, projections, assumptions or expressions of opinion, and certain other customary matters.

#### District Section:

The information contained in the District Section is developed by personnel under the direction of the Finance Manager, with the assistance of the financing team. In certain circumstances, additional officials will be involved, as necessary. The following principles govern the work of the respective staffs that contribute information to the District Section:

- District staff involved in the disclosure process is responsible for being familiar with its responsibilities under federal securities laws as described above.
- District staff involved in the disclosure process should err on the side of raising issues when preparing or reviewing information for disclosure. Officials and staff are encouraged to consult General Counsel, Bond Counsel or members of the financing team if there are questions regarding whether an issue is material or not.
- Care should be taken not to shortcut or eliminate any steps outlined in the Disclosure Procedures on an ad hoc basis. However, the Disclosure Procedures are not necessarily intended to be a rigid list of procedural requirements, but instead to provide guidelines for disclosure review. If warranted, based on experience during financings or because of additional SEC pronouncements or other reasons, the District should consider revisions to the Disclosure Procedures.
- The process of updating the District Section from transaction to transaction should not be viewed as being limited to updating tables and numerical information. While it is not anticipated that there will be major changes in the form and content of the District Section at the time of each update, everyone involved in the process should consider the need for revisions in the form, content and tone of the sections for which they are responsible at the time of each update.
- The District must make sure that the staff involved in the disclosure process is of sufficient seniority such that it is reasonable to believe that, collectively, they are in possession of material information relating to the District, its operations and its finances.

#### Distribution and Training:

The Disclosure Procedures shall be provided to all members of senior staff and any other member of the District staff that is involved in the District's disclosure obligations and shall be provided to the members of the Board of the District and the members of the Board of Directors of the Authority.

Periodic training for the staff involved in the preparation of the Official Statement (including the District Section) is coordinated by the finance team and the Finance Manager. These training sessions are provided to assist staff members involved in identifying relevant disclosure information to be included in the District Section. The training sessions also provide an overview of federal laws relating to disclosure, situations in which disclosure rules apply, the purpose of the Official Statement and the District Section, a description of previous SEC enforcement actions and a discussion of recent developments in the area of municipal disclosure. Attendees at the training sessions are provided the opportunity to ask questions of finance team members, including Bond Counsel concerning disclosure obligations and are encouraged to contact members of the finance team at any time if they have questions.

#### Annual Continuing Disclosure Requirements

In connection with the issuance or execution and delivery of Obligations, the District has entered into a number of contractual agreements ("Continuing Disclosure Certificates") to provide annual reports related to its financial condition (including its audited financial statements) as well as notice of certain events relating to the Obligations specified in the Continuing Disclosure Certificates. The District must comply with the specific requirements of each Continuing Disclosure Certificate. The District's Continuing Disclosure Certificates generally require that the annual reports be filed within 270 days after the end of the District's fiscal year, and event notices are generally required to be filed within 10 days of their occurrence.

Specific events which require "enumerated event" notices are set forth in each particular Continuing Disclosure Certificate.

The Finance Manager shall be responsible for preparing and filing the annual reports and enumerated event notices required pursuant to the Continuing Disclosure Certificates and for other secondary market disclosures as described under the caption "Secondary Market Disclosure." Particular care shall be paid to the timely filing of any changes in credit ratings on Obligations (including changes resulting from changes in the credit ratings of insurers of particular Obligations).

The General Counsel or the General Manager or Executive Director of the Authority (the "Executive Director") will provide written notice to the District Board and the Authority Board of Directors of any receipt by the District or the Authority of any default, event of acceleration, termination event, modification of terms (only if material or may reflect financial difficulties), or other similar events (collectively, a "Potentially Reportable Event") under any agreement or obligation to which the District is a party and which may be a "financial obligation" as discussed below. Such written notice should be provided by General Counsel or the General Manager or Executive Director to the District Board and the Authority Board of Directors as soon as the General Counsel or the General Manager or Executive Director is placed on written notice by District staff, Authority staff, consultants, or external parties of such event or receives written notice of such event. The General Manager or Executive Director, with the assistance of Bond Counsel, will determine and notify the District Board and the Authority Board of Directors whether notice of such Potentially Reportable Event is required to be filed on the Electronic Municipal Market Access ("EMMA") pursuant to the disclosure requirements of SEC Rule 15c2-12 (the "Rule"). If filing on EMMA is required, the filing is due within 10 business days of such Potentially Reportable Event to comply with the continuing disclosure undertaking for the various debt obligations of the District.

The General Counsel or the General Manager or Executive Director will report to the District Board and the Authority Board regarding the execution by the District of any agreement or other obligation which might constitute a "financial obligation" for purposes of Rule. Amendments to existing District agreements or obligations with "financial obligation,"

which relate to covenants, events of default, remedies, priority rights, or other similar terms, should be reported to the District Board and the Authority Board as soon as the General Counsel or the General Manager or Executive Director is placed on written notice by District staff, Authority staff, consultants, or external parties of such event or receives a written notice of such amendment requests. The General Manager will determine, in consultation with the General Counsel and with the assistance of Bond Counsel, whether such agreement or other obligation constitutes a material “financial obligation” for purposes of Rule 15c2-12. If such agreement or other obligation is determined to be a material “financial obligation” or a material amendment to a “financial obligation” described above, notice thereof would be required to be filed on EMMA within 10 business days of execution or incurrence. The types of agreements or other obligations which could constitute “financial obligations” and which could need to be reported on EMMA include:

1. Bank loans or other obligations which are privately placed;
2. State or federal loans;
3. Commercial paper or other short-term indebtedness for which no offering document has been filed on EMMA;
4. Letters of credit, surety policies or other credit enhancement with respect to the District’s or the Authority’s publicly offered debt;
5. Letters of credit, including letters of credit which are provided to third parties to secure the District’s obligation to pay or perform (an example of this is a standby letter of credit delivered to secure the District’s obligations for performance under a mitigation agreement);
6. Capital leases for property, facilities, fleet or equipment; and
7. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law).

Types of agreements which could be a “financial obligation” under the Rule include:

1. Payment agreements which obligate the District to pay a share of another public agency’s debt service (for example, an agreement with a joint powers agency whereby the District agrees to pay a share of the joint powers agency’s bonds, notes or other obligations); and
2. Service contracts with a public agency or a private party pursuant to which the District is obligated to pay a share of such public agency or private party’s debt service obligation (for example, certain types of P3 arrangements).

Types of agreements which may be a “financial obligation” subject to the Rule include:

1. Any agreement the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreement could be characterized as the borrowing of money.

The General Manager will continue to work with the General Counsel and Bond Counsel to refine the definition of financial obligation going forward based on future SEC guidance.

## Secondary Market Disclosure

On February 7, 2020, the SEC released a staff legal bulletin (the "Bulletin") concerning secondary market disclosure in the municipal bond market. The Bulletin included SEC staff views on a variety of matters, including but not limited to, the applicability of the federal securities law to public agency websites, reports delivered to governmental and institutional bodies and statements made by public officials including elected board members. Documents, reports and other written statements of the District or the Authority which contains current financial and operational conditions of the District and the Authority will be included in a section of the District's website appropriately identified. The District, the Authority and its Bond Counsel have reviewed the Bulletin and have incorporated certain SEC staff recommendations into these Disclosure Procedures and into disclosure training for staff and Board members. The Bulletin requires District and Authority staff review. The District, the Authority and its Bond Counsel will be cognizant of those reviews and will consider whether those reviews require the District and the Authority to make secondary market disclosures.

Adopted: August 12, 2020 via Resolution No. 2020-19

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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. A change order can edit or add task orders. When determining authority levels, the original contract and subsequent change orders are evaluated as a single purchase.
- F. "Task Order" means a listing of task under scope of work under a Contract.
- 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.

\$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.

- C. \$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.
- D. \$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.
- E. \$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.

F. Change Orders – Each additional purchase under the original contract require the following authority approvals:

- 1) Department Managers – Cumulative change orders on a single contract up to Department Managers Signing Authority.
- 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. 2016-14

Revised: June 27, 2018 via Resolution No. 2018-15

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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.

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

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Budget Amendment Authority Levels

**POLICY NUMBER:** 3100

### **3100.1** Purpose:

The Board is cognizant that project progression and unplanned emergencies occur and therefore this budget amendment policy provides spending flexibility. The policy establishes an internal control framework providing distinct levels of budget amendment spending demonstrating prudent fiscal management.

- A budget transfer is an adjustment that does not increase the overall (revenue or expenditure) budget for any fund.
- A budget increase is an amendment that increases the budgeted appropriation for any fund or capital improvement project (CIP)

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

**General Manager:** The General Manager may authorize the transfer of money within a fund but may not transfer money between funds or capital improvement projects, or from an approved CIP to an operational fund. The General Manager may not add full time equivalent (FTE) positions to the Annual Budget. The General Manager may only make expenditures consistent with District Policy 3080 – Procurement.

**Board of Directors:** The Board of Directors shall approve any budget amendment that increases the overall appropriation of expenditures or revenue or increase authorized FTEs.

### **3100.3** Implementation: All budget amendments shall be initiated via completion of a budget amendment request form or by Board resolution.

Adopted: February 11, 2015 via Resolution No. 2015-05  
Revised: September 12, 2018 via Resolution No. 2018-22  
Revised: February 24, 2021 via Resolution No. 2021-04  
Revised: April 13, 2022 via Resolution No. 2022-19

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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:** 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 which have been deemed appropriate for settlement up to \$10,000.

**3200.3** Claims which have been deemed appropriate for settlement in the amount of more than \$10,000 shall be submitted to the Board of Directors for its consideration during a closed session of a regular or special meeting.

**3200.4** Rejection of Claims.

Claims that are not deemed appropriate for settlement shall be rejected. Claims up to \$10,000 may be rejected by the General Manager and/or the Assistant General Manager. Claims in excess of \$10,000 shall be reviewed, and if deemed not appropriate for settlement, may be rejected by the Board of Directors during a regular or special meeting.

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

Revised: March 23, 2022 via Resolution No. 2022-16

Revised: July 27, 2022 via Resolution No. 2022-45

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Sustainability  
**POLICY NUMBER:** 3250

The purpose of this Policy is to outline the District's objective to be socially, environmentally, and economically sustainable through implementation in a fiscally responsible manner of actions, practices, and projects intended to reduce greenhouse gas emissions.

- 3250.1** Scope. This Policy shall encompass all District business lines. Where possible, this policy will factor into the District's procurement of goods and services.
- 3250.2** Staff shall identify appropriate metrics to measure and demonstrate sustainability and report on the practices used to enhance sustainability to the Board of Directors at least once annually.

Adopted: January 23, 2019 via Resolution No. 2019-05  
Revised: February 24, 2021 via Resolution No. 2021-04

# 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. 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

March 23, 2023 via Resolution No. 2022-17

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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 noon on Tuesday the week preceding the regular meeting of the Board of Directors. Any Director may request for consideration that the General Manager and Board President place an item on the agenda in accordance with 5020.2, no later than noon on the Monday prior to the closing of the Agenda.
- 5020.2** Any member of the public may request during Public Comment on Items Not on the Agenda (Policy No. 5020.5.3) that a matter directly related to District business be considered for placement on a future agenda of a meeting of the Board of Directors. Requests that are advanced by any Director may, at the discretion of the Board President, be subject to the following conditions:
- 5020.2.1** The requested Item must be put into writing and provided together with supporting documents and information. Supporting documents and information includes, but is not limited to, the proposed agenda item description, an introductory memorandum to the Board of Directors, any powerpoint or other presentation material, and other documents and information necessary to fully inform the Board of Directors of the proposed action.
- 5020.2.2** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.3** 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, Roll Call, the Pledge of Allegiance and any introductions.

**5020.5.2 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.

**5020.5.3 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** 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 INFORMATIONAL ITEMS:** Included in this section of the Board agenda will be informational updates on department activities with no Board action. Items in this section will generally be included in the Agenda packet and will not be presented by staff. Board members may ask brief clarifying questions of staff. The item will be agendaized at a future meeting if there are detailed questions or if Directors seek additional information.

**5020.5.5 WORKSHOP:** The workshop agenda item will be used when staff or the Board wish to discuss, with the assistance of the public, specific topics and items of interest to the District. No action will be taken as part of the workshop agenda item.

**5020.5.6 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.

**5020.5.7 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. Recommendations are included on the first page of the staff report, wherein the Board is asked to consider a form of action, such as a request to award, approve, adopt, receive and file or provide direction as appropriate.

**5020.5.8 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.

**5020.5.9 BOARD OF DIRECTORS ITEMS/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.

**5020.5.10 PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION**

**5020.5.11 CLOSED SESSION:** Closed Session may be held as set forth in the Government Code.

**5020.5.12 ADJOURN**

## **5020.6 Preparing NID Board Agendas**

**5020.6.1** The agenda for the regular meetings of the Board of Directors is mailed on or before Wednesday the week 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 Tuesday the week 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 or before the 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 on Tuesday the week preceding meeting. 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 with the Staff Report to the Board Secretary.
- 5020.6.5** The Agenda may include notices pertaining to District Policies, in effort to promote the District's commitment of providing a safe and violence-free workplace and to minimize disruptions in the Boardroom.

Adopted: October 13, 2010 via Resolution No. 2010-56  
Revised: December 13, 2017 via Resolution No. 2017-34  
Revised: January 9, 2019 via Resolution No. 2019-02  
Revised: February 24, 2021 via Resolution No. 2021-04



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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. Disruptive conduct includes the use of personal electronic devices, such as cell phones, tablets or other electronic devices. 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: January 22, 2020 via Resolution No. 2020-03

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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 are generally limited to the areas of policy and regulation development, identification of strategic direction and priorities, financial oversight, representation of the constituency, and selection and oversight of the General Manager. Specific actions by the Board of Directors may 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 of the annual budget (operating and capital) and staffing levels;
- Approval of new or substantially revised job specifications;
- Approval or termination of General Manager's employment agreement;
- Direction and approval of District's Mission, Vision, and Strategic Priorities, and provide high-level oversight of implementation of those items;
- Approval of all rates and fees;
- Approval of all real property purchase and disposal;
- Any other action dictated to be completed by the Board through policy or State law. (Examples include: Contract Authority, approval of Urban Water Management Plan and Raw Water Management Plan)

**5040.2** Action can only be taken by the vote of the majority of the Board of Directors and must be in compliance with California Government Code 54950, the Ralph M. Brown Act. 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** Direction by consensus on items not on the agenda cannot be given for those items that require formal action; for example: approval of new policy, procurement or contracting, budget amendments, and any other item identified in the Policy Manual to require formal action and is limited to matters that appear on the agenda for the Board meeting during which said informal action is taken.

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

Revised: April 22, 2022 via Resolution No. 2022-25

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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 brief summary 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 posted to the District's web site. Retention of video and supporting materials will align with the District's standard retention policy.

Audio recordings may be substituted in the rare event a video recording cannot be produced due to instances such as power outages or lack of internet connection.

**5060.1.3** Motions, resolutions or ordinances shall be recorded in the 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 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;  
Ratify the issuance of warrants by receiving and filing the check registers

Action information as to each subject of the Board's deliberation;  
Brief summary of unified Board comments reached by Board consensus or by vote  
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  
May 10, 2017 via Resolution No. 2017-11  
June 28, 2017 via Resolution No. 2017-17  
March 23, 2022 via Resoluiton No. 2022-17

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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: Ad Hoc Committees**

**POLICY NUMBER: 5300**

**5300.1 Purpose:** To establish the roles and responsibilities of the District's Ad Hoc committees. At the discretion of the Board, an Ad Hoc Committee may be formed to address a specific issue within the purview of District business. Ad Hoc Committees are committees determined to be necessary by a majority of the Board. An Ad Hoc Committee does not have continuing subject matter jurisdiction, does not have a meeting schedule fixed by formal action of the Board, and is advisory to the full Board in nature. Ad Hoc committees generally serve a single or limited purpose, are not perpetual, and they are dissolved when their specific task is completed. In general, Ad Hoc Committees are not subject to the Brown Act.

**5300.2 Assignment:** The Board President will prepare the assignments to any Ad Hoc Committee. Ad Hoc committees shall include two members of the Board of Directors, as appointed by the Board President.

**5300.3 Types of Committees:** Ad Hoc committees may be formed from time to time to address topics such as water rate development, labor, legal settlement, and other limited purposes related to District business.

**5300.4 Committee meetings:** Ad Hoc Committee meetings will be scheduled as necessary when directed by a majority of the Board, the Board President, and/or the General Manager. Meetings will be open to public participation as determined by the Board President and/or the General Manager. Meetings that are determined to be open to the public will be noticed in accordance with the Brown Act standards in order to maximize public transparency. Meetings that are not open to the public are those meetings that are confidential in nature (for example, labor negotiations or related to the settlement of legal issues) and need not be noticed.

**5300.5 Meeting Minutes:** Ad Hoc Committee meeting minutes shall be prepared for all public meetings.

Adopted: April 27, 2022, via Resolution No. 2022-20



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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, millstone, 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 Records 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.

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

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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:** Pandemic Prevention Policy

**POLICY NUMBER:** 7050

### **7050.1** 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 a worldwide pandemic can pose a threat to the workplace. A Pandemic Prevention Policy is designed to control exposure to viruses or diseases that may occur in our workplace. This Policy will authorize the creation of specific Pandemic Prevention Plans in response to a resolution of a declaration of emergency by the Board of Directors. Pandemic Prevention Plans will live within the Codes of Safe Work Practices in the Injury and Illness Prevention Program (IIPP) of the District. The District's goal through any Pandemic Prevention Policy is to inform all employee of the exposure hazards to which they may be exposed.

### **7050.2** Program Format

The District recognizes that an effective Pandemic Prevention Policy is to authorize the creation of specific Pandemic Prevention Plans which should be in the form of written documentation that is readily available and easily understandable by all employees. A Pandemic Prevention Plan represents a sub-component of a policy of the District. The General Manager, or their representative, is authorized to establish, re-establish, modify, or amend a Pandemic Prevention Plan to contain updated, specific, information and training in exposure hazards to which employees may be exposed and the specific Pandemic Prevention Plan should be included in the District's Injury and Illness Prevention Program (Policy #7015).

**7050.2.1** Pandemic Prevention Plans 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 in the District policies upon its approval by the General Manager, and therefore, supersedes any prior version.

**7050.2.2** A copy of Pandemic Prevention Plans shall be available to all employees at all times at the following locations: Safety Analyst's Office, Human Resources Manager's Office, Maintenance Department (Grass Valley and Placer Yards), North Auburn Operations, Recreation Office, Hydroelectric Department Office, Central Files, the training software application safety programs library and on the District's internal website.

Adopted: January 13, 2021 via Resolution No. 2021-01

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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 Board of Directors will make a determination of surplus water availability.
- 8200.3** Prior to the beginning of the irrigation season, but no later than the second Board 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 Board of Directors will consider the evaluation and make a declaration of surplus water, if appropriate.

Adopted: July 13, 2016 via Resolution No. 2016-26  
Revised: February 24, 2021 via Resolution 2021-04

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Plan for Water

**POLICY NUMBER:** 8300

### **8300.1** Purpose and Goal

The Plan for Water (PFW) includes a review of NID's available water supply and the long-term impact on varying water demands. The Plan identifies how future supply and demand scenarios are integrated into the District's water management practices. The Plan is based on water modelling that provides demand and supply projections for a 50-year planning horizon.

### **8300.2** Plan Responsibilities

It is the intent of the Board of Directors to regularly monitor and maintain the Plan for Water outputs and strategies. This will be accomplished by the following:

**8300.2.1** Staff shall provide an annual report to the Board of Directors by the first regular Board meeting of February each year that provides the previous calendar year total amounts of raw water delivered, raw water released, treated water delivered, volumes conserved, number of new treated and raw water connections, total number or raw water miner inches purchased, amount of water diverted, and quantification of total environmental regulatory flows released. Data shall be provided in a format that allows for ease of comparison of the various metrics. The intent of providing this information is to monitor the accuracy of PFW water modeling scenarios.

**8300.2.2** Staff shall update the PFW model to incorporate new climate change modelling updates, other climate data, water demand, and water diversion amounts every five years, starting in Calendar year 2029. The results of this effort shall be presented to the Board of Directors in a public meeting.

Adopted: March 22, 2023 via Resolution No. 2023-14

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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:** Activities Prohibited on District Properties

**POLICY NUMBER:** 10500

- 10500.1** Purpose and Goal. The District's mission is to provide a dependable, quality water supply; continue to be good stewards of the watersheds, while conserving the available resources in our care. Certain activities can impact the District's ability to accomplish its mission and have a negative impact on threatened or endangered species, disturb remnants of Native American culture, generate litter, produce vegetation loss, cause ground disturbance, undermine canal berms, pose a threat to critical infrastructure, cause damage to structures or equipment, create a risk to the public or District employees, and/or cause water degradation.
- 10500.2** To further the District's mission and to protect the environment, District infrastructure, employees, the public, and the cultural and historical resources found on District watershed lands and those lands adjoining its water storage and conveyance system, the following activities are prohibited on District property or facilities without the advance written authorization from the District:
- a) Geocaching;
  - b) Metal detecting;
  - c) Prospecting;
  - d) Collecting artifacts;
  - e) Hunting;
  - f) Possession or use of fireworks;
  - g) Possession or use of firearms or ammunition;
  - h) Removal or trimming of trees or other vegetation;
  - i) Vehicle travel off established roads;
  - j) Swimming in NID canals and conduits;
  - k) Growing of plants, including production agriculture;
  - l) Grazing of animals;
  - m) Accessing reservoir shorelines from areas other than designed roads, boat launch sites, parking areas, and trails;
  - n) Launching or operating unmanned aircraft systems (drones);
  - o) Camping outside of designated areas;
  - p) Occupation or settlement of uninhabited buildings or other District property;
  - q) Campfires outside of designated fire-rings;
  - r) Campfires burning materials other than wood;
  - s) Operation of flyboards or similar equipment powered by personal water craft or jet boat;
  - t) Parking outside of designated parking areas or designated times;

- u) Repair of automobiles or other vehicles;
- v) Discharge of materials into the water body;
- w) Climbing on or jumping from District facilities;
- x) Damage or destruction of District equipment or facilities, or the equipment of the District's agents, employees, consultants, contractors or other representatives;
- y) Ignoring direction of District staff or Federal, State, or Local officials;
- z) Any other activity prohibited by Federal, State, or Local law or any District Policy; or
- aa) Any other activity that, in the determination of the District, poses a risk to or undermines the ongoing successful implementation of the District's mission.

Any tools, refuse, damage or litter left or placed on District properties associated with the above prohibited activities shall be removed by District personnel at the owner's expense.

**10500.3** This policy shall apply to all District properties, including shorelines along all District reservoirs, and including its easements where the District determines such activities interfere with the District's successful implementation of its mission.

Adopted: October 22, 2014 via Resolution No. 2014-47  
Revised: October 11, 2017 via Resolution No. 2017-28

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Capital Asset Policy  
**POLICY NUMBER:** 11090

### 11090.1 Purpose

The purpose of this policy is to ensure the accurate reporting and control of the District's capital assets. The District has a fiduciary responsibility to establish systems and procedures that accurately account for its capital assets.

### 11090.2 Administrator

The Finance Department is responsible for the implementation and administration of this policy.

### 11090.3 Definitions

Capitalization is an accounting method used to recognize the accumulation of a single completed (placed in service) expenditure on the balance sheet as a capital asset. The consumption of the capital asset requires expensing or depreciating against the appropriate reporting period consistent with fundamental Generally Accepted Accounting Principles (GAAP). Governments can choose to determine expenditure threshold amounts for their capital assets. The Governmental Accounting Standards Board (GASB) is the organization given authority to define accounting and reporting standards for State and Local Governments. GASB has defined proper accounting for these assets in GASB Statements 34, 42 & 51.

Capital Assets are tangible or intangible assets of significant value procured by the District or contributed to the District that are acquired for use in operations (and not for resale) with an original cost of greater than or equal to the District's capitalization threshold (Section xxx.4) and with an expected useful life of at least five years. Examples of capital assets are;

- Moveable property (furniture & fixtures, machinery, equipment, automobiles, etc.)
- Land and land improvements
- Buildings, building improvements, leasehold improvements
- Infrastructure and Improvements
- Historical treasures & works of art, rights, licenses
- Other tangible or intangible assets having an initial useful life of at least five years

Capital Outlay or Capital Expenditures refers to expenditures for the acquisition, construction, upgrade or repair of capital assets that materially increase their value or useful life.

Capital Projects are expenditures related to the acquisition or construction of a capital asset. A capital project may be a new construction, expansion, renovation or replacement project for an existing facility or facilities. Project costs can include land, engineering, architectural planning and contract services needed to complete the project. Capital projects are capitalized if they create a new asset for the system, if the project significantly increases the functionality of the system or a component of the system or if the project extends

the useful life of an asset beyond what was originally established as the estimated useful life for that asset by at least one fiscal year. Capital projects are capitalized as “construction in progress” until completed. Costs are reclassified from construction in progress to assets on the date the project is accepted as complete by the Board of Directors. Direct costs, ancillary costs and construction period interest costs are included in the capitalized amount.

*Special Capital Projects* are projects that are not related to the acquisition or construction of a capital asset but are shown in the capital program for transparency purposes. Special Capital Projects are typically related to maintenance of an existing asset and such maintenance preserves the asset’s original projected life cycle. Special projects can also be environmental restoration projects. Special Capital Projects will not be capitalized.

Construction in Progress is defined by the District as any asset under construction or development, with current activity, that has not been completed and put into use.

Improvements are defined as those expenditures that extend the life of an asset or improve the assets capacity or efficiency and will be capitalized when meeting the thresholds identified in Section xxx.4. GASB defines improvements as any of the following costs:

- “Preservation” - those expenditures that extend the life of an asset beyond its’ original estimated life, but do not increase the capacity or efficiency of the asset.
- “Capacity” - those expenditures that result in an increase in the level of capacity of an asset. For example, widening a four lane highway to five lanes or increasing the amount of water a plant can treat.
- Efficiency” - those expenditures that maintain the same level of service, but at a lower cost. For example, an electric generating plant could be re-engineered so that it produces the same megawatts per day using less fuel.

Infrastructure Assets are assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets are land, dams, reservoirs, waterways, roads, bridges, pipelines, buildings, water supply, drainage, treatment and electric plants and flood management systems. District owned land is recorded at historical cost and remains at that cost until disposed of. Land is not subject to depreciation.

Intangible Assets are defined by GASB Statement No. 51 as assets that lack physical substance, are nonfinancial in nature and have a useful life that extends beyond a single reporting period (one year). Examples of intangible assets are land-use rights such as easements, right-of-ways and water rights that provide specific benefits to the property upon which the right applies and computer software and website design that is purchased or internally generated.

Repair and Maintenance costs include activities that are typically performed on a regular recurring basis to keep District assets in their normal operating condition during their originally established useful life. Repair and maintenance costs to existing capital assets are generally not subject to capitalization unless the cost exceeds the capitalization threshold and results in an extension of the useful life of the capital asset by at least one year. Repair and maintenance costs are recorded in the District’s financial system as an operating expense in the year the cost is incurred. Examples of repair and maintenance costs include repainting, repaving, and parts replacement. Repair and maintenance costs differ from capital outlay and capital project

costs in that repair and maintenance activities generally do not increase the value or useful life of a capital asset.

Tangible Assets are assets that have a physical form.

Useful Life is the amount of time that an asset is intended to provide benefit to the District. The useful life is also (with the exception of intangible assets) the period of time over which the asset will be depreciated.

#### **11090.4 Capitalization Policy**

It is the policy of the District that capital assets be properly accounted for, secured and used for appropriate District purposes. All costs associated with the purchase or construction of a capital asset should be considered. The following table presents how the District will categorize its capital assets, the expenditure threshold for that category and the estimated useful life or number of financial reporting periods to record the depreciation expense for the asset.

Capital Asset Category	Capitalization Threshold*	Useful Life
Equipment, Tools, Furniture	\$35,000	5-7 years
Vehicles	\$35,000	5 years
Intangible Assets	\$35,000	N/A
Land	No minimum	N/A
Buildings & Structures	\$35,000	40 years
Infrastructure Assets	\$150,000 or >10% of total value	50 or more years

\*The District will consider federal capitalization threshold requirements for capital assets funded with federal awards.

The capitalization threshold is applied to individual units of capital assets. Repairs to existing capital assets that do not extend the useful life of the asset are not capitalized. Improvements to capital assets (which by definition extend the useful life of the capital asset) and which meet the capitalization thresholds identified above will be subject to capitalization. Additions to existing infrastructure assets are only capitalized if the value of the addition exceeds 10 percent of the infrastructure asset value or exceeds \$150,000 in value.

#### **11090.5 Capital Asset Inventory Control**

The District is responsible for safeguarding its fixed assets from theft or loss. District management has responsibility for establishing and maintaining systems and procedures for the proper safeguarding of the District's capital assets. A physical inventory of assets shall be completed bi-annually.

#### **11090.6 Depreciation of Capital Assets**

The District has chosen to utilize the straight-line depreciation method (historical cost less estimated residual value, divided by useful life). Depreciation is calculated on an annual basis and begins when an asset is purchased or completed. During the first and last year, depreciation is recorded based on the number of months that the asset was in service. Land and construction work in progress are not subject to depreciation.

#### **11090.7 Disposal of Capital Assets**

Capital assets will not be transferred, turned-in or disposed of without prior written approval per the requirements of the District's procurement policy and any applicable laws or regulations.

Any project recorded as construction in progress that has been inactive for 24 months shall be removed from the District's construction in progress assets and expensed. Exceptions include projects that are only temporarily delayed due to pending approval of in progress permit applications, in progress financing agreements, in progress real estate negotiations, supply chain delays, or other in progress activity.

**11090.8 Policy Adoption and Review**

This policy will be adopted by resolution of the Board of Directors. The policy will be reviewed at least every five years with any modifications approved by the Board of Directors.

Adopted: September 28, 2022 via Resolution No. 2022-50



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Low-Income Rate Assistance (LIRA)

**POLICY NUMBER:** 11110

**11110.1 Purpose:** The purpose of this policy is to establish a low-income Fixed Fee assistance program for qualifying residential treated water accounts.

**11110.2 Definition(s):**

Federal Poverty Level (FPL): A measure of income issued every year by the Federal Department of Health and Human Services used to determine eligibility for many low-income programs and benefits.

Fixed Service Charge (Fixed Fee). Base rate the District charges for water service regardless of the amount of water used.

**11110.3 Program Details:** The District established a LIRA Program to provide a discounted Fixed Fee for treated water accounts that is equivalent to one percent of the FPL. This figure is based upon water affordability thresholds established by both the US Environmental Protection Agency and the California Department of Public Health that range from one to three percent of annual income. The District selected one percent of the FPL as it is the only percentage low enough to provide a reduced Fixed Fee for the communities served by the District.

To calculate the rate, the District utilizes the average persons per connection (2.84 based on 2010 Census Data) to determine the FPL. The 2019 FPL for a household of three is \$21,330. One percent of the monthly household income at the FPL for three is \$17.78. This is the District's 2019 discounted Fixed Fee for qualifying low-income customer accounts.

The Board of Directors established a 2019 Fixed Fee rate of \$26.25, resulting in an \$8.47 difference in the monthly fee (\$26.25-\$17.78), which will be rounded to the nearest half dollar. In 2019, LIRA qualifying residential accounts will receive an \$8.50 monthly discount on the Fixed Fee beginning July 1, 2019, if applied for by August 31, 2019.

The Fixed Fee discount is adjusted annually by multiplying the prior year discount by the corresponding water rate increase percentage (if any), rounded to the nearest half dollar. The discount does not apply to consumptive rates, and is not retroactive. The percent of FPL calculation will be recalculated the year following a Census data update.

Funding for implementation of the LIRA program shall come from the District's non-water rate revenue, including hydroelectric, and/or revenue from the District's leases.

#### **11110.4 Program Qualifications:**

To qualify for the program customer accounts must meet the following conditions:

- File a completed application. Applications will be reviewed and the applicant notified of eligibility within 3 weeks of receipt. The discount will be applied toward bills incurred after notification of eligibility
- NID account must be in the applicant's name
- LIRA discounts are available to single-family, residential, treated water account holders
- Applicant must reside and live at the address where the discount will be received
- Applicant must provide proof of enrollment in one of the following qualified public assistance programs
  - Medicaid/Medi-Cal for Families A&B
  - Supplemental Security Income (SSI)
  - CARE (gas & electric company discount)
  - Bureau of Indian Affairs General Assistance
- Accounts enrolled in the program must notify the District within 30 days if the household no longer qualifies for the LIRA discount. Failure to do so may result in back-billing for the discounted rate received and ineligibility to reapply for 12 months.
- It is the responsibility of the applicant to reapply for the discount every year
- Accounts enrolled in LIRA must be kept current at all times. If service is disconnected for non-payment, the account may be removed from the program and will be ineligible to reapply for 12 months, during which time there must be no additional disconnections in service.

#### **11110.5 Program Termination:**

The program may be suspended, modified or terminated at any time by the Board of Directors and there is no entitlement to receive assistance. Implementation of any alternative, mandated state or federal low-income water rate assistance program shall result in the immediate cessation of the District's LIRA Program.

Adopted: July 24, 2019 via Resolution No. 2019-22

Revised:

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Grant Management Policy

**POLICY NUMBER:** 11120

### 11120.1 Purpose

The purpose of this policy is to establish a framework for securing grants and managing those resources once they have been awarded.

### 11120.2 Administrator

The Finance Department is responsible for the implementation and administration of this policy.

### 11120.3 Definitions & Framework

The District will pursue grant funding from federal, state, and other sources, consistent with the District's goals and strategic plan. The District should focus on seeking grants for capital improvements and watershed improvements. The primary intent of this requirement is to ensure monies are applied for and received for one-time expenditures and not ongoing expenditures. Grants for operating purposes should be evaluated on a case-by-case basis to ensure the benefits exceed the future impact of operations. The approach will help ensure that the District maintain financial independence should the grant sources diminish.

#### Goals:

- Establish Criteria for evaluating benefits and costs of grant programs.
- Establish general concepts and framework for seeking and managing grant programs.
- Identify roles and responsibilities in managing grants.

#### Roles & Responsibilities:

- Board
  - The Board shall approve all grants in excess of \$50,000 prior to submission.
  - Should the District receive a grant award in excess of \$50,000 that is materially different from what the Board approved, it must be returned to the Board for acceptance approval.
- General Manager
  - The General Manager shall approve acceptance of awards under \$50,000.
  - The General Manager or his/her designee is responsible for executing all related contract documents when delegated to do so by the Board.
- Finance Department
  - The Finance Director and his/her department have two major roles in the grants management process. First, to provide technical assistance to operating departments from the grant application all the way through the close of the grant., and secondly to maintain all official grant files for financial audit and reporting.

- Develops, recommends, and maintains grant management policy.
  - Completes and submits timely, all financial reporting per grant requirements including disbursement requests, draw downs, financial progress reporting, and any other financial reporting necessary.
  - Coordinates in-site grant management audits by the grantor or any other authorized agency.
- Operating Departments
    - Departments have the primary responsibility of identifying appropriate grant funding sources, applying for those resources, and managing the projects/programs once awarded. The Director of the department and Project Manager are ultimately responsible for all activities pertaining to grants they are awarded.
    - Each department within the District should actively seek grant funding availability within their functional areas of responsibility.
    - Departments are responsible for preparing grant applications.
      - For grants in excess of \$50,000 the department is responsible for submitting to the Board for approval. The staff report shall document how the grant program will benefit the District.
    - Coordination with the Finance department on all budgets, cost allocations, indirect cost recovery planning, and availability of resources is required PRIOR to the submission of the grant application to the Board for approval.
    - For grants under \$50,000 Departments can submit applications without Board approval are subject to the following conditions:
      - Any matching funds required are already appropriated in the approved budget.
      - It will not require additional staffing.
      - At the conclusion of the grant there will be no ongoing commitments to continue the program and no new ongoing operations costs.
      - The purpose of the grant is in line with the District's goals.
      - Must be approved by the General Manager.

#### **11120.4 Policy Adoption and Review**

This policy will be adopted by resolution of the Board of Directors. The policy will be reviewed at least every five years with any modifications approved by the Board of Directors.

Adopted: March 22, 2023, via Resolution 2023-13