

NEVADA IRRIGATION DISTRICT

BOARD OF DIRECTORS

MINUTES

September 28, 2022

The Board of Directors of the Nevada Irrigation District convened in special session at the District's main office located at 1036 W. Main Street, Grass Valley, on the 28th day of September 2022, at 2 p.m.

Present were Chris Bierwagen, President (Division II); Karen Hull, Vice President (Division III); and Directors Ricki Heck (Division I); Laura L. Peters (Division IV); and Rich Johansen (Division V).

Staff members present included Jennifer Hanson, General Manager; Greg Jones, Assistant General Manager; Doug Roderick, Director of Engineering; Chip Close, Director of Water Operations; Keane Sommers, Director of Power Systems; Steve Prosser, Director of Maintenance; Naomi Schmitt, Director of Human Resources; Dustin Cooper, District Counsel; and Kris Stepanian, Board Secretary.

STANDING ORDERS

- Call to Order: President Bierwagen called the meeting to order
- President Bierwagen led the Pledge of Allegiance
- Roll Call: 5 Members Present

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

- Ellen Figworth, resident of Lincoln and raw water user, thanked the Board for the Plan for Water Workshops and inquired about written summaries
- Debora Totoonchie, Manager of the Nevada County Farm Bureau (NCFB), thanked the District for participating in NCFB's recent "Farm Day" event

**CONSENT AGENDA**

Public Comment on Consent Agenda: None

MINUTES OF THE SPECIAL MEETING ON SEPTEMBER 13, 2022

**Approved the Minutes of the special meeting on September 13, 2022.  
M/S/C Hull/Johansen, unanimously approved.**

MINUTES OF THE REGULAR MEETING ON SEPTEMBER 14, 2022

**Approved the Minutes of the regular meeting on September 14, 2022.  
M/S/C Hull/Johansen, unanimously approved.**

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FINANCING AGREEMENTS - MARANATHA PLACE - DISTRICT FACILITATED WATERLINE EXTENSION (DFWLE)

**Approved the Financing Agreements with the property owners participating in the Maranatha Place - District Facilitated Waterline Extension (DFWLE). M/S/C Hull/Johansen, unanimously approved.**

WARRANTS, PROJECT AND FACILITIES REPORT, AND INVESTMENT TRANSACTIONS REPORT

**Ratify the issuance of warrants by receiving and filing the check registers, Project and Facility Report, and Investment Transaction Report for the period August 20 to September 9, 2022. M/S/C Hull/Johansen, unanimously approved.**

**GENERAL ORDERS**

ESTABLISH POLICY 11090 - CAPITAL ASSET POLICY

Jennifer Hanson, General Manager, presented the item.

Public Comment: None

Board discussion ensued regarding proposed updates to the policy since previously reviewed as referenced in the staff report.

**Adopted Resolution No. 2022-50 (Establishing Administrative Policy – Capital Asset Policy). M/S/C Peters/Hull, unanimously approved.**

JOB DESCRIPTION UPDATES - SR. FINANCE ASSISTANT AND FINANCE ASSISTANT I/II

Jennifer Hanson, General Manager, and Naomi Schmitt, Director of Human Resources, presented the item.

Public Comment: None

Board input was provided and direction was given to bring the item back to the Board at a future Board meeting for consideration.

POLICY 2175 - EMPLOYEE TRAINING

Greg Jones, Assistant General Manager, presented the item.

Public Comment: None

Board discussion ensued regarding recruitment and retention, budget, and reference to a singular employee. Board direction was given to bring the item back to a future Board meeting for approval with Board input, including reference to a singular employee.

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POLICY 3080 - PROCUREMENT

Jennifer Hanson, General Manager, presented the item.

Public Comment:

- Barbara Bashall, with Nevada County Contractors' Association, provided comment on the following:
  - o Verbal quotes
  - o Prequalified contractor list and requirements
  - o Increasing the prequalified contractor list project cap to \$4 or \$5 million

Board discussion ensued regarding proposed updates. Board direction was given to staff to analyze construction projects over the past few years to determine an increase to the \$3-million construction project cap for the approved contractor list. (Section 3080.11). The item will be brought back to the Board at a future Board meeting.

MEETING ADJOURNED at 10:42 a.m., to reconvene in regular session on Wednesday, October 12, 2022, at 9:00 a.m. at the District's Business Center located at 1036 West Main Street, Grass Valley, California.

Submitted By

Kris Stepanian, Board Secretary