

**VIRGIN VALLEY WATER DISTRICT
POLICY FOR PLACING ITEMS ON BOARD MEETING AGENDAS**

A. DISTRICT BOARD MEETINGS

The Board of Directors of the Virgin Valley Water District takes action at meetings open to the public in accordance with Chapter 241 of the Nevada Revised Statutes. Prior to a meeting, the District's general manager oversees the preparation and posting of an agenda identifying the business and potential actions to be considered at the meeting (NRS 241.020).¹

B. AGENDA ITEMS AS DIRECTED BY A BOARD MEMBER

Any board member may direct the general manager to place new items of District business on a board meeting agenda for discussion. The board member giving the direction must provide or ensure that the required memorandum and all appropriate supporting materials (discussed below) are prepared in advance so that they can be included with the agenda and meeting notice. Items previously considered by the board may be placed on the agenda in accordance with Section E.

C. AGENDA ITEMS REQUESTED BY A MEMBER OF THE PUBLIC

A member of the public may submit a written request to the general manager or to a board member asking that a specific item or topic be placed on a board meeting agenda for discussion. All agenda items must fall within the purview, supervision, jurisdiction, and authority of the board and be appropriate for discussion and consideration at a board meeting. The District's general manager determines, in consultation with the board president and/or the District's legal counsel as necessary, whether a requested item falls within the scope of the board's authority and is otherwise appropriate for discussion at a board meeting. If the request is approved, the citizen must provide a memorandum and supporting materials (discussed below) to be included with the agenda and meeting notice.

D. MEMORANDUM AND SUPPORTING MATERIALS

At least 12 calendar days prior to the date of the meeting, the board member directing or the citizen requesting that an item of business be included on the agenda must provide the general manager with the following:

- 1) A memorandum explaining the item and describing the background and attendant circumstances with reasonable particularity to allow for full and meaningful discussion of the item at the meeting. If the board member or citizen is proposing that certain action be taken relative to the item, the memorandum must also clearly state the recommended action and the reasons in support thereof.
- 2) Supporting materials (e.g., documents, agreements, maps, plans, diagrams, charts,

¹ Nothing in this policy limits or precludes the general manager from placing items of District business on the meeting agenda.

photographs, etc.) pertaining to the item.²

The memorandum and supporting materials must be sufficiently comprehensive and detailed to enable the board to prepare to discuss the item and to consider, examine, weigh, and reflect upon the reasons for or against any potential action relative thereto.

The memorandum and all supporting materials must be submitted together as a single, complete set in digital format at least 12 calendar days prior to the date of the meeting.³ Calculation of the 12 calendar days starts the day after the complete set of documents (memorandum and all supporting materials) is provided.⁴

Some items may require staff to conduct due diligence and otherwise prepare to be able to address or answer pertinent questions related to the item. Depending on the complexity of the item and the amount of staff preparation time needed, some items should be requested (and all supporting materials provided) more than 12 calendar days prior to the meeting. The general manager may postpone inclusion of an item on an agenda as reasonably necessary to enable staff to prepare and to ensure the board is able to make informed decisions in the best interests of the District.

ITEMS PREVIOUSLY CONSIDERED BY THE BOARD

In order to conduct business in an orderly and efficient manner, the board desires to avoid unnecessarily revisiting items and topics previously considered.⁵ Accordingly, recently considered items will not be included on an agenda except in the limited circumstances stated below. For purposes of this policy, a “recently considered item” is one that was discussed at a board meeting within the preceding 12 months and which the board (1) approved, (2) disapproved, (3) failed to take action on due to a 2 to 2 vote,⁶ or (4) failed to take action on due to a motion which died for the lack of a second.

² The supporting materials must actually be provided rather than merely referencing another document, website, or other source.

³ Digital format (i.e., scanned documents) is required so that electronic copies may be provided to the board members and posted to the District’s website. District staff may reasonably assist with converting supporting materials to digital format if the board member or citizen requesting the item is unable to do so. In such case, the request should be made and all supporting materials provided well in advance of the 12-day deadline.

⁴ If a meeting is on the 19th day of the month, the memorandum and supporting materials must be submitted to District staff in digital format no later than the 6th day of the month. Holidays are treated like all other calendar days; no adjustments are made for holidays in determining the 12-day deadline.

⁵ This section shall not apply to an agenda item which the board tabled (postponed), asked staff to report back on at a subsequent meeting, or directed staff to place on a future agenda for further consideration.

⁶ For purposes of this policy, a “2 to 2” vote is where one of the five board members is absent or has abstained from voting on the item and two of the remaining board members vote to approve the action while the other two vote in opposition.

Notwithstanding the foregoing, an item recently considered by the board may be added to an agenda by a board member who:

1. voted with the majority when the item was previously considered and who now desires to reconsider his or her vote;
2. failed to second a motion, which died for the lack of a second, and who now desires to reconsider his or her failure to second the motion;
3. participated in a 2 to 2 vote when the item was previously considered and who now desires to reconsider his or her vote; or
4. was not present when the item was previously considered and the vote of the four other board members was 2 to 2.

PASSED, APPROVED, AND ADOPTED this 19th day of July, 2016, by the following vote of the board:

AYES: Richard Bowler, Barbara Ellestad, Nephi Julien, Sandra Ramaker

NAYES: None

ABSTENTIONS: None

ABSENT: None

VIRGIN VALLEY WATER DISTRICT



Nephi Julien, President

ATTEST



Mary Johnson, Secretary

