

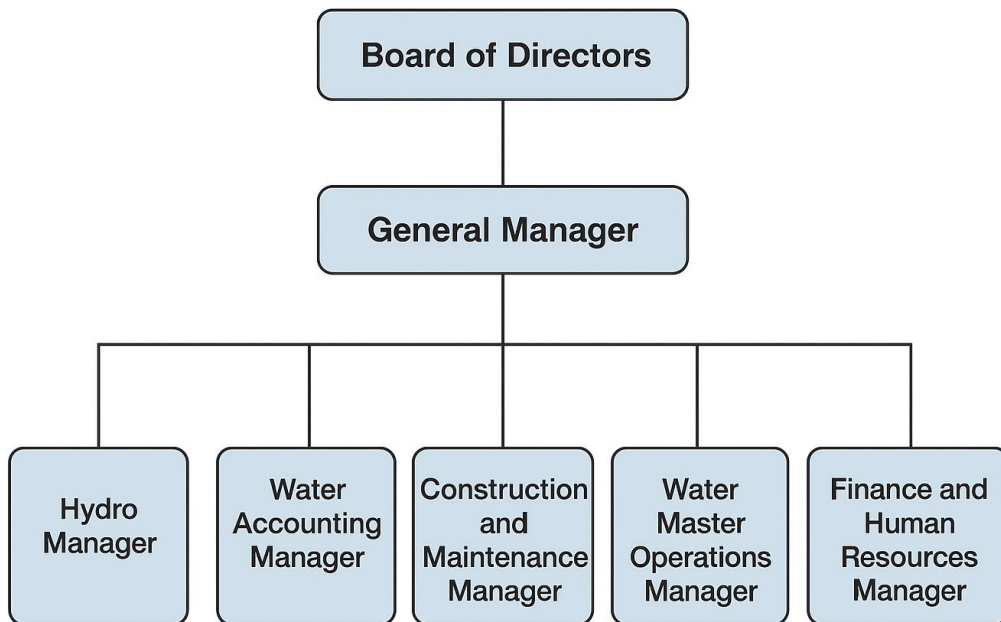
**SECTION A: ADMINISTRATION**

**I. GENERAL ADMINISTRATION**

**A. POLICIES AND ORGANIZATIONAL STRUCTURE**

- 1) The policies of the District are to be carried out in the day to day operations of the District by the management. Any deviations from established policies must be authorized by the Board of Directors.
- 2) The following constitutes the organizational structure of the District:

**TCID Organizational Chart**



**B. BOARD OF DIRECTOR MEETINGS**

- 1) Except as otherwise provided for by statute, the regular monthly meeting date of the Board of Directors (Board) shall be scheduled for the 1<sup>st</sup> Tuesday of each month. If the 1<sup>st</sup> Tuesday falls on a holiday the meeting will be held the following workday (per NRS 539.085).
- 2) The minutes of the meeting will consist of:
  - (a) Motions
  - (b) Resolutions
  - (c) Record of votes cast
  - (d) Pertinent information including a summary of discussions

## MANAGEMENT POLICIES – SECTION A

- (e) All notices of public meetings will include a detailed agenda and indicate which items upon which action will be taken. The minutes of the public meeting will be retained.
- 3) The Board will conduct its meetings in a fair and orderly manner, following simplified parliamentary procedures designed to allow for open discussion, clear decision-making, and respect for all members.
- 4) All meetings of the Board shall be governed by NRS 241.010 et seq (Open Meeting Law).

### **C. BOARD MEMBER BENEFITS**

- 1) Each Board member is entitled to receive payment and expenses for his attendance at all meetings on behalf of the District (NRS 539.080).
- 2) In addition, the District provides health insurance for the Board member and his family or payment in lieu thereof through the end of the month for any and all months, or any portion thereof, the Board member serves.

### **D. COMMITTEES**

- 1) Various committees are established by the President of the Board for the purpose of studying and investigating various matters. Such committees are to provide a report of their findings and a recommendation to the Board.
- 2) The following committees have been established:
  - (a) Employee Relations Committee
  - (b) Finance Committee
  - (c) Negotiations Committee
  - (d) Operations & Maintenance (O&M) Committee
  - (e) Policy Committee
  - (f) Public Relations Committee
  - (g) Revenue-Information Technology Committee
- 3) Each committee shall consist of three (3) Board members: Chairman, Vice-Chairman, and any other member or other members as designated by the Board.
- 4) Upon input from District Management, the committee shall consider matters assigned and provide recommendations to the Board.
- 5) All committees will keep minutes of their respective meetings which will be made available to the Board upon request.
- 6) Except as otherwise provided for by law the meetings of each committee shall be subject to the provisions of NRS 539.010 et seq (open meeting law).
- 7) The Carson Truckee Water Conservancy District was created by the State Legislature with a seat designated to the District. The Board may designate a member of the Board, a member of management or a qualified elector of the District to serve thereon. With the approval of the Board, members of the board or management may serve on other boards or hold memberships in other organizations which relate or promote the purposes of the District.

## MANAGEMENT POLICIES – SECTION A

### **E. DAMAGE CLAIMS**

- 1) The O&M Committee, with the approval of the General Manager is authorized to settle any damage claim submitted in writing to the District up to a limit of \$1,500. Where a reasonable settlement cannot be agreed upon, the damage claim is to be referred to the Board.
- 2) A full investigation shall be made on all damage claims. Documentation of such claims shall include a statement in writing by all persons having knowledge of the incident and timely photographs clearly identifying the damages or injury. A log shall be kept of all incidents that might result in a claim for damages. The Director of the area in which the damage occurs shall be promptly notified of the incident.
- 3) All claims for damage shall be reviewed by the O&M Committee. Claims, from activities for which the District is not legally responsible, shall be denied.
- 4) Acts for which the District is not legally responsible may include, without limitation, malicious mischief, vandalism or negligence committed by third parties, and events which occur with no degree of negligence committed by the District.
- 5) All Accident/Incident reports must be made to the General Manager immediately. Complete reports must be provided to the General Manager within seventy two (72) hours of the accident or injury. Damage claims must be filed with the district office within thirty (30) calendar days of the incident. The District, after a full investigation, will make every attempt to timely resolve any such claim. If the District believes that the damage claim may equal or exceed the deductible of the District's insurance, the claim will be turned over to the insurance company.

### **F. APPEALS**

Any person who feels aggrieved by a decision made by a committee of the District, which is not otherwise automatically heard by the Board, may appeal such decision to the Board which has the discretion to uphold or overturn the decision of the committee.

### **G. GENERAL CONTRACTUAL AUTHORITY**

The General Manager shall have such authority as is, or may be, necessary to execute documents on behalf of the District as directed by the Board. The President of the Board is also authorized to execute documents on behalf of the District.

### **H. ETHICS**

Where applicable, the District adopts and shall follow NRS 281A.400 - 281A.550 as its internal code of ethics. Any violation of those provisions by an employee may result in disciplinary action up to and including termination. Any violation by an elected official may result in the application and enforcement of those statutory provisions contained in NRS Chapter 281A as they relate to elected officials.

### **I. PURCHASING AND PUBLIC WORKS**

The District acknowledges that it is subject to the statutory rules outlined in NRS Chapters 332 and 338, and 539.255 as they relate to the acquisition of personal property

## MANAGEMENT POLICIES – SECTION A

and equipment, and the construction of projects. The District adopts those rules and standards, and any other statutes in NRS Chapter 539 as the policy of the District. When the District receives federal financial assistance in the form of grants or loans, it will comply with federal procurement standards as required by the relevant financial agreement documents.

### II. FINANCE

#### A. BUDGET

- 1) The budget shall be created and provided for pursuant to NRS 539.
- 2) Any augmentation to the annual District budget requires Finance Committee review and recommendation to the Board for final action.

#### B. ASSESSMENT CHARGES – DELINQUENT ACCOUNTS

- 1) Water delivery shall be refused to any water user who is delinquent in payments for assessments and other charges. Prior to the start of the irrigation season, such delinquency shall be deemed to exist at or after Churchill or Lyon County formally notifies the District of delinquencies on the tax roll. However, if the District becomes aware of a delinquency in payment of assessments on the tax roll after the start of the irrigation season the District will formally notify the individual water user(s) and allow two (2) weeks' time for the water user(s) to pay the delinquent assessment before a hold is placed on their water delivery. As long as such delinquency exists, no further water shall be delivered to such water user until the delinquent payment(s) are paid in full.
- 2) When other charges are incurred during the water year, the District shall notify the water user when the account becomes delinquent. The water user will be allowed two (2) weeks after notice to satisfy payment before a hold is placed on their water delivery.
- 3) All accounts are due within thirty (30) days from the date of billing.
- 4) All accounts remaining unpaid after thirty (30) days are subject to a finance charge of 1 1/2 % per month (an annual percentage rate of 18%).
- 5) The only exceptions to the accrual of interest on delinquent accounts receivable are:
  - (a) Fallon Naval Air Station (U.S. Navy)
  - (b) Fallon Paiute Shoshone Tribe
- 6) It is understood that a bankruptcy petition may prevent the District from requiring payment on the delinquent amounts prior to a water delivery, however, in such instance, the District shall require payment in advance of any further water deliveries.
- 7) Notice shall be given by certified mail, return receipt requested, to all accounts that are delinquent for more than ninety (90) days. Thirty (30) days after such notice, the account will be placed on the next tax roll for collection.

#### C. DEFERRAL OF PENALTIES/INTEREST ON ASSESSMENTS

## MANAGEMENT POLICIES – SECTION A

- 1) In conditions of drought, the District will allow a water user to defer payment of any penalties or interest that has accrued against the assessments owed to the District if the reason for such penalties/interest having accrued was because the water allocation was less than 50% and the penalties/interest amount to a sum in excess of \$500.
- 2) No waiver or forgiveness of any assessments, penalties, or interest shall be allowed. This allows a water user upon application and approval by the Board to postpone the payment of interest that has accrued. The water user must pay the full amount of the assessment in order that any irrigation water hold can be released.
- 3) Upon application the District will request the County Clerk-Treasurer to determine the assessment amount and the amount of the penalties or interest. Upon approval, the water user shall have one hundred twenty (120) days to pay the penalties/interest in full or the delinquent amount will accrue interest at the rate provided by the District for delinquent accounts receivable. Any amount remaining unpaid at the time of submission of the next tax roll shall be added to the water user's assessment and placed upon the tax roll for collection.

### **D. CANCELLATION OF ACCRUED INTEREST**

- 1) The cancellation of accrued interest on accounts shall be made by the Board upon recommendation by the Finance Committee.
- 2) The General Manager is authorized to forgive interest charged to delinquent accounts receivable up to a maximum of \$100.00 per account.

### **E. CHECK WRITING AUTHORITY**

- 1) The General Manager or Board Treasurer are authorized to remit payment prior to the monthly board meeting in the following cases:
  - (a) In those cases where the District can take advantage of an early payment discount or where payment later could cause the assessing of late charges;
  - (b) To transfer funds to the payroll account;
  - (c) To issue payroll checks for employees;
  - (d) In those cases in which the vendor does not accept purchase orders from the District;
  - (e) For other matters previously approved within the annual budget;
  - (f) To remit payment for federal and state payroll taxes, Public Employees Retirement System, Churchill County Employees Credit Union withholding, and premiums for employees' and director's insurance plans.
- 2) All checks issued will be reviewed by the Finance Committee and presented to the Board for final approval as the Treasurer's report.

### **F. PURCHASE REQUISITION AUTHORITY**

- 1) Authority to approve purchases for certain dollar amounts are as follows:

## MANAGEMENT POLICIES – SECTION A

- (a) General Manager and the department manager whose budget will be impacted by the purchase as provided for within the budget - \$5,000.
  - (b) General Manager as provided for within the budget - \$10,000.
  - (c) In the normal course of business, authorized personnel may make purchases up to \$199.99 without a REQUEST FOR PURCHASE form. Verbal approval from the supervisor of the department for which the purchase will be charged or from the General Manager is required.
- 2) Purchases shall be made by authorized District employees from the vendor list approved by the accounting department.

### **G. PURCHASE REQUISITION PROCEDURE**

#### **1) PURCHASES UP TO \$199.99**

Prior to making District purchase less than \$199.99, authorized employees shall receive verbal approval from the supervisor of the department or the department for which the purchase will be charged or from the General Manager.

#### **2) PURCHASES IN EXCESS OF \$199.99**

Prior to making District purchases of \$200.00 or more, authorized employees shall complete a REQUEST FOR PURCHASE (blue form). The form shall contain the budget category, valid work order number, suggested supplier information, a detailed explanation for the purchase, date product is needed, the quantity and enough detailed information about the product for the purchasing agent (or other agent) to request quotes from vendors and to make the purchase. The form must be signed and dated by the employee making the request along with an approval signature from the General Manager or the Construction/Maintenance Manager or a manager designated by the General Manager in the General Manager's absence. The completed form along with any backup documentation will be turned into the purchasing agent (or other agent) for obtaining quotes and to make the purchase. When possible, quotes from three (3) different vendors shall be obtained. Preference will be given to local vendors with comparable prices.

- 3) Once the product is received, the employee receiving the product shall inspect the order for completeness and accuracy.
- 4) The employee requesting/receiving each purchase shall use the District's "red stamp" (see sample below) to stamp receipts, invoices, shipping documents or other product documentation received from the vendor. This stamp will be completed with the employee's initials (to verify that the product was received), the price, the work order number, equipment number, if applicable, and the purpose.

Returns and credits shall also contain a completed "red stamp".

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Initials: \_\_\_\_\_  
WO#: \_\_\_\_\_  
Equip. #: \_\_\_\_\_  
Location: \_\_\_\_\_  
Purpose: \_\_\_\_\_

All documentation shall then be turned into the employee’s supervisor for review and approval. Supervisor should also initial the “red stamp” to verify that the product purchase was reviewed. DOCUMENTATION SHALL BE TURNED IN ON THE DAY THE DOCUMENTATION IS RECEIVED. Failure to turn in paperwork timely may delay vendor payments which may impact vendor relationships and future purchasing approval.

All documentation for each purchase shall be turned into the accounting department. A District “green stamp” (see example below) will be added to each invoice. The “green stamp” will be completed with vendor and payment information including account coding.

Approved for Payment	Approval Date			
Vendor	Invoice Date			
Invoice #	Amount Due			
Due Date	Memo			
G/L Account	Amount	Equip #	WO#	Class
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

All invoices, receipts and other documentation will be attached to vendor monthly statements. The stamped statements will then be given to a Department Manager, as assigned by the General Manager to verify and review all documentation. Once verified and reviewed, the assigned Department Manager will sign and date in the approval line of each “green stamp”.

Once approved, the statements will be returned to the accounting department for posting and creation of checks. The checks will be attached to the corresponding statements and forwarded to the General Manager for approval and signature.

**H. ACKNOWLEDGEMENT OF BEREAVEMENT**

The General Manager is authorized to provide a maximum of \$100.00 to an active employee upon the death of a family member.

**I. COLLECTION OF RECORDING FEES**

## MANAGEMENT POLICIES – SECTION A

In those circumstances when fees are required to be paid for the purpose of recording documents, District staff is authorized to collect the required fees from the water user.

### **J. EXEMPTION OF FEES FOR GOVERNMENTAL ENTITIES**

State, City and County entities, including school districts and the Fallon Paiute-Shoshone Tribe, are exempt from the payment of permit fees and construction deposits for construction applications or a release of easements. All governmental entities, except the Churchill County Road Department, will be required to pay the inspection fee if an inspection is required. The other exception is proprietary operations, such as CC Communications (CCCom) which will be charged in Section H for construction licenses that are within Project easements for which District staff inspects the installation/construction. The charge is to reimburse the District for necessary labor in issuing the license and inspecting the construction. CCom is exempt from the payment of the construction deposit only.

### **K. PROCEDURE FOR PREPARATION OF THE ANNUAL TAX ROLL**

- 1) The District is tasked with preparing information to be presented to the various county clerks listing those parcels that are subject to the general assessment under NRS 539.480(3).
- 2) District staff will request updated parcel and ownership information from the counties throughout the year with the final request being completed on the 15<sup>th</sup> day of June of each year or the very next business day.
- 3) District staff must take great care to verify the accuracy of the tax roll prior to its final presentation to the county clerks ensuring that all parcels, and portions of parcels, are located within the boundaries of the District.
- 4) The final submission of the tax roll information shall be submitted to the county clerks during the third week of June.
- 5) The Board shall review and approve the implementation of the District general assessment and all other matters relating to the annual tax roll at its next regular Board meeting.

## **III. EQUIPMENT AND PROPERTY**

### **A. USE AND ASSIGNMENT OF EQUIPMENT**

- 1) Equipment will be assigned to a department permanently. When a piece of equipment is to be used by another department, the Maintenance Manager will be notified. Each department and operator of a vehicle or piece of equipment will be responsible for checking the oil, tires, lights, and brakes prior to use. All loads must be properly tied down and secure before operating on public roads.
- 2) If an employee is cited for a violation of any traffic law, the employee is responsible for paying any fines or penalties. Any citation, whether received by an employee during work hours or off hours, must be reported to the HR Manager except when such citation is dismissed or the employee is found not guilty of such offense.

## MANAGEMENT POLICIES – SECTION A

### **B. CLEANING OF EQUIPMENT & REPORTING OF DAMAGE**

- 1) The assigned operator of a vehicle or piece of equipment will be responsible for keeping his or her vehicle or equipment clean, both the interior and the exterior. The assigned operator shall clean the vehicle or equipment as often as necessary to keep the vehicle and equipment clean. Prior to the vehicle or equipment being left on the line or for monthly or periodic inspection and maintenance with the shop, the assigned operator shall clean the interior and bed of the vehicle or equipment.
- 2) The assigned operator shall be responsible for reporting any damage immediately to his or her supervisor and completing an incident report on such damage.
- 3) Smoking is not permitted in any District vehicle, equipment or within fifty (50) feet of any building except as otherwise provided for in Section K of this policy.
- 4) Failure to adhere to this policy may lead to disciplinary action.

### **C. SURPLUS PROPERTY DISPOSAL**

- 1) The District shall, to the extent possible, dispose of surplus property, including without limitation equipment, through any process capable of providing a return of value. This process may be accomplished by the most economical means possible. The General Manager will prepare a list and plan for disposal of surplus property for approval by the Board. A preference shall be given for sale of surplus property to water users. Where a bid process is instituted for the sale of surplus property a minimum bid will be posted.
- 2) All surplus property sales are to be credited to the Equipment Reserve Fund for future repairs and replacement.
- 3) The General Manager may dispose of surplus property in any manner where surplus property is deemed to have no return value.

### **D. RENTING/LOANING AND USE OF EQUIPMENT OR OTHER RESOURCES**

- 1) The General Manager is authorized to use his discretion in assisting non-profit organizations by allowing use of District equipment or other resources.
- 2) The General Manager, in consultation with the Maintenance and Construction Manager, will decide if equipment is to be rented or loaned. The equipment being rented or loaned must be inspected by the shop supervisor before and after being rented or loaned.

### **E. LAND SALES**

- 1) A unanimous resolution of the Board is required to sell District land. Such resolution must state that the property in question is no longer necessary for the operation of the District. The District will retain all oil, mineral, gas and geothermal rights to any land sold when appropriate.
- 2) The Board shall reserve funds from the proceeds of District land sales. Such funds shall be deposited into the Land and Building Acquisition Fund or as otherwise directed by the Board.

## MANAGEMENT POLICIES – SECTION A

### **F. SURPLUS PIPE/NEW PIPE**

- 1) Assuming the availability of any surplus pipe, not otherwise needed for District related purposes, the same may be sold to electors of the District.
- 2) Surplus pipe includes, without limitation, pipe that has been cut, damaged, or previously used.
- 3) District will sell new pipe to electors of the District-see Fee Schedule H.

### **G. CAPITAL ASSETS, EQUIPMENT INVENTORY MANAGEMENT, DISPOSAL OF SURPLUS EQUIPMENT, AND RECORD KEEPING**

- 1) Capital assets include land, buildings, equipment and infrastructure. The General Manager is responsible for establishing and maintaining a District-wide inventory system to account for all equipment.
- 2) Sufficient records will be maintained to allow compiling such reports or accounting and audit lists, as may be deemed necessary for adequate control and documentation of District inventory.
- 3) Any single item purchased with a value of Ten Thousand Dollars (\$10,000.00) or more and with a useful life that exceeds one (1) year will be deemed “equipment” for purposes of this policy. This value will exclude any tax (if applicable), freight, or other related equipment acquisition costs and expenses. The General Manager, or any department manager, shall create an “Equipment Acquisition Control Form” (see Section J) relating to all Equipment bearing the following information:
  - (a) Purpose for equipment acquisition and source (vendor, dealership, etc.);
  - (b) Date of acquisition;
  - (c) A District property number to be given the equipment; and
  - (d) Such other information as may be required by the Board.
- 4) Where equipment described in the section hereof has been sold, traded, lost, destroyed, or otherwise disposed of, the General Manager or any department manager shall prepare a “Property Update Control Form” (see Section J) with the following information:
  - (a) Type of transaction;
  - (b) Action date;
  - (c) The District property number of the equipment;
  - (d) A brief written explanation describing the reason for equipment disposal;
  - (e) A statement of authority (e.g., action of Board of Directors) for disposal as needed; and,
  - (f) Such other information that may be required by the Board.
  - (g) The General Manager or District Finance Manager shall maintain a master file of all Property Acquisition and Property Update Control Forms.
  - (h) The sale of District equipment must be made, where practicable, in the same manner as provided for the acquisition of equipment under state law. As

## MANAGEMENT POLICIES – SECTION A

between qualified purchasers, a preference will be given to an elector of the District.

### **H. GRAVEL OR FILL MATERIAL**

The District may sell small amounts of gravel or fill to water users as authorized by the General Manager.

## **IV. MISCELLANEOUS**

### **A. TITLE OF WATER RIGHTS**

- 1) Upon sale of any water righted lands within the Project or transfers filed with the State Engineer, the owner shall file a Report of Conveyance and Abstract of Title, including all applicable documents relating to said sale and provide copies thereof to the District.
- 2) The owner shall provide to the District, payment of fees relating to a sale as provided for in Section H (Fee Schedule).

### **B. GOPHER TAIL BOUNTY**

- 1) To protect canals and drains from damage by gopher activity, and any consequential damage to property owners within the Project, the District encourages, informally, the elimination of gophers by providing a bounty of FIFTY CENTS (\$0.50) for each gopher tail presented at the District office. Funding for gopher bounties by District is derived primarily from the assessments paid by water users within the Project; and, District owes its water users the highest levels of trust and responsibility when expending its funds. District owes no legal or contractual duty to protect lands outside of the Project from harm caused by animal burrowing activity.
- 2) The following rules govern individuals requesting gopher bounty:
  - (a) On a form provided in Section J, declare that each gopher tail presented for bounty was taken within the boundaries of the District; and,
  - (b) Declare and present the name of the district land owner(s) upon whose land the gopher tail(s) was/were taken; and,
  - (c) Declare that he or she lives within the boundaries of the District
- 3) The District shall refuse to provide a bounty under the following circumstances:
  - (a) Where reasonable cause exists to believe that a gopher tail was taken outside of the District boundaries; or,
  - (b) Where reasonable cause exists to believe that a gopher tail taken bears no connection with a land owner in the Project; or,
  - (c) Where reasonable cause exists to believe that payment does not advance the interests of the Project or water users within the same.

## MANAGEMENT POLICIES – SECTION A

- 4) The following restrictions shall apply to any person having violated the conditions of Paragraph 3 of this Section:
  - (a) Be ineligible to receive bounty for the gopher tails presented at a given time; and/or,
  - (b) Be ineligible, temporarily or permanently, to receive any future bounty.
- 5) Institution of a bounty program within the Newlands Project does not create an expectation or duty of payment of a bounty. Payment will be made only where funds exist for such purposes. Bounty participants, prior to presentation of gopher tails to the District, shall inquire as to the existence of monies for bounty payment by contacting the District office.
- 6) The District may suspend or cancel payment of bounty for any reason at any time, with or without cause, and with or without notice to any person or persons engaged in the bounty program. Cessation of the bounty program may be made at any time, with or without notice, in view of any compelling public policy related issue, including, without limitation, public health or safety.

### **C. RECORDS RETENTION**

- 1) The District shall establish a records management program which documents its organization, functions, policies, decisions, procedures and essential transactions.
- 2) The Records Management Program shall include controls for the creation, maintenance, use, security, and distribution of the records of the District.
- 3) The District shall refrain from accumulating unnecessary records or gathering information which is not essential to the proper functioning of the District.
- 4) The District shall adhere to an appropriate schedule for retention of records and for the destruction of records as is, or may be, promulgated as a matter of state law,
- 5) The District shall maintain its records in a manner which is cost effective and which allows for the rapid retrieval and protection of the information contained within that record.
- 6) The District shall establish and document standards for a filing system.
- 7) The District shall provide for transfer of its records which are of historical value to the State Archives as provided by law.
- 8) The District shall take such measures as are necessary to ensure that the records in its legal custody are protected from unlawful removal, misuse, damage, alteration, destruction or loss.
- 9) The District shall provide ongoing training for its employees on the Records Management Program.  
The District shall designate a Records Officer and such Officer shall assume all duties relating to District record retention as provided for in this part.