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To: Chairman Ken Staton & MVWD Board of Directors
From: Joseph Davis, General Manager
Date: March 3, 2015
Subject: Policy Manual Section 1.A

Background

Counsel has provided the following policy revision (in red) to clear up the language in Section 1.A of the District Policy Manual.

I. BOARD OF DIRECTORS

A. Description of Responsibilities (Amended 2/10/11)

It is recognized that good management is an essential factor in the success of the Moapa Valley Water District. Mutual respect, understanding and cooperation between the Board of Directors and the General Manager are necessary for the proper and efficient operation of the system.

The Board of Directors are elected representatives of the members of the Moapa Valley Water District. Responsibility for the establishment of policies, approval of plans and specifications, approval of contracts and the delegation of authority to the General Manager, lies with the Board of Directors. These responsibilities lie within the framework established by law, by-laws, and Articles of Incorporation.

All policies and actions by the Board of Directors shall be promulgated at regular or special meetings. Directors shall not, in private conversations, make commitments on behalf of the Moapa Valley Water District. The Chairman shall be the official spokesman for the Board of Directors, except in cases previously authorized by the Directors.

It shall be the policy of the members of the Board of Directors to refrain, as individuals, from receiving or discussing complaints from the personnel of the Moapa Valley Water District regarding other employees of the District, except in cases where the Board deems it necessary to confer with personnel at regular or special Board meetings. The Directors shall instruct personnel to direct their complaints to their supervisors or with management if the complaint involves a supervisor. The Board of Directors reserve the right to initiate any discussion with any employee at any time regarding water district business.

All Moapa Valley Water District checks must have two (2) signatures. Only the Board Chairman, Board Secretary, General Manager, and Office Director shall be authorized to co-sign District checks.

All Board members and/or employees who co-sign checks and/or financial transactions must be bonded for \$5000.00 (five thousand dollars).

The Board of Directors may, at its discretion, enter into a contract for the services of a General Manager.

Suggested Motion

Move to accept the proposed changes to section 1.A of the Moapa Valley Water District policy manual as written above.