

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Sara Schmitz  
Board of Trustees, Secretary

**SUBJECT:** Review, discuss and possible approval of format, structure, and contents of Board packets

**DATE:** October 20, 2021

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### **I. RECOMMENDATION**

That the Board of Trustees have a discussion about the format, structure, and contents of board memorandums and related Board packet materials and provide guidance to Staff to make changes in the future.

### **II. BACKGROUND**

Staff provided a master memorandum template and a checklist that they use as a guiding document to prepare Board memorandums for the Board of Trustees packets. I have reviewed those documents and have attached my recommended updates.

One goal is to make our meetings as streamlined and affective as possible.

### **III. FISCAL ANALYSIS**

There is no direct fiscal impact from the recommendations contained in this memorandum.

#### Attachments

1. Board Master Memorandum Template as revised
2. Board Master Checklist Template as revised

## M E M O R A N D U M

TO:

THROUGH:

FROM:

SUBJECT:

**RELATED STRATEGIC  
PLAN INITIATIVE(S):**

**RELATED DISTRICT POLICY, PRACTICES, RESOLUTIONS or  
ORDINANCES:**

DATE:

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I. **RECOMMENDATION**

II. **BACKGROUND**

If this item is going on the Consent Calendar, please include this statement:

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

If a presentation is included, provide the full presentation in the packet with an executive summary. At the meeting, only present the executive summary and inquire if there are questions. You'll have the answer in the detailed section of the presentation. This provides the details to the Trustees and the community, but reduces the meeting presentation time.

Clearly cover the highlights of the project and provide a schematic or other summary/diagrams that ties to the bid to the plans.

### III. **BID RESULTS**

*If this is a contract award and competitive bidding does not apply, please include one of the following statements*

This item is not subject to competitive bidding within the meaning of Nevada Revised Statutes 332.115 as described in subsection (*insert the appropriate subsection letter or letters, as listed below, along with the wording of the subsection, i.e. (b) Professional services.*)

- (a) Items which may only be contracted from a sole source
- (b) Professional services
- (c) Additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired or maintained by a certain person
- (d) Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment
- (e) Perishable goods
- (f) Insurance
- (g) Hardware and associated peripheral equipment and devices for computers
- (h) Software for Computers
- (i) Books, library materials and subscriptions
- (j) N/A
- (k) N/A
- (l) N/A
- (m) Supplies, materials or equipment that are available from the General Services Administration or another governmental agency in the regular course of its business
- (n) Items for resale through a retail outlet operated in this state by a local government or the State of Nevada

Provide the detailed bid results from the recommended vendor and the financial bid results from the second bidder. The information contained in the Background section should include schematic or other relevant information to clearly explain the scope of the project and if applicable tie the bid to the plans.

### IV. **FINANCIAL IMPACT AND BUDGET**

Provide information on the ongoing operational costs/impacts of the project and the financial impact related to pricing of the service.

If applicable, provide return on investment analysis along with risk analysis related to the project.

## V. ALTERNATIVES

Identify cost benefit analysis related to the potential for outsourcing.

## VI. COMMENTS

## ~~VII. STRATEGIC PLAN REFERENCE(S)~~

## VIII. BUSINESS IMPACT

Explain how this project/initiative improves service, reduces costs or improves productivity.

*Include one of the five following statements: ("Rule" means an ordinance, regulation, resolution or other type of instrument by the adoption of which the governing body of a local government (IVGID Board of Trustees) exercises legislative powers. This does not include items which are authorized pursuant to Chapters 271 (local improvements districts) or Chapters 278, 278A or 278B (zoning and planning) of the Nevada Revised Statutes.)*

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

or

This item is a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, but it does not impose a direct and significant economic burden on a business, or

SUBJECT

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DATE

directly restrict the formation, operation or expansion of a business, and therefore does not require a Business Impact Statement.

or

This item is a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, but IVGID does not have the authority under federal or state law or a contract into which it has entered, to consider less stringent measures.

or

This item is a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, but emergency action is necessary to protect the public health and safety (requires unanimous vote of the Board and cannot be in effect more than six months).

or

This item is a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and a Business Impact Statement is attached. (Note: A business impact statement must be prepared and made available to any interested person before a hearing is held to adopt the rule.)

## Master Checklist for Board Memorandums

Font	Arial 13, Normal (not condensed)
Titles	Ensure all titles are current i.e. District General Manager
Recommendation	The text used is as follows: <i>That the Board of Trustees makes a motion to:</i>
Data Sheet	If you reference a data sheet, review to ensure it's up to date and accurate and include it with your attachments and place it in the Board memorandum folder
Contract	If you reference a contract, it must be reviewed by Legal Counsel before being included as an attachment and place it in the Board memorandum folder. If applicable, include the schematic design and exclude contract templates that have been Board approved.
Spell Check	Run spell check on Word documents (Review, Spelling & Grammar)
Review	Read your memorandum like a Board member and always assume it is a brand new Board member
Finance	If you need help with the numbers, ensure that you circulate/share your memorandum with the Director of Finance well in advance of its due date.
Due Dates	Please adhere to them.
Attachments	Let's start listing all the attachments required at the end of the memorandum