



## STAFF REPORT

**TO:** Board of Directors  
**THRU:** Mark Foree, General Manager  
**FROM:** Sonia Folsom, SAC Liaison  
**DATE:** August 8, 2016  
**SUBJECT:** Discussion and possible direction to staff regarding membership makeup and the recruitment process for the Standing Advisory Committee

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### Recommendation

Staff is seeking Board direction regarding membership makeup and the recruitment process for the Standing Advisory Committee (SAC). This request is in response to Board discussion at the February 2016 Strategic Planning Workshop. The following report is submitted for the Board's consideration and discussion, with possible direction to staff regarding changes, if any, to the SAC membership makeup and recruitment process. Staff does not recommend any changes at this time.

### Summary

- When there is (are) a vacancy(ies), a request for applications is advertised in local newspapers, on the TMWA website, and promoted in TMWA bill inserts in customer bills
- An agenda item presenting applications will be scheduled to allow Board consideration of prospective or returning candidates
- Members must be current TMWA customers
- SAC members serve two-year terms which are staggered to allow for continuity
- There is no limit to the number of two-year terms a member can serve
- All positions, both primary and alternate, are currently filled
- Five primary and eight alternate terms are expiring December 31, 2016 and are up for renewal

### Background

At the February 5, 2016 TMWA Board Strategic Planning Workshop it was recommended that the Board revisit the membership makeup and how members are recruited to fill vacancies on the TMWA Standing Advisory Committee (SAC).

The SAC was created in August 2005, where the TMWA Board appointed the original eight SAC members along with six alternate members. Subsequently, the Board approved four additional members and four alternates to be appointed by the Builders' Association of Northern Nevada, the Northern Nevada Water Planning Commission (NNWPC), the Reno-Sparks Chamber of Commerce and the Office of the Consumer Advocate. Representatives are appointed for a two-year term. Member terms are

staggered for continuity and there are currently no term limits. The group normally meets on the first Tuesday of each month at TMWA's corporate office. *(Please see the attached SAC Member list)*

The primary function of the SAC is to review and make recommendations concerning the budget and Capital Improvement Plan as well as proposed rate and fee adjustments. Staff also routinely covers informational items of interest to the committee as requested. SAC members also facilitate and participate in public workshops and public meetings on proposed rate adjustments and other topics. *(Please see the attached SAC History and Governing Rules)*

### **Discussion**

The current process gives existing members whose terms are expiring the option to continue representing their customer class on the SAC. TMWA advertises for new applicants at the time any vacancy occurs. After applications have been collected, they are presented to the Board for review and approval of appointment. Currently, all customer classes have representatives.

## TMWA Standing Advisory Committee

Term Appointments  
2016 Membership List

Customer Class	Primary Representative	Member Since	Term Ends	Alternate Representative	Member Since	Term Ends	Member Since	Secondary Alternate	Term Ends
Wholesale (Sun Valley)	Fred Schmidt	2005	12/31/2017	N/A					
Irrigation	Neil McGuire	2005	12/31/2016	Mike Heffner	2011	12/31/2016			
Multi-family Residential	Jonnie Pullman	2012	12/31/2017	Mike Shulewitch	2013	12/31/2016			
Commercial	Kevin Haddock	2011	12/31/2016	Pat Martinez	2011	12/31/2016			
Senior Citizen	Robert Chambers	2005	12/31/2016	Karl Katt	2013	12/31/2016			
<b>Residential:</b>									
Representative 1	Ron Turner	2010	12/31/2017	Carol Litster	2014	12/31/2016			
Representative 2	Harry Culbert	2006	12/31/2016	Mike Pidlypchak	2013	12/31/2016	2014	Ralph (Lee) Leighton	12/31/2016
Representative 3	Jerry Wager	2013	12/31/2016	Ken McNeil	2013	12/31/2016			
<b>Appointments:</b>									
BANN	Colin Hayes	2010	12/31/2017	Jim Smith	2010	12/31/2017			
NNWPC	<i>Vacant</i>			<i>Vacant</i>					
Reno-Sparks Chamber	Bruce Gescheider	2009	12/31/2017	Bill Hughes	2016	12/31/2017			
Consumer Advocates Office	<i>Vacant</i>			<i>Vacant</i>					



## **TMWA Standing Advisory Committee History**

### **Bullet Points for SAC history**

- 2004: The Board formed a Rate Making Review Committee (RMRC) for the purpose of reviewing and providing customer input on the proposed second and third phases of the current rate case that was going before the Board in 2005. At the time this Committee was formed, the Board did not foresee a permanent role for them.
- The initial RMRC recommended that the Board form a committee that serves in an advisory capacity on a permanent basis. Staff supported the recommendation for a standing committee.
- January 2005: Staff first approached the Board to recommend formation of the Standing Advisory Committee (SAC).
- March 2005: the Board established a SAC consisting of eleven (11) members: one (1) each of the following customer types – commercial; irrigation; multi-family; senior citizen; wholesale; and three (3) residential users all appointed by the TMWA (Truckee Meadows Water Authority) Board; the Builders Association of Northern Nevada, Reno-Sparks Chamber of Commerce and the Regional Water Planning Commission to appoint one (1) member each. Duties of the SAC include, but are not limited to: budget and rate increase review and recommendations and other matters the Board may assign.
- July 2005: The Board appointed subcommittee to select applicants.
- September 2005: The Board appointed the first SAC members.
- August 2007: The State of Nevada Consumer Advocates Office appointed a member to the SAC.
- The SAC reviewed rate proposals in 2009, 2010 and 2012.
- December 31, 2014: Successful consummation of the mergers of South Truckee Meadows General Improvement District and Washoe County Water Utility into TMWA.

**TRUCKEE MEADOWS WATER AUTHORITY  
STANDING ADVISORY COMMITTEE  
GOVERNING RULES**

1. **Members:** Membership in the Standing Advisory Committee (“Committee”) is governed by the Truckee Meadows Water Authority’s Board of Directors (“Board”). Each Member is appointed for a two-year term. Members serve and may be reappointed at the Board’s pleasure.
2. **Compliance with NRS Chapter 241:** Meetings shall be conducted in compliance with NRS Chapter 241, the Nevada “Open Meeting Law.”
3. **Quorum:** A quorum shall consist of a simple majority of the Members. Members may participate telephonically in meetings, but telephonic participation shall not be considered in establishing a quorum.
4. **Action:** For items other than those that constitute recommendations to the Board, an action may be taken by affirmative vote of the majority of Members physically present. For items that constitute recommendations to the Board, an action shall be taken only by an affirmative vote of the majority of the Membership. Each member shall have one vote. Members participating telephonically may not vote on action items. An Alternate sitting in for an absent Member has all of the voting rights of the absent Member. Otherwise, an Alternate has no voting rights.
5. **Agenda Items:** The Committee may, by action at a prior meeting, make suggestions to staff as to items to be placed on a future agenda. Except as otherwise directed by the Board, Staff shall have discretion as to the items that will be placed on the Committee’s agendas.
6. **Officers:** There shall be a Chair and a Vice Chair, elected by the Members. The Chair will conduct the meetings. The Vice Chair will conduct the meetings in the absence of the Chair. The Chair or Vice Chair may designate an alternate to conduct the meeting in their absence. Or, in the absence of the Chair and Vice Chair, a majority of the Members present may designate an alternate to conduct the meeting. The Chair and Vice Chair each shall serve for a one-year term, with their terms expiring at the first meeting scheduled following the beginning of the calendar year following their election. The Vice Chair shall automatically succeed to the position of Chair for the subsequent term, unless an alternate action is made by the Members. Officers may be reelected. The Chair or the Chair’s designee is the only Member who may speak on behalf of the Committee to the Board, to any member of the Board, or to the public.
7. **Conflicts of Interest:** Members shall disclose conflicts of interest regarding any decisions of the Committee and shall disclose any financial interest in Committee decisions and in organizations affected by Committee action, other than the financial interest that derives from being a TMWA customer. Members who will receive a direct financial benefit from any action taken by the Committee, other than a financial interest that derives from being a TMWA customer, shall abstain from voting on such action. In the event that a Member presents an idea to the Committee for consideration on behalf of another individual or entity, said Member shall disclose to the Committee the identity of said individual or entity.

- 8. Uses of staff:** Staff will provide reasonable assistance to facilitate meetings and provide readily available information to the Committee to carry out its functions. The Committee shall reasonably limit its demands on staff time, and any demands made in excess of what staff deems reasonable shall require Board approval. No Member may request the use of staff time without approval of the Committee.
- 9. Amendment of Rules:** Any amendments to these Rules shall require an affirmative vote of the majority of the members.

As amended, February 3, 2015