



STAFF REPORT

TO: Standing Advisory Committee
FROM: Debbie Leonard, Legal Counsel
DATE: December 29, 2014
SUBJECT: **Presentation of SAC history, purpose and governing rules**

To familiarize new and existing Standing Advisory Committee (SAC) members with the expectations and process associated with SAC membership, TMWA staff thought a review of the SAC history and governing rules would be helpful. A brief summary of the SAC history and a copy of the SAC governing rules can be found in the attachments.



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.

**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, with the exception of initial three-year terms to be served by half the Membership, in order to create staggered terms. Members may be reappointed by the Board at its pleasure.
2. **Compliance with NRS Chapter 241:** Consistent with other advisory committees created to advise the Board, meetings shall be conducted in compliance with NRS Chapter 241 (“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:** An item may be placed on a future agenda only by an action at a prior meeting.
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 will serve for a one-year term, with their terms expiring 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. Members who will receive a direct financial benefit from any action taken by the Committee 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, August 7, 2007