MEMORANDUM

TO: Board of Trustees

FROM: Phil Horan
Vice Chairman, Board of Trustees

SUBJECT: Review, discuss and possibly approve an improved method of handling correspondence submitted to the Board of Trustees/District

STRATEGIC PLAN: Long Range Principle #6 – Communication

DATE: April 13, 2018

I. RECOMMENDATION

That the Board of Trustees makes a motion to adopt the process as outlined below as its process for handling correspondence to the Board of Trustees/District.

Given all the advances in technology, the proposal for correspondence, effective upon the adoption of this Board action is:

1. Members of the public will continue their practice of sending electronic mail to all members of the Board. Staff will update the District’s website with a more defined process for their transmission.

2. The District Clerk will be required, under the agenda item “Correspondence Received by the District” to verbally state all the members of the public who have submitted correspondence to the District and/or Trustees as known but will not include the correspondence within the Board packet or successive ones.

3. When the District Clerk and/or District General Manager IS NOT included on Correspondence submitted to the Board of Trustees, it remains the responsibility of all Board members to forward that correspondence to Staff.

4. Handwritten letters received by the District will be scanned by the District Clerk and transmitted to the Board of Trustees and the District General Manager.

5. If a member of the public is unable to attend a Board meeting, to make public comments and submit their comments in writing, they are welcome to
transmit their comments and statements via e-mail to the Board of Trustees; these transmittals will be treated as Correspondence.

6. As always, regarding the Board of Trustees meeting minutes, under Nevada Revised Statutes 241.035 (1)(e), any Trustee has the right to include, as an attachment, any submittal they so desire. This must be done at a Board of Trustees meeting during the review of the meeting minutes.

II. DISTRICT STRATEGIC PLAN

Long Range Principle #6 – Communication - The District will engage, interact and educate to promote understanding of the programs, activities, services, and ongoing affairs.

III. BACKGROUND

Correspondence was added to the Board of Trustees agenda on April 14, 1999 under the Board leadership of Syd Brosten, Tim Callicrate, Kenny Kinsman, Gail Krolick and Joe Marson and continues to this day.

Prior to the introduction/use of electronic mail, having correspondence on the agenda was the tool to get handwritten letters to the Board within the Board packet. It was also used to have the transcriptions of 831-VOTE (a telephone number no longer in use and discontinued around 2007) included in the packet as well as transmit to the Board of Trustees.

Today, 2018, we have electronic mail and it makes this whole process more effective and efficient as the District has the Board of Trustees contact list out on its website as well as established an info@ivgid.org electronic mail address, which is again, out on the District’s website.