

LEGAL COUNSEL POSITION

WESTERN REGIONAL WATER COMMISSION

SCOPE OF WORK

Additional legal services include, but are not limited to:

1. Reviewing minutes of all public meetings of the WRWC, its subcommittees, and the NNWPC to ensure compliance with the Nevada Open Meeting Law and other legal requirements.

2. Providing an annual written report to the WRWC's financial auditors regarding pending or threatened litigation, claims or assessments.

3. Advising and assisting staff regarding records retention issues.

4. Advising and assisting staff in responding to requests for public records, and civil discovery requests for records or testimony in third party litigation.

5. Attending all WRWC Staff Working Group meetings to ensure Open Meeting Law compliance, provide advice on the propriety of proposed actions and future WRWC agenda items, and legal documentation required for implementation.