

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
July 14, 2017, 4:00 P.M.**

Meeting Minutes

Directors Present:

Karen Abowd, Carson City
Carl Erquiaga, Churchill County (by teleconference)
Don Frensdorff, Douglas County
David Griffith, Alpine County
Chuck Roberts, Lyon County

Staff Present:

Ed James, General Manager
Toni Leffler, Administrative Assistant

Others Present: none

Director Abowd called the meeting of the Administrative Committee to order at 4:00 pm. in the Conference Room of Carson Water Subconservancy, 777 East William Street, Suite 110, Carson City, Nevada. A quorum of the Administrative Committee was present in person and by teleconference.

Item #2 – Discussion Only: Public Comment - None

Item #3 - For Possible Action: Approval of the Administrative Committee minutes from November 29, 2016. Since the November 29, 2016, minutes were not included in the Board package, this item was postponed to next meeting.

Item #4 - For Possible Action: Review of the General Manager's annual evaluation results.

The revised evaluation results were handed out at the meeting. Mr. James mentioned that the evaluation form does not provide a lot of feedback so he has been setting up meetings with Directors. He has met with most Directors. Some of the feedback he has received is as follows:

- Regional water supply is still considered a big issue. Mr. James will be meeting with all the water purveyors soon to hear their concerns. There is a pressure on growth but none of the water purveyors are in trouble for meeting their current demands. There is a concern about when Mike Workman retires; Lyon County will lose a very experienced water manager.
- Other issues the Board wishes to focus upon include Low Impact Development (LID) and Lyon County's water needs.
- Future projects to consider include upstream storage, esp. with the amount of water we got this year. CWSD could do an analysis of prospective locations around the watershed and include all factors (environmental, politics, water availability, economics, etc.) in the consideration for feasibility of storage. George Benesch noted that the Alpine Decree has

all the water appropriated, so any water stored would have to come from an existing source.

Director Griffith made the motion that the Administrative Committee recommend that the Board give the General Manager a satisfactory annual review. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - For Discussion Only: Review of the integration of the Alpine County Joint Powers Board with the Nevada CWSD Board at meetings. Mr. James explained that it was brought to our attention that there may be some concerns about the Joint Powers Agreement (JPA) with Alpine County and how Alpine County is included in the CWSD meetings. We have been convening the CWSD and JPA meetings at the same time. It has been successful, but if we are not doing something quite right, we need to correct it. One issue is the Open Meeting Law requirements for meeting notices. Mr. Benesch will be evaluating various ways to correct the concerns with the JPA and CWSD. The concern is that two boards are operating concurrently with two sets of members and rules; then add Storey County's involvement into the mix and you have three sets of members and rules. Mr. Benesch noted that he originally got the Attorney General's office approval for the JPA and didn't worry more about it. Director Griffith noted that Exhibit A is outdated. Mr. James also noted that not all the language is appropriate for CWSD.

Director Griffith stressed that Alpine County thinks being part of CWSD is a good arrangement and they want to make sure it works. Director Robert commented that this is just a matter of revising the language. Mr. Benesch is looking into this issue and will hopefully have some suggestions to resolve the concern in the near future.

No action was required for this item; receive and file.

Item #6 – For Possible Action: Review of CWSD's Criteria for Selecting Board Officers. Mr. James explained that years ago the Administrative Committee decided that CWSD should have a rotation of officers among the counties. The bullet point under General Procedures, Guidelines, and Responsibilities in the Criteria for Selecting Board Officers that is of concern reads: "The Chair, Vice Chair, and Treasurer will be elected officials and members of the CWSD Board for two or more years." The idea of having to be an elected official was that the officials might have more clout when representing CWSD, but this has not proven to be the case. Each Board member has been asked to be involved in meetings to represent CWSD. Each Board member is co-equal to the rest. Director Abowd suggested just changing the language from "elected officials" to "a representative from each county."

Mr. James noted that another concern is whether Alpine County representatives can be officers of a Nevada organization. There was mention that we might be able to approach the Legislatures of both states to create a Carson "Watershed" Conservancy District, like the TRPA is legislatively created. Director Roberts suggested that the JPA should be able to stand with a little change in language.

Director Roberts made the motion that the Administrative Committee recommend Board approval to amend CWSD's Criteria for Selecting Board Officers to change the requirement that the officers be "elected officials" to read "a representative of each county." Director Griffith seconded the motion. Director Roberts revised his motion to add that Alpine County will not be included in the rotation. Director Griffith seconded the revised motion which was unanimously approved by the Administrative Committee.

Item #7 – For Possible Action: review of CWSD's Policy for Director Meeting

Compensation. Mr. James explained that the part of the Policy for Director Meeting Compensation that has been called into question is regarding Directors not being paid for calling into meetings instead of attending in person. The section of policy in question reads: "Meeting' means any meeting or workshop for which the Director *physically* (emphasis added by staff) attends to conduct official business of the Board or officially represent the District which has been pre-approved by the Board of Directors or Chairman of the Board." This stipulation in the policy came about when the special Tentative Budget hearing had to take place on the third Thursday of May, which was the day after our Board meeting. The hearing only took five minutes which hardly warranted the Directors living in the outlying counties to drive all the way to Carson City. When it was agreed that they could call in, it didn't seem appropriate that they get paid \$80 for such a short meeting. The State requirement has changed to allow the hearing to be after the third Monday of May, so we can now include it in our regular Board meeting.

Director Abowd noted there is an incentive factor to be present at the meeting by not getting paid for calling in. Director Roberts commented that he doesn't see any difference between attending in person or by phone; the person is still participating. Director Abowd suggested eliminating the word "physically" as a requirement for attendance to get paid for the meeting.

Director Frensdorff made the motion that the Administrative Committee recommend Board approval to remove the requirement in CWSD's Policy for Director Meeting Compensation that a Board member must be "physically" present to receive payment for the meeting. Director Griffith seconded the motion which was unanimously approved by the Administrative Committee.

Item #8 – For Possible Action: Review of CWSD's Criteria for Budget Expenditures. Mr. James explained that he suggests one change in the Criteria for Budget Expenditures. Since we only meet monthly, sometimes a bill will be paid between meetings which will put the budget over by 5% or more. He suggests modifying the language.

Director Abowd suggested that instead of a percentage, we use a dollar amount and suggested \$10,000.

Director Griffith made the motion that the Administrative Committee recommend Board approval of a change to CWSD's Criteria for Budget Expenditures that if an expenditure exceeds the approved budget amount by over \$10,000 in any given account, the General Manager must receive approval from the CWSD Board of Directors to pay the expenditure. Director

Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #9 – For Possible Action: Review of CWSD’s Funding Assistance for Regional Water System Policy. Mr. James explained that he would like to take CWSD’s Funding Assistance for Regional Water System Policy to the Regional Water System and Flood Committee for discussion. The Administrative Committee agreed.

No action was required on this item; receive and file.

Item #10 – For Possible Action: Review of CWSD’s Debt Management Policy. Mr. James explained that he would like to table this item for further research. The Administrative Committee agreed.

No action was required on this item; receive and file.

Item #11 – For Possible Action: Review of CWSD’s Policy for Investment and Portfolio Management. Mr. James explained that staff only utilized two investment vehicles: the State’s Local Government Investment Pool (LGIP) and bank CDs. Until there is more investment activity, there is no need to change CWSD’s Policy for Investment and Portfolio Management.

Director Griffith made the motion that the Administrative Committee recommend that the Board keep CWSD’s Policy for Investment and Portfolio Management as is. The motion was seconded by Director Roberts and unanimously approved by the Administrative Committee.

Item #12 – For Possible Action: Review of CWSD’s Policy for Property and Equipment Control Inventory. Mr. James noted that he didn’t see the need to change anything about CWSD’s Policy for Property and Equipment Control Inventory.

Director Roberts made the motion that the Administrative Committee recommend that the Board keep CWSD’s Policy for Property and Equipment Control Inventory as is. The motion was seconded by Director Griffith and unanimously approved by the Administrative Committee.

Item #13 – For Possible Action: Review of CWSD’s Policy for Short Term Loans to the Conservation Districts and Watershed Organizations. Mr. James noted that he didn’t see the need to change anything about CWSD’s Policy for Short Term Loans to the Conservation Districts and Watershed Organizations.

Director Griffith made the motion that the Administrative Committee recommend that the Board keep CWSD’s Policy for Short Term Loans to the Conservation Districts and Watershed Organizations as is. The motion was seconded by Director Roberts and unanimously approved by the Administrative Committee.

Item #14 – For Possible Action: Review of CWSD’s Resolution 2007-2 Authorizing and Designating Signatories of Depository Agreements, Depository Cards and Deposits, Transfers and Withdrawals of Funds. Mr. James noted that he didn’t see the need to change anything about CWSD’s Resolution 2007-2 Authorizing and Designating Signatories of Depository Agreements, Depository Cards and Deposits, Transfers and Withdrawals of Funds.

Director Frensdorff made the motion that the Administrative Committee recommend that the Board keep CWSD’s Resolution 2007-2 Authorizing and Designating Signatories of Depository Agreements, Depository Cards and Deposits, Transfers and Withdrawals of Funds as is. The motion was seconded by Director Griffith and unanimously approved by the Administrative Committee.

Item #15 – For Possible Action: Review of CWSD’s Travel Policy. Mr. James explained that one elected official asked why they can’t get reimbursed from CWSD for mileage. This is not addressed in CWSD’s Travel Policy but in CWSD’s Director Meeting Compensation Policy and Procedures. The section for Transportation Costs reads:

“With the exception of elected Directors receiving a travel allowance from their appointing county or other agency, the non-elected Directors can be reimbursed for actual travel expenses at the amount per mile allowed by the IRS. Elected Directors who are eligible for travel reimbursement from their appointing county or agency should apply for reimbursement from that entity first before applying to CWSD. In the event that travel reimbursement is no longer available through an appointing county or other agency, an elected Director will inform CWSD within 30 days of the change to be eligible to receive travel reimbursement from CWSD.”

Director Roberts made the motion that the Administrative Committee recommend that the Board keep CWSD’s Travel Policy as is. The motion was seconded by Director Griffith and unanimously approved by the Administrative Committee.

Item #16 – Discussion Only: Public Comment. Director Abowd reported that Dan Kaffer donated an Aspen Festival raffle item for the Greenhouse Project which raised \$1,200.

Item #17 – Adjournment. There being no further business to come before the Administrative Committee, Director Griffith made the motion to adjourn, and the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Toni Leffler
Secretary