

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
July 8, 2016, 1:30 P.M.**

DRAFT Meeting Minutes

Directors Present:

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

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 1:33 p.m. 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 - Public comment - None

Item #3 - Discussion for possible action regarding approval of the Administrative Committee minutes from February 10, 2016. *Director Rawson made a motion to approve the Administrative Committee minutes from February 10, 2016. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee, with Director Erquiaga abstaining for not being present at that meeting.*

Item #4 - Discussion for possible action regarding the General Manager's annual review.

Mr. James explained that the Administrative Committee goes over the review to give the General Manager greater feedback than is possible in a general Board meeting. He wants to make sure that the organization continue to move forward positively.

Director Abowd commented that it is important for folks to understand how planning for water resources works. Mr. James noted that most of the water purveyors in the Carson River watershed get most of their water supplies from ground water resources, so we are in better shape than the Truckee River watershed that depends more on the river water. The reason why the water purveyors were asking for the voluntary 10 percent cut back last year was not due to the lack of water supply but to make people aware of the drought. The emphasis needs to be on not wasting water. Director Rawson stressed that people need visual presentations in order to understand water conservation and water interaction. Mr. James noted that he has plans to have 10-15 community workshops throughout the watershed to discuss the water supply, so we can develop messaging that speaks to the public.

Director Abowd pointed out that “growth” is not a bad word as long as it’s well planned for and there is an adequate water supply. Mr. James noted that growth in Lyon County and the Stagecoach area is going to require a lot of planning. It is important to get our message ahead of public misinformation. Mr. James has been and will continue to go to the county boards to share more information about water resources, like the difference between perennial yield and system yield.

Director Rawson suggested that Mr. James hold workshops for the new CWSD directors to understand the interaction between water resources, especially since there will be so many new directors joining the Board next year. Mr. James mentioned that in the past he has been meeting with new directors to give them information about CWSD and its purpose, but he will investigate additional educational opportunities for incoming directors.

Mr. James stressed that in order for him to do his job better the Board needs to inform him of rumor mills in their areas so he can address the issues. Director Frensdorff noted that there are a lot of people who don’t understand how it all works; they think that CWSD funding is used for studies. They don’t know the studies are grant funded and the funds can’t be used for other purposes. Mr. James confirmed that all the studies currently being conducted are grant funded and none of the CWSD’s non-grant budget is going toward studies. Director Rawson pointed out that conducting studies is part of planning and without that you don’t have a good analysis.

Director Erquiaga asked if Mr. James was aware of an application to move water from the northwest corner of Pershing County (Mud Valley) to a development on the edge of Stagecoach on the Storey County/Lyon County line. Mr. James responded that he appreciates being told about it and will check it out. Many people do not understand that some of the water rights they own are only on paper, “paper water”, not supported by available water resources. In the past the State Engineer’s office approved some water rights which are not serviceable and now is going to have to fix the problem.

Mr. James stated that valuable feedback for him would include when messaging doesn’t come across quite right and anything else the Board learns that would help CWSD be more effective to the watershed.

Director Rawson made the motion that the Administrative Committee recommend that the Board give the General Manager a satisfactory review, qualifying him for a \$500.00 longevity award. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - Discussion for possible action regarding staff work load and approval of a new job description and salary range. Mr. James explained that under our Personnel Policy a job can be reclassified if the work the employee is doing is outside their current job description. Debbie Neddenriep is finishing her Bachelor’s degree. She is already doing things that Genie Azad used to do for us as Watershed Program Manager and is handling a lot of grant accounting, particularly with FEMA. Mr. James proposed that the new position of Water Resource Specialist

II be created and that Ms. Neddenriep be reclassified to automatically be moved to the new job description when she gets her degree the end of August or September. The position will have a salary range of \$24.08 to \$33.97 per hour. The time budgeted for this new position is 30-40 hrs/wk, averaging 35 hrs/wk. Mr. James expects that she would probably come into the position at Step 2 or 3. This salary is already included in the FY 2016-17 budget. Director Abowd asked if Ms. Neddenriep has seen the new job description, to which Mr. James replied that Ms. Neddenriep had indeed supplied her input for the new job description.

Director Roberts asked what the current pay rate is for the existing classification. Mr. James responded that she is currently at \$23.42/hr. for Step 6 of the Water Resource Specialist position. The upper range of her current position is the bottom range of the new position. Mr. James did a salary survey with the counties and others in our area about a year and a half ago and the salaries for the Watershed Program Manager and the Watershed Program Specialist were adjusted then. This new classification for Water Resource Specialist II just brings this position more in line with the Watershed Program Specialist position.

Director Frensdorff made the motion that the Administrative Committee recommend Board approval the reclassify the job description of Water Resource Specialist II with a salary range of \$24.08 to \$33.97 per hour. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee.

Item #6 –Public Comment. None.

Item #7 – Adjournment. There being no further business to come before the Administrative Committee, Director Rawson made the motion to adjourn, seconded by Director Frensdorff, and the meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Toni Leffler
Secretary