

PUBLIC NOTICE

A MEETING OF THE ADMINISTRATIVE COMMITTEE OF THE CARSON WATER SUBCONSERVANCY DISTRICT WILL BE HELD ON WEDNESDAY, FEBRUARY 10, 2016, AT 8:30 A.M. IN THE CARSON WATER SUBCONSERVANCY DISTRICT CONFERENCE ROOM AT 777 EAST WILLIAM STREET, #110, CARSON CITY, NEVADA.

**TONI LEFFLER
SECRETARY**

AGENDA

- 1) Call to order
- 2) Public comment
- 3) Discussion for possible action regarding approval of the Administrative Committee minutes from December 11, 2015.
- 4) Discussion for possible action regarding COLA salary adjustment starting July 1, 2016.
- 5) Discussion for possible action regarding staff work load and changes to the job descriptions.
- 6) Discussion for possible action regarding renewing the lease agreement with Euronev, Ltd.
- 7) Discussion for possible action regarding selecting an auditor for FY 2015-16, 2016-17, and 2017-18.
- 8) Public comment
- 9) Adjournment

Supporting information is available through Toni Leffler, 777 E. William St., #110A, Carson City, NV 89701, 775-887-7450, toni@cwsd.org and on CWSD website at www.cwsd.org. This notice has been posted by 9:00 a.m. on **FEBRUARY 3, 2016**, at the following locations

:

-Dayton Utilities Complex
34 Lakes Blvd
Dayton, NV

-Minden Inn Office Complex
1594 Esmeralda Avenue
Minden, NV

-Lyon County Administrative Building
27 S. Main St.
Yerington, NV

-Churchill County Administrative Complex
155 N Taylor St.
Fallon, NV

-Carson City Hall
201 N. Carson St.
Carson City, NV

-Carson Water Subconservancy District Office
777 E. William St., #110A
Carson City, NV

-Alpine County Administrative Building
99 Water St.
Markleeville, CA

MEMORANDUM

TO: Administrative Committee

FROM: Edwin James

DATE: 2-10-16

SUBJECT: Agenda Items Background Information

Item # 4 - Discussion for possible action regarding COLA salary adjustment starting July 1, 2016.

CWSD staff is proposing a COLA salary increase of 1.75%. The proposed salary range adjustment is consistent with Carson City's 2015 Employees Association agreement.

Item # 5 - Discussion for possible action regarding staff work load and changes to job descriptions.

Over the past few years the number of grants that CWSD administers has increased. This increase in grants administration means more staff time is needed to manage the grants. Since the grants cover CWSD's costs these additional grants do not impact CWSD financially but does impact staff's workload. Currently the Watershed Program Manager and Watershed Program Specialist positions are budgeted to work an average of 35 hours per week, the Water Resource Program Specialist is budgeted for 30 hours a week, and the Administration Assistant is budgeted for 40 hours per week. The job descriptions for the Watershed Program Manager, Watershed Program Specialist, and Water Resource Specialist allow for a flexible work week and work hours. The only position that does not have a flexible work week is the Administration Assistant job. As part of the budgeting process for fiscal year 2016-17 staff is evaluating the projected workload. Although not guaranteed, staff does see the possibility of receiving some additional grants for fiscal year 2016-17. To meet this potential workload staff believes that the flexible work week and hours allowed in the current job descriptions will enable CWSD to meet the workload needs for next fiscal year. To enhance CWSD's flexibility to meet future workload, staff is proposing modifying the Administration Assistant job description from a *regular full-time position* to a *regular part-time position (30 to 40 hours per week)*. Although, staff is proposing a change to the job description, staff is proposing that the Administration Assistant position be budgeted for 40 hours per week for fiscal year 2016-17.

Item # 6 - Discussion for possible action regarding renewing the lease agreement with Euronev, Ltd.

On June 30, 2016, CWSD's lease agreement with Euronev, Ltd. ends. The office space and location still meets CWSD's needs. Staff has met with the landlord and discussed a new three-year lease. Currently, CWSD is paying \$1.51 per square foot. Euronev has

proposed that if CWSD is willing to sign another three-year lease, they would charge CWSD \$1.45 per square foot for fiscal year 2016-17, \$1.50 per square foot for fiscal year 2017-18, and \$1.545 per square foot for fiscal year 2018-19.

Item # 7 - Discussion for possible action regarding selecting an auditor for FY 2015-16, 2016-17, and 2017-18.

By March 31, 2016, CWSD must notify the Department of Taxation who we are designing as our auditor for fiscal year 2016-17. Our current agreement with Kohn & Company ended with the 2015-16 audit, but they are still providing accounting services at an hourly rate. In the past CWSD has entered into a three-year agreement. Staff is requesting direction as to whether we should renew our agreement with Kohn & Company or send out a requests for proposals. In 2003, the District went out for proposals for auditing services, and Kohn Colodny's costs came in about \$5,000 less than the other proposals. One advantage to having Kohn & Company continue as CWSD's auditor is that they already know our accounting system which eliminates the learning curve of a new auditing firm and makes it easier for Kohn & Company to keep their costs low.

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
December 11, 2015, 9:00 A.M.**

Meeting Minutes

Directors Present:

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

Staff Present:

Ed James, General Manager (by teleconference)
Toni Leffler, Administrative Assistant

Others Present: none

Director Abowd called the meeting of the Administrative Committee to order at 9:01 a.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 2, 2015. Toni Leffler noted that the phrase "with Director Roberts abstaining for not being present at the meeting" should be omitted from the minutes from December 5, 2014, since he was not present to vote at the meeting on February 2, 2015. *Director Rawson made a motion to approve the Administrative Committee minutes from February 2, 2015, as amended. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee, with Director Roberts abstaining for not being present at that meeting.*

Item #4 - Discussion for possible action regarding selection of the Andy Aldax Award for Excellence candidate for 2016. Mr. James explained that Mark Kimbrough's nomination was the only one received this year. Staff will work on publicizing this award more next year in an effort to get more nominations. Director Rawson commented that she was happy to see that someone interested in developing the trails system was nominated for this award. Mr. James mentioned that Mr. Kimbrough was one of the people involved in the creating the Carson River Coalition (CRC) and has always been very involved in the watershed. Everyone agreed that his efforts are certainly worthy of this award.

Director Rawson made the motion that the Administrative Committee recommend Board selection of Mark Kimbrough as the 2016 recipient of the Andy Aldax Award. Director Roberts seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - Public Comment. None.

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 9:05 a.m.

Respectfully submitted,

Toni Leffler
Secretary