



**CARSON WATER SUBCONSERVANCY DISTRICT**  
777 East William Street, Suite 110A  
Carson City, NV 89701  
775/887-7450, fax 775/887-7457  
[www.cwsd.org](http://www.cwsd.org)

### **Request for Professional Legal Counsel Services**

TO: Interested Persons

FROM: Carson Water Subconservancy District

DATE: March 5, 2018

SUBJECT: Legal Counsel for the Carson Water Subconservancy District; description of services, selection process  
**Deadline for applications is March 16, 2018.**

The Carson Water Subconservancy District (CWSD) is an entity created under Chapter 541 of the Nevada Revised Statutes, with special provisions set by the 1989 Legislature, Chapter 621, and the 1997 Legislature, Chapter 319. It has a governing board comprised of two residents each from Carson City, Lyon and Churchill Counties, and five from Douglas county, two of whom represent agricultural interests. Through a Joint Powers Agreement, Alpine County participates with CWSD as committee members. Recently, Storey County has been asked to participate as committee member. The District's five-person office staff is headed by General Manager Edwin James.

This is a contract position. Legal counsel for the CWSD must be licensed to practice law in the State of Nevada. Applicants for the position should have experience and the ability to function without supervision in the following areas, which describe typical work and advice expected from the District's attorneys:

1. Contracts with private entities, other local, State and Federal agencies, individuals; critical review; review for form; negotiation drafting and comment.
2. State and local legislation, Federal legislation, regulations and rule-making; monitor, participate as necessary, advise Board and represent CWSD.

3. Knowledge of local government law; Nevada Open Meeting Law, purchasing act, administrative procedure; advise and represent governing board and staff in meetings and as necessary in the ongoing operation of CWSD; generate and respond to correspondence.
4. Water law; advise and represent CWSD and its constituents in developments in the field, relations with other governmental agencies, negotiations, administrative proceedings, and administrative and civil litigation.

In addition to a resume, an applicant should provide CWSD with references and fee requirements. For purposes of evaluating potential conflicts of interest, a list of clients in the water, utility, local government and natural resource areas should be provided with the letter of application or interest. An attorney is considered to represent all the clients of his or her law firm, professional corporation, or partnership. At the screening level of the selection process, this list may be kept confidential, at the applicant's request, but interviews for final selection and all the materials submitted, including client lists, will be accessible and open to the public at the final interview stage.

**Complete applicants or letters of intent, including client lists, should be provided no later than the close of business on March 16, 2018, to 777 E. William St., #110A, Carson City, NV 89701.** It is anticipated that a committee of the Board and staff will screen the applications and present the full Board with a finalist for the position for interview and selection at the April 18, 2018 Board meeting. **For further information, contact Edwin James at 887-7456.**