

**ADMINISTRATIVE COMMITTEE
OF THE CARSON WATER SUBCONSERVANCY DISTRICT**

NOTICE OF PUBLIC MEETING

DATE: November 16, 2018
TIME: 1:30 P.M.
LOCATION: Carson Water Subconservancy District Conference Room
777 E. William St., #110
Carson City, NV

Please Note: A quorum of the CWSD Board of Directors will not be present at this committee meeting. Any action on the part of the committee is for recommendation to the full CWSD Board of Directors for ultimate action. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Toni Leffler at (775) 887-7450 (<mailto:toni@cwsd.org>), at least three (3) days in advance so that arrangements can be made.

AGENDA

- 1) Call to order of the Carson Water Subconservancy District's (CWSD) Administrative Committee
- 2) Roll Call
- 3) For Discussion Only: Public comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 4) For Possible Action: Approval of the Administrative Committee Minutes from January 24, 2018 and July 9, 2018.
- 5) For Possible Action: Approval of updates to the Personnel Policy Manual.
- 6) For Possible Action: Selection of a candidate to receive the 2019 Andy Aldax Carson River Watershed Award.
- 7) For Possible Action: Appointment of the CWSD General Manager to the Carson Truckee Water Conservancy District Board of Directors.
- 8) For Possible Action: Approval of changes to the Administrative Assistant job description.
- 9) For Possible Action: Appointment of Board Officers for 2019 and 2020.
- 10) For Possible Action: Discussion regarding the FEMA MAS #9 flood study agreements for: Restudy and Remapping of the Pinenut Creek Area in Douglas County; Update of the HEC-RAS 5.0.3 Version to the 5.0.5 Version for the Carson Valley Physical Map Revision; North Carson City Flood Mitigation Plan; and South Dayton Area Drainage Master Plan.
- 11) For Discussion Only: Public comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 12) For Possible Action: Adjournment

Supporting material for this meeting may be requested from Toni Leffler at 775-887-7450 (<mailto:toni@cwsd.org>) and is available at the CWSD offices at 777 E. William St., #110A, Carson City, NV 89701 and on the CWSD website at www.cwsd.org.

In accordance with NRS 241.020, this notice and agenda has been posted 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

-CWSD website:
<http://www.cwsd.org>

-State public meetings website:
<http://notice.nv.gov>

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9:00 A.M. November 13, 2018, he/she posted a copy of the Notice of Public Meeting and Agenda for the November 16, 2018, meeting of the Administrative Committee of the Carson Water Subconservancy District in accordance with NRS 241.020; said agenda was posted at the following location:

_____.

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
January 24, 2018, 3:00 P.M.**

DRAFT Meeting Minutes

Committee Members Present:

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

Staff Present:

Ed James, General Manager
Debbie Neddenriep, Water Resources Specialist 2
George Benesch, Counsel

Others Present: Austin Osborne

Committee Member Abowd called the meeting of the Administrative Committee to order at 3:00 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.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee minutes from November 30, 2017. *Committee Member Erquiaga made a motion to approve the Administrative Committee minutes from November 30, 2017, which was seconded by Committee Member Frensdorff and unanimously approved by the Administrative Committee with Committee Member Griffith abstaining.*

Item #5 - For Possible Action: Discussion regarding Storey County becoming an official member of the Carson River Watershed Committee including possible contribution from Storey County. Mr. James explained that Storey County would like to officially join Carson River Watershed Committee. Mr. James explained that rather than join through Nevada's legislative process, Storey County would join the CWSD Committee by signing a similar MOU to that between the District and Alpine County.

Committee Member Roberts stated that he has no problems with Storey County joining the Carson River Watershed Committee, but he has concerns with the concept of exacting a fee as part of membership. He expressed concern that this could possibly be construed as having to pay to be part of committee. He explained he felt if Storey County would like to be a part of the committee, its membership should not be tied to paying a set amount of money to CWSD annually. Furthermore, he stated he didn't feel it is appropriate to establish a separate pot of money earmarked for projects

within Storey County. If CWSD wants to spend money in Storey County, it should be allowed if it fits the nexus of benefitting the watershed.

Mr. Osborne noted Storey County is not opposed to joining through legislative process but thought the MOU process could provide a method for Storey County to join CWSD before the next legislative session. He also noted that Storey County is not adjacent to the Carson River and the benefit of Storey County's participation in CWSD is to its downstream users in Carson River Watershed.

Committee Member Abowd asked how the Alpine County model would be applied to create a MOU for Storey County. Mr. James explained that through the MOU CWSD and Storey County would agree to work together, set a contribution amount, and pay the representative from Storey County for attending the meeting. These funds from Storey County could be used for projects in Storey County. The alternative would be if Storey County wanted CWSD's help with a project, then CWSD and Storey County would enter into an agreement for that project. Through that agreement process CWSD could include a statement if there is an interest for Storey County to pay an administrative fee to CWSD.

Mr. Osborne asked if anyone could be appointed to the Carson River Watershed Committee. Committee Member Roberts answered yes, but it is at CWSD discretion.

After further discussion, the process would be that CWSD Board formally ask Storey County to become a Carson River Watershed Committee member and that Storey County would appoint a representative. Mr. Osborne asked if there could an alternate. Mr. James mentioned that CWSD does not allow alternates.

Committee Member Roberts asked for clarification about allowing alternate committee members. A discussion followed, and the conclusion was that CWSD committee members from the same county could fill in for one another member, but a non-committee member could not fill in. The conclusion was Storey County would not send alternate.

No public comment. *Committee Member Roberts made the motion that the Administrative Committee recommend CWSD Board invite Storey County to join the Carson River Watershed Committee and appoint a representative. Committee Member Griffith seconded the motion which was unanimously approved by the Administrative Committee.*

Item #6 - For Possible Action: Discussion regarding revising CWSD Interlocal Agreements.

Mr. James explained that Committee Member Griffith pointed out that CWSD needs to update and add some liability language to CWSD Interlocal Contracts. He pointed out proposed changes on the example interlocal contract. Those proposed language changes came from Carson City and were run

by CWSD's insurance agent. Committee Member Griffith pointed several areas that need some additional language clean up. Mr. James noted that this was not his area of expertise. He will run the ideas discussed at the meeting by the insurance agent. This will then be brought back to the CWSD Board.

No public comment. *Committee Member Roberts made the motion that the Administrative Committee recommend CWSD Board accept changes to the standard interlocal agreement template, with suggested changes implemented. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.*

Item #7 – For Possible Action: Re-evaluate CWSD Staff's current salary ranges. Mr. James explained that he compared salaries of CWSD staff to other agencies in the area. It was a challenge because there is not a straight comparison for any of the positions at CWSD. Therefore, he tried to compare each job to a variety of jobs at different jurisdictions that require similar knowledge, skills and/or abilities. In 2015, the Watershed Program Manager, Watershed Program Specialist, and Water Resources Specialist 2 positions were modified. The General Manager position was not modified because it was hard to find comparisons, and the Administrative Assistant position was in line with other similar positions in the watershed. The last time these two positions were reviewed and modified was in 2009. Mr. James noticed that CWSD's current salary ranges are less than most of the other counties' ranges. He mentioned that one way to correct this would be to expand CWSD salary ranges from 10-steps to 12-steps.

Committee Member Abowd asked if the comparison of the CWSD's General Manager position to Carson City's Public Works Director is a true comparison. She noted Carson City's Public Works Director oversees multiple departments and many staff members. Mr. James replied that the Public Works Director is responsible for many more employees and a much larger budget, but the CWSD General Manager position has more responsibilities. He tried to include several examples for each employee that covered a wide range of responsibilities.

Committee Member Griffith asked if benefits are similar to the counties. Mr. James explained that CWSD employees' health benefits and PERS are the same as Carson City.

Mr. Osborne asked if CWSD policies are the same as Carson City. Mr. James replied no, CWSD has its own policies; however, CWSD does follow Carson City's policies closely. Mr. Osborne mentioned he does many salary comparison studies which reflect the highs and lows for a given position in small to large entities in this region.

Committee Member Erquiaga asked how Mr. James compared and what the percentage difference was between steps. Mr. James responded that he tried to compare different jobs with similar task, but that is difficult. The differences between the Steps is a fixed 3.5%. Committee Member

Roberts asked how employees qualify to receive merit increase. Mr. James replied a satisfactory evaluation results in a merit increase. Committee Member Roberts noted that the merit increase amounts to an automatic pay raise.

Committee Member Abowd commented that starting the pay scale at a lower level may make it difficult to find qualified applicants. Committee Member Abowd mentioned that Carson City does performance-based budgeting. Mr. Osborne noted that it was quite difficult for a small public entity to administer performance-based evaluations and made a case that at times it is appropriate for a merit pay increase to be based upon a satisfactory review. Therefore, he is not against “fossil pay” methodology.

Committee Member Abowd asked if employees should get a performance bonus. Committee Member Roberts suggested keeping the current pay scale at 10 steps. Mr. Osborne asked if CWSD was included in county comparison studies; Mr. James replied CWSD was not. Committee Member Roberts asked if any employees are topped out. Mr. James mentioned that both he and Toni Leffler have been topped out for the past four years. Committee Member Roberts proposed modifying the General Manager and Administrative Assistant salary ranging as proposed and keeping the other positions at the current salary ranges. These salary ranges could be evaluated in the future.

Mr. James also mentioned he is proposing that the Administrative Assistant position be reduced to 35 hours per week effective January 1, 2019.

Committee Member Roberts made the motion that the Administrative Committee recommend CWSD Board modify the General Manager and Administrative Assistant salary ranges as submitted to the committee and the Administrative Assistant hours goes 35 hours per week effective January 1, 2019. The motion was seconded by Committee Member Erquiaga and unanimously approved by the Administrative Committee.

Item #8 – For Possible Action: Discuss proposed COLA adjustment for fiscal year 2018-19.

Mr. James explained that CWSD has been using Carson City’s COLA rate which is proposed to be 1.75%. He was wondering if CWSD wanted to consider a different COLA formula in the future. Committee Member Griffith asked what formula would CWSD use. Mr. James replied that this would be a topic for a future meeting.

No public comment. *Committee Member Griffith made the motion that the Administrative Committee recommend CWSD Board approval of a COLA adjust of 1.75% for fiscal year 2018-19. The motion was seconded by Committee Member Roberts seconded the motion and it was unanimously approved by the Administrative Committee.*

Item #9 – Discussion Only: Public Comment. None.

Item #8 – Adjournment. *There being no further business to come before the Administrative Committee, Committee Member Griffith made the motion to adjourn which was seconded by Committee Member Roberts and the meeting adjourned at 3:53 p.m.*

Respectfully submitted,

Deborah Neddenriep
Water Resources Specialist 2

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
July 9, 2018, 9:00 A.M.**

DRAFT Meeting Minutes

Committee Members Present:

Karen Abowd, Carson City
Ken Gray, Lyon County
David Griffith, Alpine County
Steve Thaler, Douglas County

Staff Present:

Ed James, General Manager
Toni Leffler, Administrative Assistant

Others Present: none

Ms. 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.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee minutes from January 24, 2018. Since Committee Member Abowd is the only committee member who was on this committee at the January 24, 2018 meeting, the committee agreed to hold the minutes over to the next meeting to give time for Mr. James to research how to proceed with the approval.

Item #5 - For Possible Action: Review of the General Manager's FY 2017-18 annual review. Mr. James explained that he met with all Board members except for Directors Stodieck and Frensdorff. During his meeting, Director Bonkowski wanted Mr. James to set up a meeting with Carson City and Lyon County to discuss water issues. Supervisor Griffith and Mr. James talked about forest health and Mr. Griffith suggested meeting with Senator Amodei from Nevada and Senator McClintoch from California to find funding opportunities in both states.

No public comment. *Committee Member Thaler made the motion that the Administrative Committee recommend CWSD Board award of a satisfactory FY 2017-18 annual review for the General Manager. Committee Member Gray seconded the motion which was unanimously approved by the Administrative Committee.*

Item #6 - For Possible Action: Review of the General Manager's job description. Mr. James explained that Committee Member Griffith suggested a review of the General Manager's job description. Mr. Griffith explained he has reviewed the description and feels that it is a good summary of the General Manager's duties, not just fitting the incumbent. Mr. James noted that in 2014 the General Manager's job description was revised.

Mr. Gray asked about succession planning, and Mr. James noted that he plans retire in about six years. There are people who can fill the position, but there will be a transition period. Mr. Griffith suggested an overlap period for at least three months ahead of time. Mr. Gray noted that having the big picture about relationships, the water history of the area, etc., is perhaps more important to running of the organization than having the skills to do the mundane. Mr. Griffith noted that the Board's interview process will sort some of that out.

No public comment. The committee agreed that no change to the General Manager's job description is necessary at this time.

Item #7 – Discussion Only: Public Comment - None

Item #8 – Adjournment - *There being no further business to come before the Administrative Committee, Committee Member Griffith made the motion to adjourn and the meeting adjourned at 9:18 a.m.*

Respectfully submitted,

Toni Leffler
Secretary

MEMORANDUM

TO: Administrative Committee
FROM: Edwin James
DATE: 11-16-18
SUBJECT: Agenda Items Background Information

Item #5 - For Possible Action: Approval of changes to the Personnel Policy Manual.

As part of the audit process, our auditor mentioned that there was a new requirement to the GASB that required all governmental agencies to evaluate its possible “other post-employment benefit” (OPEB) liability. CWSD is required to hire an actuary to evaluate whether CWSD has any OPEB liability. The person who is doing the analysis has recommended that we modify our Personnel Policies to clarify CWSD’s intent regarding what coverage CWSD provides an employee upon retirement (see attached email from Catherine MacLeod). Based on these recommendations, staff is proposing several changes to Sections 5.7 and 5.10 of the Personnel Policy Manual (see attached language changes).

Also, our representative from POOL/PACT recommends that CWSD update its Social Media policy. Because there are so many small changes to the Social Media policy staff is recommending that the entire social media policy be replaced with the new policy (see attached Social Media policy).

Item #6 - For Possible Action: Selection of a candidate to receive the 2019 Andy Aldax Carson River Watershed Award.

The criteria for consideration of this award is that the nominee: (1) has demonstrated a commitment to Carson River Watershed conservation activities for 10 years or more; 2) has produced accomplishments toward the goals outlined in the Carson River Watershed Vision Statement; and 3) can be a landowner, community member, or employee of a federal, state or local entity.

Attached are the nominating letters for the 2018 Andy Aldax Award:

- Duane Petite – nominated by Jon Paul Kiel
- Lynn Zonge – nominated by Donna Inversin, Mark Kimbrough, and Jeff Potter
- Pamela Petite – nominated by Shannon Brown

Item #7 – For Possible Action: Appointment of the General Manager to the Carson Truckee Water Conservancy District.

The Carson Truckee Water Conservancy District (CTWCD) Board is made up of representatives of each Nevada county in the Carson/Truckee watersheds and representatives from CWSD, Truckee Meadows Water Authority, Truckee-Carson Irrigation District, and Washoe County Water Conservation District. The Board members are appointed by the Governor to serve a four-year term; however, each entity submits their recommendation to the Governor. Mr. James' term on the CTWCD Board ends 12/31/2018. Four years ago it was recommended that the CWSD General Manager be the representative for CWSD since the General Manager has a good understanding of the water issues throughout the watershed and can be a liaison between the CTWCD and the CWSD. This has worked out well. Staff proposes that the Administrative Committee recommend to the CWSD Board that the General Manager be submitted to the Governor as CWSD’s representative to the CTWCD Board.

CWSD Administrative Committee
11/16/18 Meeting Agenda Background

Item #8 - For Possible Action: Approval of changes to the Administrative Assistant job description. With Toni retiring in February 2019, staff suggests a few changes be made to the Administrative Assistant job description. The major change is to include the language below.

Special Conditions:

Employee may be required to work some evenings, weekends, and holidays. Work week may be flexible.

Item #9 – For Possible Action: Appointment of Board Officers for 2019 and 2020.

The criteria for the CWSD Board Officer rotation policy is as follows:

- No county will hold more than one officer position at a time.
- Elections will be held every odd year and officers will serve for a two-year period.
- The Chair, Vice Chair, and Treasurer will rotate every two years with the recommendation that the officers will not serve in the same position for more than one consecutive term.
- The Chair, Vice Chair, and Treasurer positions will be rotated through Nevada counties, in the order of Churchill County, Douglas County, Carson City, and Lyon County. The Vice Chair will take over the Chairmanship, if voted in.
- The Treasurer will serve on the Finance Committee.
- The Chair, Vice Chair, and Treasurer must be voting Board members.
- The Chair, Vice Chair, and Treasurer must be members of the CWSD Board for two or more years.
- The Secretary could be either a Board member or staff, and the position is not currently considered in the rotation schedule.

Under the rotation policy for 2019 and 2020 the Chairperson would be someone from Churchill County, Vice Chair from Douglas County, and Treasurer from Carson City. Director Erquiaga has indicated he would be willing to serve as Chairperson; Director Thaler has indicated he would be willing to serve as Vice Chair; and Director Bonkowski has indicated he would be willing to serve as Treasurer.

With Toni retiring in February 2019, staff would recommend appointing the General Manager as Secretary for 2019 and then replace him with the new Administrative Assistant in 2020.

Item #10 - For Possible Action: Discussion regarding the FEMA MAS #9 flood study agreements for: Restudy and Remapping of the Pinenut Creek Area in Douglas County; Update of the HEC-RAS 5.0.3 Version to the 5.0.5 Version for the Carson Valley Physical Map Revision; North Carson City Flood Mitigation Plan; and South Dayton Area Drainage Master Plan. CWSD received funding from FEMA under the Cooperative Technical Partner grant to conduct several flood studies in the watershed. As part of the process staff developed and sent out Requests for Proposals for each study. CWSD has received and scored the various proposal and is currently meeting with county staff to develop a scope of work, schedule, and costs for each study. Staff proposes to review each proposal with the committee members. The documents will be handed out at the meeting.

Hello, Ed.

It was nice to talk with you by phone earlier this morning.

We're going to scout our way through things to determine whether we believe there is or is not any reasonably measurable "other post-employment benefit" (OPEB) liability for the District to report for its fiscal year ended June 30, 2018.

Basic background:

- We discussed and you confirmed that the District *is not* being invoiced by the Nevada Public Employees' Benefits Program (PEBP) for monthly subsidy required to be provided to a former District employee or retiree now covered by this PEBP retiree health plan.
- We discussed the current health coverage for active employees. You indicated that the District's health coverage is through the Carson City's plans.
 - You confirmed that the District does not pay any amount toward the cost of healthcare for its retirees.
 - In fact, until you learned that it must do otherwise under Nevada requirements, the District did not intend to offer health coverage to its retirees other than that required under COBRA.
 - The District will be revising/updating its employee benefits policy to reflect these requirements. You indicated to me that the District would most likely want to offer the minimum required by the statutes, which might include making specific comments along these lines:
 - The District does not intend to offer continuation of any group life insurance coverage to employees after employment ends. It is the District's understanding that this is optional under the NRS and does not wish to offer this coverage.
 - If eligible for coverage as an active employee, a District retirees may continue their medical, dental and vision coverage under the plans available to active employees. However, the District will not pay any portion of the premiums; the retiree is required to pay 100% of any and all premiums in order to continue this coverage. Failure to make timely payment will result in discontinuance of the coverage. Once a retirees coverage ends for any reason (whether voluntarily or because of non-payment of premiums), he or she may not re-enroll in the plans in the future.
 - Retiree coverage under the District's medical/prescription drug coverage plans may not be continued beyond the age when the retiree first qualifies for coverage under Medicare.
 - The premium rates charged on the Carson City plans do not vary by age. They are a typical flat (group) premium rate structure.

Because Nevada Revised Statutes require the District to offer the health coverage to retirees and require that it be offered at the same premium rates as for active employees, even when the retiree pays 100% of the premiums, there is a "price break"

for retirees since their claims are likely to be higher than the premiums they pay. This price break is referred to as an “implicit subsidy” and is required to be projected and valued as an OPEB liability in an agency’s financial statements.

Next Steps:

We agreed that our first efforts will be to explore whether there have been any retirees who have elected to continue their District medical coverage. If there are active employees closing in on retirement who may have made some decisions regarding this coverage, their probably elections would be helpful to know as well.

To assist with this, we are attaching an employee data request file. We hope that this is self-explanatory, but if you have questions, please do not hesitate to contact me (my number is below) or Courtney (503) 419-0463). *Plases return a completed copy of this worksheet to Courtney (copy me on the email please).*

I’ve also attached a copy of the 2018-19 rates we have from the City. *Can you verify which of these two rates structures applies to the District?*

Let’s see where this takes us before we spend time on any further questions.

Consulting and/or actuarial fees: I estimated the following to you on the phone, which we can refine when we know more.

1. If the data appears to support the opinion that no reasonably measurable OPEB liability exists at this time, our consulting fee for the process beginning today and ending with a letter describing our analysis would likely run between \$600 to \$1,000.
2. If the data appears to indicate that a measurable OPEB liability does exist, then we estimate the cost for the valuation and GASB 75 report would run in the neighborhood of \$2,500.

I believe this covers this items we discuss earlier this morning, Ed. If you think I’ve overlooked something, please let me know. If not, we’ll look forward to hearing back from you with the employee data file and confirmation of premium rates.

Cathy

Catherine MacLeod, FSA, FCA, EA, MAAA

Principal & Consulting Actuary

5.7 Medical Insurance

All regular employees shall receive 100% CWSD paid group medical insurance (regardless of the insurance plan the employee is under). Dependents of employees, as defined under Carson City's insurance agreement, are also eligible for coverage under the insurance plan at a cost to the employee. ~~CWSD will pay 50% for the unclassified employee dependents and 65% for the classified employee dependents, based on the least expensive group medical insurance plan provided by Carson City. Insurance costs for employee dependents will be consistent with Carson City's insurance agreement.~~ Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee. If a regular employee has other medical insurance, the employee may opt to receive the cash equivalent of the lowest single insurance rate. Cash in lieu of medical insurance will be offered at a rate of three-quarters (3/4) of the lowest employee insurance costs. The cash distribution will be amortized over the entire year and paid in each pay period.

If eligible for coverage as an active employee, CWSD retirees may continue their medical, dental, and vision coverage under the plans available to active employees. However, the CWSD will not pay any portion of the premiums; the retiree is required to pay 100% of any and all premiums in order to continue this coverage. Failure to make timely payment will result in discontinuance of the coverage. Once a retiree's coverage ends for any reason (whether voluntarily or because of non-payment of premiums), he or she may not re-enroll in the plans in the future.

Retiree coverage under the CWSD's medical/prescription drug coverage plans may not be continued beyond the age when the retiree first qualifies for coverage under Medicare.

5.8 Plan Changes

CWSD will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as CWSD deems appropriate, in the level of coverage and the amount of premium cost to be paid by CWSD.

5.9. Vision and Dental Insurance

All regular employees shall receive 100% CWSD paid group Vision and Dental insurance). Dependent coverage is offered, at a cost to the employee. Employees who waive medical insurance will not be eligible for group Vision and Dental insurance.

5.10. Group Life Insurance

All regular employees are eligible for basic life insurance benefits. The cost of this coverage is included in the medical insurance costs and fully paid by CWSD. Employees who waive medical insurance will not be eligible for group life insurance. CWSD will not offer any group life insurance coverage to employees once employment ends.

2.10. Social Media Networking Policy

2.10.1. Policy

CWSD takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, employees' use of social media can pose risks to CWSD's confidential and proprietary information and reputation, can expose CWSD to discrimination and harassment claims, and can jeopardize CWSD's compliance with business rules and laws. To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that CWSD's resources and communications systems are used appropriately as explained below, CWSD expects its employees to adhere to the following guidelines and rules regarding social media use. CWSD's social networking policy includes rules, guidelines, and best practices for CWSD-authorized social networking and personal social networking.

2.10.2. General Provisions

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to, employee's own or CWSD's video or wiki posting, social networking sites such as Facebook, LinkedIn, and Twitter, personal blogs, personal websites, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with CWSD.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of CWSD. Employees are expected to protect the privacy and well-being of CWSD and its employees. Employees are prohibited from disclosing confidential employee and non-employee information and any other non-public information to which employees have access to the extent such discussion or disclosures are not protected under state or federal law.

All CWSD policies apply in all social media forums. Policies include, but are not limited to, code of ethical standards, equal employment opportunity, anti-harassment, bullying, and workplace violence.

2.10.3. CWSD Monitoring

Employees are cautioned there is no expectation of privacy while using CWSD's Internet, equipment, or facilities for any purpose, including authorized posting or editing to social networking sites. Employee's posting can be viewed by anyone, including CWSD. CWSD reserves the right to monitor its Internet, equipment, and facilities that are used to post comments or discussions about CWSD or its employees on social networking sites. CWSD may use search tools and software to monitor use of its Internet, equipment, and facilities for posting to social networking sites.

CWSD reserves the right to use content management tools to monitor, review, or block content on CWSD's social networking sites that violate this policy.

2.10.4. Reporting Violations

CWSD requests and strongly urges employees to report any actual or perceived violations of this policy to his/her immediate supervisor.

2.10.5. Discipline for Violations

CWSD will investigate promptly and respond to all reports of violations of the social networking policy and other-related policies. Violation of CWSD's social networking policy may result in disciplinary action, up to and including termination. CWSD reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

2.10.6. Authorized Social Networking

The goal of authorized social networking is to become a part of the community conversation and promote web-based sharing and exchange of CWSD information and feedback from members of the public. Authorized social networking is used to convey information about CWSD operations and services; promote and raise awareness of the organizational culture; search for potential new equipment and training tools; communicate with other employees, members of the public, and interested parties; issue or respond to breaking news or other matters of public interest; and discuss organization-specific activities and events.

When social networking, CWSD must ensure that use of these communication paths maintain honesty, integrity, courteousness, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

2.10.7. Rules and Guidelines

The following rules and guidelines apply to entries made on all CWSD-related social networking sites.

Only authorized employees can prepare and modify content for CWSD's social networking sites. If an employee is required to use social media as part of his/her job duties, for CWSD's marketing, public relations, recruitment, communications, or other business purposes, the content must be relevant, and add value. If uncertain about any information, material, or conversation, employee will contact his/her supervisor to discuss the content.

Note that CWSD owns all social media accounts used on behalf of CWSD or otherwise for business purposes, including any and all log-in information, passwords, and content. CWSD owns all such information and content regardless of the employee that opens the account or uses it, and will retain all such information and content regardless of separation of any employee from employment with CWSD. If an employee's job duties require him/her to speak on behalf of CWSD in a social media environment, the employee must still seek approval for such communication from his/her supervisor.

All employees must identify themselves as employees of CWSD when posting comments or responses on CWSD's social networking sites. If an employee is contacted to comment about CWSD for publication, including any social media outlet, the request should be directed to General Manager who will then determine the response to be provided on behalf of CWSD.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.

All employees of CWSD are responsible for ensuring all social networking information complies with CWSD's written policies. Management is authorized to remove any content posted on an CWSD social media site that does not meet the rules and guidelines of this policy, any other CWSD policy, or that may be illegal, prohibited, or offensive.

Removal of such content will be done at the discretion of CWSD without permission or advance warning.

CWSD expects all CWSD-authorized guests to social networking sites to abide by all rules and guidelines of this policy. CWSD reserves the right to remove, without advance notice or permission, all guest content considered malicious, defaming, obscene, threatening, or intimidating. CWSD also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

Employees must not expose themselves or CWSD to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites visited to ensure compliance with those terms of service.

2.10.8. Personal Blogs and Social Networking Sites

CWSD respects the right of employees to use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of CWSD. In accordance with provision of NRS 613.135, CWSD will not request usernames and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers.

CWSD does not discriminate against employees who use these sites for personal interests and affiliations or other lawful purposes.

Commenters are personally responsible for his/her commentary on social networking sites and can be held personally liable for commentary that is considered malicious, defamatory, obscene, threatening, intimidating, or libelous by any offended party, not just CWSD. Remember that what is published might be available to be read by the masses (including CWSD, future CWSDs, and social acquaintances) for a long time. Employees should keep this in mind before posting content.

Employees shall not use social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with CWSD. Social media should never be used in a way that violates any other CWSD policies or employee obligations. If an employee's social media activity would violate any of CWSD's policies in another forum, it will also violate them in an online forum.

If employee chooses to identify him/herself as an employee of CWSD, note that some readers may view him/her as a spokesperson for CWSD. Because of this possibility, employee is required to state his/her views expressed on the social networking site belongs to the employee alone and is not reflective of CWSD or of any person or organization affiliated or doing business with CWSD.

Employees should use good judgment about what is posted on social media and remember that anything posted can reflect on CWSD, even if a disclaimer is used. Employees should always strive to be accurate in their communications about CWSD and remember that posted statements and materials have the potential to result in liability for the employee and CWSD. CWSD encourages professionalism and honesty in social media and other communications.

Employees cannot post the name, trademark, or logo of CWSD or any business with a connection to CWSD. Employees cannot post CWSD-privileged information, including copyrighted information or CWSD-issued documents.

Authorized employees posting to CWSD-owned social media accounts may not post photographs of other employees, volunteers, members of the public, vendors, and suppliers on CWSD premises, nor can employees post photographs of persons engaged in CWSD business without prior authorization by immediate supervisor.

Employees cannot post any advertisements or photographs of CWSD products and services, nor use CWSD in advertisements without disclosing the employee's connection to CWSD.

Employees cannot link from a personal social networking site to CWSD's internal or external websites.

This policy is not intended to restrict communications or actions protected or required by federal or state law.

2.10.9. *Media Contacts*

If contacted by the media, press, or any other public news source about employees' post that relates to **CWSD** business, employees are required to obtain approval from the immediate supervisor prior to responding on behalf of CWSD.

2.10.10. *Prohibition Against Retaliation*

CWSD will not tolerate any retaliation by management or by any other employee against an employee who reported a violation of this policy or cooperating with an investigation. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

From: Jon Paul Kiel jpkiel@ndep.nv.gov
Re: Andy Aldax Award

I nominate Duane Petite from the Nature Conservancy to receive the next Andy Aldax Award, who as you know recently retired from managing the Carson River Ranch Preserve at River Fork Ranch. I do not know Duane's entire story, but I believe he strongly meets the Criteria, having first worked with Duane over ten years ago on the River Fork Ranch Trail System while Administering Question 1.

I am going to guess that somebody else will nominate Duane and can fill in the gaps, but it is common knowledge that Duane, following in Laura Crane's footsteps in 2006, built up the River Fork Ranch as a community resource that showcases the Middle Carson River, making it accessible to public and groups of people of all ages, from elementary school students to Old Birder Types. How many people learned about floodplain and riverine processes from Duane? Hundreds if not thousands.

Good Luck Duane.

JP

* * * * *

Additional information about Duane from LinkedIn:

Experience

Carson River Project Director

[The Nature Conservancy](#)

August 2006 – September 2018 12 years 2 months

California and Nevada

*Worked cross-border in the Great Basin and Sierra Nevada ecoregions coordinating land protection, habitat restoration and outreach efforts in the Carson River watershed and demonstrating nature based solutions designed to make local communities more naturally resilient.

*Served as an Engaging Across Difference workshop facilitator and co-lead for the global Multicultural Employee Resource Group (MERG) working with colleagues to help make the Conservancy a more inclusive and equitable organization.

Forestry Technician

[US Forest Service](#)

June 2002 – July 2006 4 years 2 months

Humboldt-Toiyabe National Forest Carson Ranger District

- * Developed and implemented fire management strategies to successfully organize initial interagency response during rapidly evolving emergency incidents
- * Performed public outreach to foster support for agency policies and programs
- * Integrated education, engineering and enforcement to leverage natural resource protection efforts
- * Effectively planned and administered vegetation management programs

2019 Andy Aldax Carson River Watershed Award

We would like to nominate Lynn Zonge, CPESC, PG for this year's award.

Lynn is a specialist in fluvial geomorphology, surface water hydrology and geology of the Sierra Nevada and Great Basin Regions. Through her work at Resource Concepts, Inc (RCI) she has worked on numerous projects in the Carson River and other watersheds.

Lynn is devoted to protecting the resources of the Sierra Nevada and Great Basin and their watersheds, especially her 'home' watershed, the Carson River. One of her most noted projects was the Carson River Aquatic Trail. She was instrumental in introducing and mapping this undeveloped primitive section of the Carson River which has become one the best river runs in Nevada. The results of her planning efforts are evident in Carson City Open Space's trailhead/picnic park site designed for launching watercraft and an educational/safety brochure for the watercraft enthusiasts.* Her work on the Open Space Plan for Carson City sets the planning for years to come to protect the watershed of the Carson River. She was a resource team member for the highly popular waterfall trail interpretive and resource protection project that developed a conservation theme to preserve the Kings Canyon watershed. This project was an educational opportunity to enlighten the hundreds of trail users that the Kings Canyon Creek is a Carson City point source water supply and their stewardship was necessary to protect the drinking water of Carson City.

Lynn not only spends her working day protecting our watershed, she frequently provides volunteer assistance to Muscle Powered and the Eagle Valley Trails Committee [EVTG] assisting with trail design and development that will protect our watershed.

Much of what these organizations have accomplished could not have happened without Lynn's tireless effort. And she always does it with a smile, while energizing all around her.

Donna N. Inversin
donnanv1@gmail.com
775.315.6763

Mark Kimbrough
mrkkimbrough@gmail.com
775.720.4732

Jeff Potter
jeffpotter@musclepowered.org
775.671.5000



Gardnerville Elementary School

A Great Place to Learn

1290 Toler Avenue
Gardnerville, NV 89410
(775) 782-5117
(775) 782-2115 Fax

November 7, 2018

Mr. Shannon Brown,
Principal

Dear Nomination Review Committee,

Mr. Blaine Spires,
Vice Principal

On behalf of the students and staff at Gardnerville Elementary School I would like to nominate Pamela Petite for the Carson Water Subconservancy District's 2019 Andy Aldax Award.

As Principal, I have known Pamela Petite since arriving in the Carson Valley in 2008. Throughout that tenure Pam has not only been an advocate for, but has demonstrated a consistent commitment to the Carson Valley Watershed, environment and habitat. Through her role as the librarian and member of the school community she has also worked to cultivate a love of nature and respect for our local habitat and environment. Some of the many things she has done:

- Co-chair of the grant writing team to secure a \$10,000 grant from the US Department of Wildlife to create a schoolyard habitat representing all local ecosystems.
- Works alongside teachers and volunteers to teach students about the local ecosystems through the schoolyard habitat and field trips to the Nature Conservancy at River Fork Ranch in Genoa.
- Worked with artists on the Nature of Art living watershed sculpture made from local willows.
- Volunteer leader for L.E.A.F. (Leaders for Environmental Action for the Future)
- Citizen Scientist with the Nevada Department of Wildlife as part of:
 - Western Pond Turtle Project
 - Monarch Butterfly Monitoring Project creating a Monarch Butterfly Weigh Station at River Fork Ranch.

These are just the things we know that she has done over her years in the Carson Valley. Her biggest gift, and the one that makes her so deserving of this recognition is the love, respect and commitment to our local habitat she imparts on the hundreds of children that pass through the halls of Gardnerville Elementary in her 28 year tenure. It is with great pride that we nominate Pamela Petite for this honor.

**Douglas County
School District**

(775) 782-5134
(775) 782-3162 Fax
www.dcsd.k12.nv.us

Respectfully,

Shannon Brown,
Principal

**CARSON WATER SUBCONSERVANCY DISTRICT
(CWSD)
ADMINISTRATIVE ASSISTANT**

FLSA Status: Non-Exempt

Created: November 28, 2018

DEFINITION: Under general direction of the General Manager, performs a wide variety of confidential and complex clerical, accounting, and administrative duties in the support of Carson Water Subconservancy District (CWSD) policies, procedures, and practices.

DISTINGUISHING CHARACTERISTICS: This is a regular part-time position 30-40 hours per week).

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Answers phones and directs callers to the appropriate individual, waits on the general public, and provides information related to CWSD.
2. Takes minutes and meeting notes for board, committee, and other CWSD/CRC meetings.
3. Receives and sorts incoming mail in order to route to the appropriate individual.
4. Maintains a variety of files and records.
5. Assists in the implementation of goals and objectives for special programs and projects; establishes schedules for program operations; implements policies and procedures.
6. Maintains records inventory; maintains financial records; maintains petty cash account; pays bills; and prepares various financial reports for CWSD, State and other governmental agencies.
7. Orders/purchases supplies.
8. Conducts surveys, studies, and special projects; collects information on operational and administrative problems; assists in preparing reports for various grants administered by CWSD.
9. Creates and proofreads a variety of documents including general correspondence, notes, dictation machine recordings, and verbal instruction.
10. Participates in the preparation and processing of board and committee agenda packets; types staff reports, notices, and other documents; duplicates, binds, and distributes agenda packets.
11. Performs safety audits and maintains the safety manual.
12. Assists auditors with annual fiscal year end audits.
13. Assists with field work and data collection.
14. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Skills/Abilities:

Knowledge of

- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Principles and procedures of record keeping.
- Modern office methods, practices, procedures, and computer equipment.
- Basic word processing methods, techniques, and programs.
- Telephone and general reception procedures.
- Accounting principles and practices.

Skills/ Ability to

- Effectively use word processing and database programs.
- Perform some administrative research duties.
- Communicate well, both in writing and verbally.
- Comply with pertinent Federal, State and local policies, procedures, laws and regulations related to assigned work programs and projects.
- Effectively administer a variety of special programs, special events, and project activities.
- Implement and evaluate improvements in operations, procedures, policies, or methods.
- Meet deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work outside in various weather conditions.

Required Certifications and Licenses:

Possession of a valid driver's license or alternate means of travel.

Experience and Training: *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Possession of a high school diploma or equivalent and five years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and financial documents.

Physical, Intellectual, and Mental Requirements: *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Light lifting (up to 25 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions: *Work is performed under the following conditions.*

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Occasional outdoor collection of data along stream banks on uneven ground and through brush and weeds.

Special Conditions:

Employee may be required to work some evenings, weekends, and holidays. Work week may be flexible.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____