

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

**NOTICE OF PUBLIC MEETING**

**DATE:** December 16, 2019  
**TIME:** 2 P.M.  
**LOCATION:** Carson Water Subconservancy District Conference Room  
777 E. William St., #110  
Carson City, NV 89701

**AGENDA**

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**Please Note:** *The Carson Water Subconservancy District (CWSD) Board may: 1) take agenda items out of order; 2) combine two or more items for consideration; and/or 3) remove an item from the agenda or delay discussion related to an item at any time. All votes will be conducted by CWSD Board of Directors. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Catrina Schambra at (775)887-7450 ([catrina@cwsd.org](mailto:catrina@cwsd.org)), at least two business days in advance so that arrangements can be made.*

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1. Call to Order the 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 June 5, 2019.
5. For Possible Action: Selection of a candidate to receive the 2020 Andy Aldax Carson River Watershed Award.
6. 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.
7. For Possible Action: Adjournment.

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**Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 ([catrina@cwsd.org](mailto:catrina@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](http://www.cwsd.org).**

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**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. on December 10, 2019, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the June 19, 2019, regular meeting of the Carson Water Subconservancy District and the Carson River Watershed Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

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**SIGNATURE**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date & Time of Posting:** \_\_\_\_\_

**CARSON WATER SUBCONSERVANCY DISTRICT  
ADMINISTRATIVE COMMITTEE  
June 5, 2019, 9 a.m.**

**DRAFT Meeting Minutes**

**Committee Members Present:**

Carl Erquiaga, Churchill County  
Stacey Giomi, Carson City (via teleconference)  
Ken Gray, Lyon County  
David Griffith, Alpine, County  
Steve Thaler, Douglas County

**Staff Present:**

Ed James, General Manager  
Catrina Schambra, Administrative Assistant & Secretary to the Board

Committee Member Erquiaga called the meeting of the Administrative Committee to order at 9:08 a.m. in the Conference Room of Carson Water Subconservancy District, 777 East William Street, Suite 110A, Carson City, Nevada. Roll call was taken, and 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 April 3, 2019**

*Committee Member Griffith made the motion to approve the minutes from the Administrative Committee meetings on April 3, 2019. The motion was seconded by Committee Member Thaler and approved 4-0-1 by the Administrative Committee. Committee Member Gray abstained.*

**Item #5 - For Possible Action: Review of the General Manager’s FY 2018-19 Annual Review results.**

Mr. James explained the process for the new Board Members: he completes the Self-Assessment; he sends it to the Board Members; Catrina sends out and collects the evaluation form from the Board Members; the Administrative Committee meets with the General Manager and makes a recommendation to the full Board.

Mr. James agrees with the comments on his Review summary and he will work on improving his short comings. He discussed the one-on-one meetings he has had with Board members for his annual review process. Mr. James reported it was suggested that he regularly meet with Douglas County and Carson City staff.

He has been speaking with Silver Springs and Stagecoach (Lyon County) water purveyors. There is no ground water available, especially in Silver Springs. They have been overallocated for the past 20 years.

Mr. James reported that the inventory on river structures will start at the end of the summer. Committee Member Thaler asked if we are reaching out to the property owners on the river for information for the inventory. Mr. James says we are starting with the conservation districts.

Committee Member Gray wonders if (1) are all these projects are authorized and (2) will we be asking about this. The Army Corps of Engineers will be looking at permits and new ways to regulate river projects. Committee Member Thaler says this all needs to be discussed at a general Board meeting.

Committee Member Erquiaga redirected the conversation back to the General Manager review and there was general agreement that Mr. James does an outstanding job.

*Committee Member Griffith made the motion to recommend approval of the General Manager Annual Review as outstanding and approval of his merit increase accordingly. The motion was seconded by Committee Member Gray and approved unanimously by the Administrative Committee.*

**Item #6 - For Possible Action: Review the draft Indirect Cost Policy.**

Mr. James recommends we move our Indirect Cost policy forward so we are in compliance by June 30 as required, with the knowledge that we may need to revisit language soon. We are awaiting a clarification from the state, who is still working on this issue. Committee Member Griffith wonders is this need to be so complicated; it seems to him that there are indirect costs included too, such as payroll workers comp hours. Mr. James will research if workers comp should be included in the Indirect Policy or the Benefit Policy.

*Committee Member Griffith made the motion to recommend approval of the Indirect Policy to the full Board with possible modification regarding workers compensation concern, if needed. The motion was seconded by Committee Member Giomi and approved unanimously by the Administrative Committee.*

**Item #7 - For Possible Action: Review the draft Fringe Benefit Cost Calculation Policy.**

After brief discussion, Mr. James recommended we also move forward on our Fringe Benefit Cost Calculation policy to be in compliance for our audit. We will be able to amend the policy at a later date if needed.

*Committee Member Thaler made the motion to recommend approval of the Fringe Benefit Cost Calculation Policy to the full Board with possible modification regarding workers compensation concern, if needed. The motion was seconded by Committee Member Gray and approved unanimously by the Administrative Committee.*

**Item #8 – Discussion Only: Public Comment - None**

The Administrative Committee meeting was adjourned at 9:36 am.

Respectfully submitted,

Catrina Schambra  
Secretary to the Board

December 5, 2019

Dear Selection Committee for the Andy Aldax Award,

There are many unsung heroes in the Carson River watershed, people making a difference and educating others about the health of our river without fanfare or expectations of recognition. Phyllis Lipka Atkinson is our watershed hero.

Phyllis began teaching 7th grade science in Silver Springs, Nevada, near the Big Bend of the Carson River, in 1995. River Wranglers (RW) worked with her and because of her enthusiasm and interest, students began science exploration on the banks of the Carson River at Ft. Churchill State Historic Park. When she left Lyon County, she took a teaching position at Carson Middle School where she maintained her relationship with River Wranglers and enjoyed many years teaching 6th through 8th grade science classes. She was awarded a water quality monitoring trunk from the Nevada Division of Water Quality Planning and she arranged field trips to Ambrose Park with 8th grade students. I remember her gathering her students around her along the trail leading down to the river and helping them visually understand the concept of a watershed as she pointed out the surrounding mountains, all draining snowmelt to the Carson River. It was an "aha moment" when you realized that they understood how the watershed was related to the river. The water monitoring trunk outfitted her students with chemical test kits, goggles and gloves to perform tests to check pH, temperature, dissolved oxygen, and turbidity. They also had boots, kick nets, and scopes to assess the biological diversity in the river. These are our future scientists, artists, beauticians, teachers, factory workers, writers, parents, mechanics, politicians and voters learning the science and value of healthy rivers.

While Phyllis is being paid to teach, her creativity and ingenuity make it possible to develop lesson plans using the Carson River as her platform. She is very inclusive and when not able to link the subject matter directly to Carson River education, she encourages other teachers to work with us. One year, with help from Phyllis, RW presented the Carson River History trunk to all 7th grade students studying Nevada history at Carson Middle School. She believes in the value of watershed-based education and encourages others to also value place-based education.

Phyllis Atkinson served on the board of directors for River Wranglers as well as the Silver Saddle Ranch. She was one of the key organizers of the High Sierra Camp which provided backcountry experiences for Nevada youth. She was selected as the Science Department Chairperson for the 6th and 8th grades at Carson Middle School. In 2001 she was recognized for her leadership by the Carson River Advisory Committee. Phyllis was selected as the Rotary Club Teacher of the Month, received the Golden Apple Award from the Carson City School District and was Teacher of the Year at Carson Middle School and Pioneer High School.

Phyllis Atkinson, in her 25th year of education, is in her second year at Pioneer High School. She works diligently to give students real life science opportunities along the Carson River. Her Leadership class is involved in a year-long Carson River Watershed mentoring program with Seeliger Elementary 4th graders.

It is easy, just and fitting that RW sing the praises of an advocate like Phyllis Atkinson. She makes a difference daily to the students in her classroom and those students carry forth the message that the Carson River is our Lifeline in the Desert.

Sincerely,

*Linda Conlin*

Linda Conlin, RW Board Member

December 5, 2019

Nominating Committee, Andy Aldax Award

Dear Nominating Committee:

I am writing to nominate Phyllis Atkinson for the Andy Aldax Award. Phyllis came to Pioneer HS from Carson Middle School as their science department chair. For some veteran teachers, an easy teaching schedule is on the radar, but not Phyllis. She transferred to us offering to teach chemistry and ended up teaching biology. She also signed up to help save our only CTE program, the one that PHS started for the district and the State of Nevada.

Phyllis ended up teaching four new classes at the high school level and she did it with grace, professionalism, and a positive “go-get-em” attitude. She took the path less traveled, and it has meant the all the difference for a small alternative high school and its students. Under Phyllis’s expertise, our HOSA/CTE students competed along with medical magnet schools around the state and other comprehensive high schools, and one of her students scored the highest in the completion exams Carson City.

Phyllis is the type of veteran teacher who eagerly takes additional professional development when she doesn’t have to. She attended Tech Café sessions after school, participated in optional school CTAC sessions, took her students to the Carson River to study Science “hands-on” in the outdoors, and she attended CTE meetings at Carson High. Along with Phyllis’ professionalism, leadership, success as science and CTE teacher, and department lead at Pioneer, she always has a pleasant and helpful attitude. She mentored a new science teacher this year and represented PHS at CTE meetings to help keep our program supported in spite of our small size. We are very grateful for her leadership on campus and her willingness to take on such a Herculean task at teaching new classes greatly needed for our students.

Thank you for your time in reading this letter.

Sincerely,

*Jason Zona*

Jason Zona, Principal, Pioneer High School

**Carson Valley  
Conservation District**



1702 County Rd. Suite A  
Minden, NV 89423

November 25, 2019

Dear Evaluation Committee,

It is with great pleasure that I would like to nominate Mr. Richard Wilkinson for consideration for the Andy Aldax Award. In addition to performing his job at an exemplary level, Richard demonstrates an extraordinary commitment to the Carson River Watershed, as well as the Carson Valley as a whole.

Richard is a specialist in environmental resource sciences. Through his positions at the Carson Valley Conservation District and Dayton Valley Conservation District spanning the last twelve years, he has worked on numerous projects in the Carson River Watershed. Richard takes it upon himself to provide exceptional support and service to land owners, the general public, and everyone he meets. He discerns quickly their individual needs and moves efficiently to provide key information to projects and natural resource issues.

Richard was raised in the Carson River Basin and remains within the community today. After receiving his degree in Environmental Resource Sciences from UNR, he went to work doing what he loves. While his adventures took him to the east side of the state, it wasn't long before he was back home in the Carson River Basin. His work stands out in and around Dayton along the river banks, through his work with the Dayton Valley Conservation District. Now, he finds himself at the Carson Valley Conservation District working tirelessly to restore our valley's greatest commodity; the Carson River. Richard believes that creating a river that can change freely without doing irreparable damage is a diverse and healthy river. His philosophy doesn't end there; Richard is known for getting projects completed in a timely manner with minimal negative effects. His river restoration projects are so successful that many would never know that the area was once in need of severe ecological restoration.

Fondly known as the "go-to" for most things within the Carson Valley Conservation District, Richard receives countless calls daily from government entities and private landowners calling upon his experience and knowledge for conservation information and advice. He is devoted to protecting the agricultural infrastructure and natural resources of the unique watershed that he calls "home".

Sincerely,



Mike Hayes