

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

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