

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
January 27, 2014, 8:45 A.M.**

Meeting Minutes

Directors Present:

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

Staff Present:

Ed James, General Manager
Toni Leffler, Administrative Assistant

Others Present: none

Director Abowd called the meeting of the Administrative Committee to order at 8:48 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 #2 - Public comment - None

Item #3 - Discussion for possible action regarding approval of the Administrative Committee minutes from November 18, 2013. *Director Rawson made a motion to approve the Administrative Committee minutes from November 18, 2013. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee with RF abstaining as not being present at that meeting..*

Item #4 - Discussion for possible action regarding changes to the Personnel Policies Manual including:

- a) **Sick leave payout policy**
- b) **Vacation time accrual**
- c) **Administrative leave**
- d) **Health insurance.**

Mr. James explained that since Carson City handles CWSD's payroll and benefits CWSD tries to keep its personnel policies dealing with benefits somewhat similar to Carson City's policies. On July 1, 2014, Carson City will be implementing several changes to their benefit package. To stay somewhat consistent, CWSD staff is proposing the following changes to CWSD's personnel policies.

a) Sick leave payout policy - *Employees, upon death or retirement having a minimum of 200 hours of earned sick leave and the listed years of service with CWSD mentioned below, shall be compensated for unused hours up to 1,080 hours at the following rates:*

<u>Service Years</u>	<u>Rate</u>
5-14	33.333%
15-19	50.00%
20-24	75.00%
25 - plus	100.00%

There are some slight differences from the Carson City program. Carson City does not pay for unused sick leave until an employee has 10 years of service. Since CWSD is a small organization with limited opportunity for career growth, CWSD personnel policies allow payout to start after five years of service. Also, Carson City's minimum hours are 400, but CWSD staff is recommending 200 hours for CWSD. Sick leave is given at 4.6 hrs. per pay period, accumulating until use or termination of employment. Director Fierro noted that this is an incentive to not use sick leave unnecessarily.

b) Vacation time accrual - Three years ago Carson City provided all classified employees an additional 3.3 hours per month of vacation leave in lieu of merit increases. CWSD also adopted this change. Starting July 1, 2014, Carson City is reducing all classified employees' vacation leave by 3.3 hours per month. *CWSD staff is recommending that CWSD be consistent with Carson City and reduce all classified employees' vacation leave by 3.3 hours per month starting July 1, 2014.* All CWSD positions are classified except for the General Manager.

c) Administrative leave - Three years ago when the classified employees received the additional 3.3 hours per month of vacation the unclassified employees' administrative leave was increased from 40 hours per year to 80 hours per year. CWSD staff is recommending that on July 1, 2014, the administrative leave goes back to 40 hours per year, while Carson City is remaining at 80 hrs. Mr. James explained that he was suggesting this decrease in administrative leave to coincide with the rest of the staff's decrease in vacation time accrual. After discussion among the Committee members, it was determined that having CWSD change when Carson City did not might cause an inconsistency issue, especially in the event that a new person were hired as General Manager. *Administrative leave for unclassified employees will remain at 80 hours per year.*

d) Health insurance - *Effective July 1, 2014, Carson City will pay 100% of the employee health insurance cost, 50% for the unclassified employee dependents, and 65% for the classified employee dependents, based on the least expensive group medical insurance plan.* CWSD staff is recommending that CWSD follow suit.

Director Fierro made the motion that the Administrative Committee recommend that the Personnel Policies Manual regarding sick leave payout, vacation time accrual, and health insurance be amended as presented above. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - Discussion for possible action regarding updates to the personnel Policies

Manual. Mr. James explained that periodically POOL/PACT sends CWSD proposed changes

to our Personnel Policy Manual. Most of the changes are routine and have to do with changes in federal or state laws. Some of the recommended policy changes are to clean up the things which don't apply to us.

Mr. James explained that the biggest discussion in revising the CWSD Personnel Policies Manual has been over post-accident drug testing policies. Under POOL/PACT's proposed language, accidents that trigger testing are those that result in death, medical treatment other than first-air treatment, loss of consciousness, or property damage estimated to be valued at or in excess of \$500. In the event of an accident while conducting CWSD business the employee would be provided transportation to the testing lab and transportation home, leaving the employee's car to be retrieved at another time. Such a low value of property damage could be achieved with a dented bumper, not causing any real damage or injury but instigating the requirement that the employee be drug tested. Drug testing facilities, other than a hospital lab, are unavailable during evening hours when some business meetings are conducted. If the business being conducted is in an area many miles from the employee's home, leaving the employee's car to be retrieved at another time could be very inconvenient and unnecessary. To try to make the policy more practical Mr. James suggested that the damage amount be raised to \$2,500 so that the policy wouldn't apply to minor accidents.

Director Rawson commented that she really liked this change since the very smallest accident would cost \$500 in repairs. Director Erquiaga asked how the damage costs are determined. Mr. James responded that it is a judgment call at the time, i.e., if both vehicles are drivable, no injuries, etc., then most likely the accident wouldn't fit the criteria for drug testing. Director Rawson asked if the policy should be changed to include a police report. Mr. James responded that if it very minor or on private property, it is unlikely the police would even come to do a report. Director Fierro asked if there is time limit to report the accident to CWSD. Mr. James responded that an accident should be reported immediately. When determined, the dollar amount of the accident should also be reported. Since CWSD does not own any company cars all staff drive their own vehicles to meetings. Mr. James is checking with POOL/PACT to see if there is any minimum insurance coverage that each staff person should carry. Director Rawson suggested having a copy of each person's insurance coverage as Alpine County does. Carson City and Lyon County do not require proof of insurance from employees. Director Fierro noted that this presents a lot of gray area since you can drive away from accident thinking it is minor but the insurance estimate is over \$2,500 and it doesn't make sense to do drug testing three days later.

Director Fierro made motion that the Administrative Committee recommend that the Board approve the updated Personnel Policy Manual as presented. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee.

Item #6 - Discussion for possible action regarding a proposed cost-of-living adjustment for FY 2014-15. Mr. James explained that he is proposing a two percent (2%) cost-of-living adjustment (COLA) for FY 2014-15. This is similar to what Carson City is providing its employees in FY 2014-15 and is estimated to cost CWSD approximately \$5,900 per year.

Director Abowd noted that Carson City is looking at interviewing for a new City Manager and a complete policy review. She asked if the COLA will be reviewed next year. Mr. James responded that it is reviewed annually. Director Fierro asked how Carson City came up with 2% for COLA. Director Abowd responded that it was agreed by union negotiations as average.

Director Fierro made the motion that the Administrative Committee recommend that a cost-of-living adjustment of 2% be given employees for FY 2014-15. The motion was seconded by Director Erquiaga and unanimously approved by the Administrative Committee.

Item #7 - Discussion for possible action to create a formal policy regarding selection of

CWSD officers. Mr. James explained that CWSD set up procedures for selecting CWSD officers by minute action on 6-20-07, and the procedure was clarified on 1-16-08. Mr. James realized that there was no formal policy on this. He is suggesting that the following criteria be made into a formal policy:

- No county would hold more than one officer position at a time.
- Officers would be elected in even years and serve for a two-year period.
- The Vice Chair, Chair, and Treasurer would rotate every two years with the recommendation that officers not serve in the same position for more than one consecutive term.
- The Vice Chair and Chair positions would be a rotation of Nevada counties, beginning with Churchill County, then Douglas, Carson City, and Lyon Counties.
- The Vice Chair is automatically nominated to take over the Chairmanship, if voted in.
- The Treasurer position would rotate counties, to include Alpine County, and the Treasurer should also serve on the Finance Committee.
- The above officers should be voting Board members.
- The Secretary could be either a Board member or staff, and the position is not currently considered in the rotation schedule.
- Require that the officers be an elected official and a member of the CWSD Board for two or more years.

Current officers are Director Schank as Chair, Director Lynn as Vice Chair, and Director McKenna as Treasurer. The policy to rotate on even years was added to coincides with the January following election years.

Director Frensdorff made the motion that the Administrative Committee recommend that a formal policy regarding selection of CWSD officers be adopted as previously approved by the Board and listed above. The motion was seconded by Director Fierro and unanimously approved by the Administrative Committee.

Item #8 - Discussion for possible action regarding modifying the Watershed Coordinator

Assistant job description. Mr. James explained that Kathi Lawrence, CWSD's Watershed Clerk, has notified him that she will be resigning sometime in mid-April. Rather than replace

her, he is proposing to distribute her duties among the remaining staff. To accommodate the additional work load, staff is proposing to increase the Watershed Coordinator Assistant's hours from the current 20-30 hours per week to 30-40 hours per week. In the current budget, the assistant was budgeted to work an average of 25 hours per week. Staff is proposing that for the remainder of FY 2013-14, the hours are increased to 30 hours per week, and starting in FY 2014-15 they will be increased to 35 hours per week. This item will also go to the Finance Committee to consider the additional cost for FY 2014-15.

Director Rawson noted that it is very important that we have a good grant writer. Mr. James noted that Brenda Hunt and Courtney Walker are good grant writers and that Ms. Hunt, Ms. Walker, and Debbie Neddenriep all have gone to a grant writing class recently.

Director Fierro asked for an organization chart of CWSD staff positions.

Director Fierro made the motion that the Administrative Committee recommend that the Watershed Coordinator Assistant job description be modified to increase the assistant's work time to 30 hours per week for the remainder of FY 2013-14 and to 35 hours per week for FY 2014-15. The motion was seconded by Director Rawson and unanimously approved by the Administrative Committee.

Item #9 - Discussion for possible action regarding reviewing the policy on mileage

reimbursement for Directors. Mr. James explained that in 2000, CWSD created a policy for compensating Directors for attending meeting and receiving mileage reimbursement. The policy was updated in 2009. The policy states that only board members who are not able receive mileage reimbursement from their respective counties or agencies are eligible to receive mileage reimbursement from CWSD. Staff has recently verified the fact that all the counties offer mileage reimbursement to their Board members.

Mr. James noted that one of our directors has asked if CWSD's mileage reimbursement policy could be extended to include the elected officials on the CWSD Board. If all of the directors were entitled to mileage reimbursement, the additional cost to CWSD would be approximately \$5,500-6,500 per year. Staff is recommending that this item be brought up as part of the FY 2014-15 budget planning if the Administrative Committee is in favor of the change.

Director Abowd noted that even though she is entitled to travel reimbursement from Carson City, she does not apply for it because she feels that going to meetings is just part of her job description. It is an individual option. If an elected official wants to be reimbursed, there are funds available in the county budget.

Director Rawson suggested that our policy be amended to state that if a county does not offer mileage reimbursement, an elected CWSD Board member could apply to CWSD for reimbursement. Mr. James read the existing CWSD policy to the committee. *The committee recommended that the policy language be changed to indicate that an elected official should apply to their county for mileage reimbursement first and, if a county doesn't offer*

reimbursement or changes their policy, a Director who wants to be reimbursed for mileage by CWSD should notify CWSD within 30 days of a change.

Director Fierro made the motion that the Administrative Committee recommend that the policy on mileage reimbursement for Directors not be altered with the exception that language be changed as noted above. The motion was seconded by Director Rawson and unanimously approved by the Administrative Committee.

Item #10 - 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 9:40 a.m.

Respectfully submitted,

Toni Leffler
Secretary