

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
November 29, 2016, 1:30 P.M.**

Meeting Minutes

Directors Present:

Karen Abowd, Carson City
Carl Erquiaga, Churchill County (by teleconference)
Don Frensdorff, Douglas County
Don Jardine, Alpine County
Chuck Roberts, Lyon 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 10:02 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 in person and by teleconference.

Item #2 - Public comment - None

Item #3 - Discussion for possible action regarding approval of the Administrative Committee minutes from July 8, 2016. *Director Frensdorff made a motion to approve the Administrative Committee minutes from July 8, 2016. Director Roberts seconded the motion which was unanimously approved by the Administrative Committee.*

Item #4 - Discussion for possible action regarding changes to the CWSD Personnel Policy Manual regarding Marijuana. Mr. James explained that with the latest election it is now legal to use marijuana for recreational purposes in Nevada. However, it is still illegal federally and so to receive federal grants CWSD needs to maintain a Drug-Free Workplace. The language that is proposed as an addition to section 2.6.1(7) in the CWSD Personnel Policy Manual is as follows:

Since CWSD receives funding through federal grants and is therefore still subject to the Drug-Free Workplace Act of 1988, Marijuana (including medical marijuana), cocaine, opiates, amphetamines (including methamphetamines), phencyclidine (PCP), and MDMA are considered illegal Schedule I or II drugs through the Federal government. All employees must comply with the Drug-Free Workplace Act of 1988 and may not have any detectable level of Schedule I or II drugs in their system while at work. Failure to comply will result in disciplinary action, up to and including termination.

Director Jardine made the motion that the Administrative Committee recommend that the Board add the proposed language to the CWSD Personnel Policy Manual to specify that CWSD must

maintain a Drug-Free Workplace to qualify for federal grants. Director Erquiaga seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - Discussion for possible action regarding changes to the CWSD Personnel Policy Manual regarding overtime. Mr. James explained that our current Personnel Policy regarding overtime allows for employees to sign a Request for Variable Work Schedule which all non-exempt employees have signed. Rather than being confined to an eight-hour work day, it allows for employees to work up to 10 hours in one work day or 40 hours in one work week before receiving overtime pay. On occasion, several meetings may occur in one day which would add up to more than 10 hours of work for that day. To limit overtime expenses, in the past staff has had to forgo one of the meetings. To give employees a more flexible schedule to attend meetings which may take a work day over 10 hours, staff is proposing that the “ten (10) hours in one work day, or” be removed from the overtime policy in section 4.10 of the CWSD Personnel Policy Manual.

Director Frensdorff made the motion that the Administrative Committee recommend Board approval to amend the CWSD Personnel Policy Manual to remove overtime tied to 10 hours per day. Director Jardine seconded the motion which was unanimously approved by the Administrative Committee.

Item #6 – Discussion for possible action regarding updating CWSD’s Travel Policy. Mr. James explained that this issue arose when Linda Conlin asked to use some of the language in our personnel policies to apply to mileage reimbursement for River Wranglers. In the process of reviewing our policy, staff discovered that our policy needs to be clarified. Suggested language to be included in the policy reads:

The employee will not get reimbursed for mileage to and from the office and their residence. This is considered normal commuting miles. However, if an employee travels on CWSD business that is on their way to their residence, the employee will only get reimbursed the extra mileage greater than their normal commuting miles. The exception is if the travel occurs on a weekend or holiday outside the normal work schedule. In that case the employee work be reimbursed for all work miles driven.

The second suggested change to CWSD’s travel policy is to update the reimbursement amounts for meals to the state-recommended amounts of \$15.00 for breakfast, \$16,00 for lunch, and \$28.00 for dinner when a receipt is not available.

Director Erquiaga made the motion that the Administrative Committee recommend Board approval to amend CWSD’s Travel Policy to clarify the circumstances under which mileage will be reimbursed and update the amounts reimbursed for meals. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #7 – Discussion for possible action regarding selection for recommendation of the 2017 Andy Aldax Award candidate. Mr. James went over the nominations for candidates to receive the 2017 Andy Aldax Award. These include Rich Wilkinson, Juan Guzman, Steve Lewis, Richard Harvey, and Tod Carlini. No background was provided on Richard Harvey upon which to determine whether he meets the qualifications, so he must be omitted from the list. Even though Tod Carlini’s recent actions were very beneficial to the watershed, there is a question regarding the number of years he has been involved in the watershed.

Steve Lewis, though nominated for the award, threw his support to Juan Guzman, who received two nominations. Mr. James noted that these nominations were all good candidates who we hope will be nominated again in the future.

Though Steve Lewis and Rich Wilkinson are worthy candidates, Director Abowd noted that Juan Guzman has a longer history of service to the watershed and is still working for the benefit of the watershed after retirement from Carson City.

Director Roberts made the motion that the Administrative Committee recommend Board approval of Juan Guzman to receive the 2017 Andy Aldax Award. Director Jardine seconded the motion which was unanimously approved by the Administrative Committee.

Item #8 – Discussion for possible action regarding selection of CWSD Board officers for 2017. Mr. James explained that the recent elections is causing additional changes to the CWSD Board officers. Considering the criteria for CWSD Board Officer rotation, the officers for 2017 are recommended to be:

- **Chair** – Director Abowd representing Carson City as Vice Chair rotates to the Chair position.
Vice Chair – Since Director Fierro representing Lyon County as Treasurer lost the election and will not be continuing to serve on the CWSD Board, the Vice Chair office rotates to Churchill County where Director Erquiaga qualifies to be an officer. Director Roberts asked for future discussion to clarify the definition of “elected official” so the qualification criteria for officer will be put on the next Administrative Committee agenda. Though he may be qualified to serve as an officer, Director Roberts deferred the position to Director Erquiaga.
- **Treasurer** – The office of Treasurer would then rotate to Alpine County, and Director Jardine is qualified as an officer.
- **Secretary** – The office of Secretary does not have to be filled by a Board member, and Toni Leffler is willing to continue in that office.

Director Roberts made the motion that the Administrative Committee recommend Board approval of Director Abowd to serve as Chair, Director Erquiaga to serve as Vice Chair, Director Jardine to serve as Treasurer, and Toni Leffler to serve as Secretary to the Board for 2017. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #9 – Public Comment. None.

Item #10 – Adjournment. There being no further business to come before the Administrative Committee, the meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Toni Leffler
Secretary