

**CARSON WATER SUBCONSERVANCY DISTRICT  
ADMINISTRATIVE COMMITTEE**

**NOTICE OF PUBLIC MEETING**

**DATE:** November 29, 2016  
**TIME:** 10:00 A.M.  
**LOCATION:** Carson Water Subconservancy District Office  
777 E. William St., #110A  
Carson City, NV

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**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 Board of Directors for ultimate action and will not be considered a formal action of the CWSD Board. 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 a week in advance so that arrangements can be made.

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**AGENDA**

- 1) Call to order
- 2) Public comment (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 3) Discussion for possible action regarding approval of the Administrative Committee minutes from July 8, 2016.
- 4) Discussion for possible action regarding changes to the CWSD Personnel Policy Manual regarding Marijuana.
- 5) Discussion for possible action regarding changes to the CWSD Personnel Policy Manual regarding overtime.
- 6) Discussion for possible action regarding updating CWSD's Travel Policy.
- 7) Discussion for possible action regarding selection for recommendation of the 2017 Andy Aldax Award candidate.
- 8) Discussion for possible action regarding selection of CWSD Board officers in 2017.
- 9) Public comment (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 10) Adjournment

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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](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

**AFFIDAVIT OF POSTING**

The undersigned affirms that on or before 9:00 A.M. on November 21, 2016, he/she posted a copy of the Notice of Public Meeting and Agenda for the November 29, 2016, meeting of the Carson Water Subconservancy District Administrative Committee in accordance with NRS 241.020; said agenda was posted at the following location:

\_\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date & Time of Posting: \_\_\_\_\_

## MEMORANDUM

TO: Administrative Committee  
FROM: Edwin James  
DATE: 11-29-16  
SUBJECT: Agenda Items Background Information

### **Item # 4 - Discussion for possible action regarding updating CWSD's Personnel Policy Manual regarding Marijuana.**

With the recent passing of the recreational use of marijuana ballot initiative, staff contacted POOL/PACT to see how CWSD may need to update our Personnel Policy Manual. Since CWSD receives federal grants funds, CWSD is still obligated to comply with the Drug Free Workplace Act of 1988 which prohibits illegal substances (Marijuana is a Schedule I drug) in any amount in the workplace as it is still prohibited under federal law.

Based on this, POOL/PACT recommends that CWSD add the following language in section 2.6.1(7) in the Personnel Policy Manual:

*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.*

### **Item # 5 - Discussion for possible action regarding changes to CWSD's Personnel Policy Manual regarding overtime.**

Below is CWSD's current overtime policy.

#### **4.10. Overtime**

Employees in positions designated as “non-exempt” will be eligible for overtime compensation for hours worked in excess of eight (8) hours in any one (1) work day unless the employee has signed the Request for Variable Workday Schedule then overtime will be considered after **ten (10) hours in one work day, or** hours worked over forty (40) hours in one (1) work week, pursuant to NRS 281.100. Consistent with the FLSA (Fair Labor Standards Act) regulations, employees in exempt positions are not eligible for overtime. Time paid but not worked, such as vacation or holidays, does not count toward hours worked for the purpose of computing overtime hours.

All overtime hours must be specifically authorized by the General Manager. Overtime will be compensated at one and one-half (1 1/2) times the employee’s regular rate of pay. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned.

It has been the goal of CWSD to keep overtime to a minimum. Years ago, CWSD instituted the Variable Workday Schedule where employees could work over eight (8) hours in a day and CWSD would not pay overtime. At that time, CWSD included a provision that an employee would get overtime if they worked more than 10 hours in a day. In the past, this was rarely an issue, and on the days with board meetings in the evening, employees would come into the office later than usual. Over the last two years there have been times when multiple events are occurring on the same day that may cause an employee to work over 10 hours. When this occurs I usually tell the employee that they cannot attend one of the events that day. Although this is not a common occurrence, if CWSD gets rid of the 10 hour limit, this would give the employees more flexibility than they currently have now. According to POOL/PACT, the easiest fix is to just remove the following language from the Personnel Policy: "**ten (10) hours in one work day, or**" so that the qualification for overtime is only 40 hours in one work week.

**Item # 6 - Discussion for possible action regarding updating CWSD's Travel Policy.**

Attached is CWSD's Travel Policy with suggested changes highlighted. The two specific areas of change involve clarifying the circumstances under which mileage will be reimbursed and updating the amounts reimbursed for meals.

**Item # 7 - Discussion for possible action regarding selection of the 2017 Andy Aldax Award winner.**

So far there have been several nominations for the 2017 Andy Aldax Award recipient. Attached are the nominating letters for the following people:

- Rich Wilkinson with the Carson City Open Space Department and formerly with the Dayton Valley Conservation District - nominated by Mike Hayes with the Carson Valley Conservation District.
- Juan Guzman, retired from the Carson City Open Space Department - nominated by Jon Paul Kiel with the Nevada Division of Environmental Protection.
- Juan Guzman - also nominated by Steve Lewis and John Cobourn with the University of Nevada Cooperative Extension.
- Steve Lewis - nominated by John Cobourn.
- Richard Harvey with the Alpine Watershed Group - nominated by Mary Rawson.
- Tod Carlini with the Douglas County East Fork Fire District - nominated by Greg Lynn.

**Item #8 - Discussion for possible action regarding selection of CWSD Board officers in 2017.**

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

- 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.
- Officer rotation is to occur on even years to coincide with the January following election years.

Current officers are Director Lynn (Douglas County) as Chair, Director Abowd (Carson City) as Vice Chair, and Director Fierro (Lyon County) as Treasurer. The normal rotation is quite disrupted by the changes to so many seats on the CWSD Board this coming year. Director Abowd will advance to Chair. Since Director Fierro is leaving the Board and no one else in Lyon County meets the above qualifications to serve as Vice Chair next year, the position will rotate to Churchill County where Director Erquiaga qualifies and has agreed to serve. The office of Treasurer then rotates to Alpine County where Director Jardine qualifies and has agreed to serve. Toni Leffler is willing to remain as Secretary.

# CARSON WATER SUBCONSERVANCY (CWSD) TRAVEL POLICY

Adopted 6-21-2000; Revised 3-20-2011, 12-14-2016

## **Policy:**

This policy recognizes that certain travel and related expenses incurred on behalf of CWSD by the Board of Directors and/or its employees are a benefit to CWSD and therefore the Board members and employees are eligible for reasonable and customary reimbursement expenses associated with such travel. This policy is to ensure that travel in the interest of CWSD is fairly and economically administered and that all expenses incurred by Board Members and employees are within established guidelines and provide a thorough audit trail. Travel expenditures must comply with budgetary guidelines.

## **General Procedures, Guidelines, and Responsibilities:**

This policy applies to all Board Members and employees who travel to participate in approved training sessions, workshops, conferences, and seminars.

Any personal travel and associated expenses incurred in conjunction with approved travel on CWSD business will be strictly separate and distinguishable from official, reimbursable CWSD travel expenses. CWSD will not pay for personal travel expenses.

All travel requests, except mileage reimbursement, must be approved by the Board. If a conference, seminar, or workshop occurs before Board approval can be obtained, the Chairperson can authorize attendance and the action will then be ratified at the next Board meeting.

Travel outside the continental United States of America is prohibited without prior approval from the Board.

## **Transportation Costs:**

Mode of transportation will be cost conscious, taking into consideration the value of times required away from the workplace. Transportation will be by the least expensive, practical mode available (i.e., the lesser of airfare or automobile expenses).

With the exception of employees receiving a car allowance, the allowance for travel by private conveyance is the amount per mile allowed by the IRS. 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 would be reimbursed for all work miles driven.

All travel expenses (airfare, car rental, commuters, etc.) require the submission of original receipts and invoices. It is understood, however, that some public conveyances, such as taxis, buses, and mass transit systems, do not issue receipts. In these cases, reimbursement for expenses incurred will be itemized and certified by the Board Member or employee.

When combining personal and business travel, there must be a clear distinction between business and personal expenses. Board Members and employees will only be reimbursed for business travel. No spousal, dependent, or companion travel expense will be eligible for reimbursement.

Lodging:

Choice of lodging will be cost conscious and located within the proximity of the event or activities to curb transportation costs. Premium lodging is specifically disallowed, but lodging should be safe and sanitary, and CWSD expects to pay a reasonable cost to ensure same. Receipts must be submitted for reimbursement.

Board Members and employees may be accompanied by their spouses, but any cost differential for the additional room occupancy will be the spouse's personal expense.

Registration:

Registration expenses to attend a conference, seminar, training, etc., will be paid in advance or reimbursed by the CWSD upon submission of the claim, registration form, and agenda.

Meals:

Meal expenses incurred in conjunction with travel will be cost conscious and will be reimbursed for actual expenses. A receipt is required for reimbursement. If a receipt is not available, then reimbursement will be based on a cost of **\$15.00 for breakfast, \$16.00 for lunch, and \$28.00 for dinner.**

CWSD will only reimburse breakfast if travel begins prior to 6:00 a.m. and dinner if travel extends beyond 7:00 p.m. This excludes Board Meeting nights unless pre-approved by the Chairperson. Per IRS standards, any meal reimbursed in connection with an overnight stay will not be taxable to the employee. However, any meal reimbursed without an overnight stay may be reported as a fringe benefit to the employee.

CWSD will reimburse meal expenses of Board Members and General Manager not taken in conjunction with travel but incurred at any time while conducting CWSD business. Reimbursement will be made after submission of original receipts and at the actual cost.

No spousal or unrelated business guest's meal expense will be eligible for reimbursement by CWSD.

In no case will alcoholic beverage purchase or charitable donations be reimbursed.

Other:

All other requests for reimbursement for travel expenses must be explained in detail and accompanied by the original receipt.



**Carson Valley Conservation District**

**775-782-3661 ext. 102  
USDA Service Center  
1702 County Road, Suite A  
Minden, NV 89423**

To: CWSD  
Re: Andy Aldax Award

I would like to nominate Rich Wilkinson for this award. Rich worked long and hard as the Dayton Valley Conservation District manager completing numerous river restoration projects on the reach of the Carson River that the Dayton Valley Conservation District is responsible for.

Rich is outstanding at finding and securing grant funding for projects like NDEP 319 projects, educational River Wrangler projects for school children and river work and clean-up days. Rich has done more river projects than anyone else I can think of. He's a quite guys who would never toot his own horn but his works speaks for itself. Rich was able to gain access to private property to preform projects and workdays. Rich is very familiar with how to get grants for river work, equipment and personnel. I assume the staff of the CWSD are familiar with his projects?

Rich will go out of his way to help other districts find funding and help them with the actual project work. Now that Rich is the head of the Carson City Open Space program he is once again securing grants for Open Space and river work. I know Rich will continue to do river projects as long as he's employed in a position that offers him the opportunity to do so. Rich is also a stand out noxious weed program director and operator. Combined Rich's work on the Carson River has accomplished all the goals outlined in the Carson River Watershed Vision Statement and demonstrated a dedication to open space, natural resources, noxious weed control and Carson River projects. I think you would be hard pressed to find another individual who had done more actual, not just conceptual work or talking about work but actual physical, boots on the ground, Carson River improvement projects. I believe that Rich deserves this award more than any other person I can think of. Rich is an outstanding asset to and for the Carson River.

Thank you for your time.

Mike Hayes  
CVCD Coordinator  
11-17-2016



Dear Ms. Leffler,

Please accept my nomination of Mr. Juan Guzman, Retired, for the 2017(?) Andy Aldax Award, for his exceptional contributions to the management and protection of the natural resources in the Carson River Watershed.

I personally worked with Mr. Guzman for nearly a decade working with the Nevada Division of State Lands administering the Conservation Resource Protection Grant Program, commonly referred to as the Question 1 Program after the Assembly Bill that created it.

Question 1 Program grant funds awarded to Carson City via the Open Space Program managed by Juan allowed the City to leverage several additional funding sources, including but not limited to the City's own Question 16 – Quality of Life Initiative, and the Southern Nevada Public Lands Management Act, or SNPLMA. Juan cobbled together these funding sources to effectively build the City's current, vast Open Space Land Base including many lands in the Carson River watershed. During Juan's tenure, this space nearly doubled in size. In conjunction with the Lands Bill that allowed the City to acquire Silver Saddle Ranch, many of these acquisitions include important segments of the Carson River proper, including Carson River Canyon.

In addition to Juan's land acquisition efforts, Juan also participated in projects designed to allow Carson City's citizens to access the watershed and the river itself including improvements to the Morgan Mill Preserve Open Space Recreation Area, and creation of the Carson River Aquatic Trail, which was included in the City's Unified Master Pathways Plan. Many of Juan's efforts were supported by the District's Board of Directors, on which Mr. Guzman presided for many years.

Juan was passionate about Carson City's Open Space Lands, and continues to contribute positively to the Carson River watershed while retired by presiding on the Board of Directors with the Carson Valley Trails Association.

Please accept my nomination of Juan Guzman for the prestigious Andy Aldax Award, but give it to him in the morning before he gets so tired that you can no longer understand a single word he says.

Sincerely,

Jon Paul Kiel



**Jon Paul Kiel**  
Water Quality Planning  
Nevada Division of Environmental Protection  
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[jpkie@ndep.nv.gov](mailto:jpkie@ndep.nv.gov)

## Nomination for the Andy Aldax Award – “Triple A”

Nominee: Juan Guzman, [juanguzman@aol.com](mailto:juanguzman@aol.com)

Nominators: Steve Lewis, [lewiss@unce.unr.edu](mailto:lewiss@unce.unr.edu) & John Cobourn, [cobournj@unce.unr.edu](mailto:cobournj@unce.unr.edu)

The Carson River Watershed Vision (as slightly modified by Brenda and Steve) – A healthy sustainable Carson River watershed, led by community and private/public partnerships, plans and projects, where all lands and waterways (surface and underground) safely receive, store, and release clean water for the good of all peoples, environments and natural resources of the Carson River Basin.

Juan Guzman has worked diligently within the Carson River Watershed for its conservation and protection from the early 1990s through today. His accomplishments, drive and love of work coincides precisely with the vision stated above.

As manager of the Carson City Open Space Program, from the program’s inception until his retirement in September 2014, he has protected in perpetuity, over 5,000 acres of watershed lands.

*The Partnerships* – One of Juan’s most noted skills is his ability to build partnerships and instill in others the vision for watershed conservation and protection. A few organizations Juan has built effective working relations include the BLM, Forest Service, The Nature Conservancy, Sierra Club, Nevada State Lands, Nevada Federal Delegation, American Land Conservancy, Resource Concepts Inc., Carson River Advisory Committee, National Park Service, Carson Water Subconservancy District and Friends of Silver Saddle Ranch. The foundation of Juan’s success in building strong partnerships is his ability to foster lasting relationships with individuals. I’ve witnessed Juan in the field with prospective contributors describing future field work and its intended conservation outcome. He listens intently and speaks (with a thick accent) from the heart.

*The Plans* – Juan was instrumental in many planning efforts to conserve and protect watershed lands. He was actively involved with the Open Space Plan, Carson City Master Plan Envisions, Carson River Charrette, Carson City Community Vitality Act, Carson City Lands Bill and the Management Plan for Carson City Open Space and Parks.

*The Projects* – A few of watershed lands Juan has worked to protect include Buzzy’s Ranch, Golden Eagle, Mexican Dam, Prison Hill, Silver Saddle Ranch, Ambrose Natural Area, Riverview Park and the Carson River Park. Juan’s goals have been to conserve and protect vegetation, floodplains, riparian corridors, natural habitats, public access and passive recreation while respecting and honoring the rights of private property owners.

Since retirement Juan remains active as a board member with two nonprofit trail and public access preservation organizations, the Carson Valley Trails Association (Douglas County) and Muscle Power (Carson City) and volunteers with Carson City Open Space. Juan acknowledges that the partnerships, relationships, plans and projects he has fostered, administered and successfully implemented should be credited to the many dedicated and passionate individuals with which he has worked. This unselfish trait may also attribute to the tremendous impact he has made in reaching ever closer to our vision.

**Nomination of Steve Lewis for the  
2017 Andy Aldax Carson River Watershed Award**

**Nominated by John Cobourn**

Steve Lewis has been the Extension Educator in Gardnerville, Nevada since 1990 and is well-known for his tireless dedication to serving the Carson River community. Shortly after the New Year's Flood of 1997, Dr. Lewis joined a small group of local educators, natural resource managers, and community members to organize the first Carson River Watershed Conference, held in early 1998. This conference drew over 200 participants and was followed two weeks later by a Workshop to determine whether a watershed management coalition should be formed. Dr. Lewis was one of the facilitators for the workshop, and he led the group through a process to make decisions about the future watershed group. The outcome of these two meetings was the formation of the Carson River Coalition (CRC) and the choice of the Carson Water Subconservancy District to house and support the new community group.

Since 1998, Dr. Lewis has regularly attended meetings of the Coalition, serving on the River Corridor Working Group and the Education Working Group. In 2003, he led a Delphi Technique survey process to determine the most important single message or "Main Message" of the CRC for the general public. Using his exceptional facilitation skills, he gathered input from all CRC members, led discussions about the many nominations, and conducted a consensus building process which resulted in agreement that protecting the natural floodplains in the watershed was the most important single message of the group. Since that time, Steve has worked for 13 years with other members of the CRC to get that message out to the public.

Steve's work on floodplain management actually began in the early 1990s, when he and John Cobourn formed the Citizens Task Force for Flood Control and wrote "Flood Hazards and Planning in Douglas County: Citizens Involved in Creating Solutions." His efforts brought the local hazard of flash flooding to the awareness of Carson River Watershed residents and businesses. Through the years, Steve has authored numerous brochures and fact sheets about floodplain management and other best management practices for our watershed community. Most recently, Dr. Lewis co-authored the special publication, "Floodplain Protection Inventory for the Carson River Watershed." This publication uses GIS maps to show the public how much riverine floodplain is currently protected from future development. The publication articulates floodplain protection as a community goal and provides a baseline for measuring future progress toward that goal.

Steve has served the CRC in many other ways. He is regularly sought after for his leadership and group process skills. For example, he led the Education Working Group in its creation of mission and vision statements. He works each year as one of the key organizers and leaders of the Eagles and Agriculture bus tours and presentations. He can be counted on to participate actively in community events to raise public awareness of the principles of integrated watershed management.

**From:** Greg Lynn [<mailto:Aught6@charter.net>]

**Sent:** Thursday, November 17, 2016 8:21 AM

**To:** 'Brenda Hunt' <[brenda@cwsd.org](mailto:brenda@cwsd.org)>

**Subject:** RE: Please Nominate Your Watershed Hero for the Andy Aldax Award

Brenda

This year I would nominate Tod Carlini, East Fork fire chief. Although he may not have a long-term volunteer commitment to the watershed, what he did in the last year or so deserves note. First, he put together a team composed of his staff, the Tribe, the Conservation District, the ditch committees and county officials to begin to look seriously at the condition of the river through the Carson Valley. He also coordinated the above groups to conduct an on-the-ground walking survey of the river channel from the dam to Cradelbaugh bridge to identify those areas that are most vulnerable to flooding and erosion and issued a comprehensive report, supported by maps and prioritized of those areas that need attention. He also got the ball rolling on the project to re-establish the original channel at the golf course, an enormous project that required co-ordination with all of the groups noted above plus a determined effort at the Legislature to re-instate the clearing and snagging fund which put this project within the reach of a parallel effort to secure the matching funding from the County, GRGID, private enterprise, and CWSD itself. All in all, this project would not have happened without Tod's leadership. The long-term consequence here is that he left behind a team that now has experience working together with a commitment toward improving our chance of bettering the watershed and reducing the likelihood of flood damage. I feel that this effort needs to be recognized.

Greg