

PUBLIC NOTICE

A MEETING OF THE ADMINISTRATIVE COMMITTEE OF THE CARSON WATER SUBCONSERVANCY DISTRICT WILL BE HELD ON FRIDAY, DECEMBER 11, 2015, AT 9:00 A.M. IN THE CARSON WATER SUBCONSERVANCY DISTRICT CONFERENCE ROOM AT 777 EAST WILLIAM STREET, #110, CARSON CITY, NEVADA.

**s/TONI LEFFLER
SECRETARY**

AGENDA

- 1) Call to order
- 2) Public comment
- 3) Discussion for possible action regarding approval of the Administrative Committee minutes from February 2, 2015.
- 4) Discussion for possible action regarding selection of the Andy Aldax Award for Excellence candidate for 2016.
- 5) Public comment
- 6) Adjournment

Supporting information is available through Toni Leffler, 777 E. William St., #110A, Carson City, NV 89701, 775-887-7450, toni@cwsd.org and on CWSD website at www.cwsd.org. This notice has been posted by 9:00 a.m. on DECEMBER 7, 2015, at the following locations

-Dayton Utilities Complex
34 Lakes Blvd
Dayton, NV

-Lyon County Administrative Building
27 S. Main St.
Yerington, NV

-Carson City Hall
201 N. Carson St.
Carson City, NV

-Alpine County Administrative Building
99 Water St.
Markleeville, CA

-Minden Inn Office Complex
1594 Esmeralda Avenue
Minden, NV

-Churchill County Administrative Complex
155 N Taylor St.
Fallon, NV

-Carson Water Subconservancy District Office
777 E. William St., #110A
Carson City, NV

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
February 2, 2015, 8:30 A.M.**

Meeting Minutes

Directors Present:

Karen Abowd, Carson City
Carl Erquiaga, Churchill County
Don Frensdorff, Douglas County
Mary Rawson, Alpine County

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 10:35 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 December 5, 2014. *Director Erquiaga made a motion to approve the Administrative Committee minutes from December 5, 2014. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee, with Director Roberts abstaining for not being present at that meeting.*

Item #4 - Discussion for possible action regarding a review of the CWSD job descriptions.

Mr. James explained that the job descriptions were reviewed by a POOL/PACT representative. Part of the process included interviewing all the employees regarding of their actual duties. The POOL/PACT representative recommended a few minor changes to the job descriptions for the General Manager, Administrative Assistant, and Water Resource Specialist positions.. However, POOL/PACT suggested several changes in the job descriptions for the Watershed Coordinator and Watershed Assistant. It was recommended that the duties of the Watershed Coordinator are more in line with the duties described in the Watershed Program Manager position. POOL/PACT also suggested changing the Watershed Assistant title to Watershed Program Specialist.

Director Rawson made the motion that the Administrative Committee recommend Board approval of the revised and new CWSD job descriptions. Director Erquiaga seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - Discussion for possible action regarding staff salary analysis. Mr. James explained that he had hoped that the county Human Resource Departments would help with a salary analysis. However, they don't have the time or comparable positions. They did recommend

talking with Pete Ronza of Pontifex Consultant Group who is doing their salary analysis. Mr. James did talk with Mr. Ronza. Although Mr. Ronza didn't specifically review the positions he did emphasized that CWSD should make sure that salary ranges are competitive to keep good employees. The General Manager, Administrative Assistant, and Water Resource Specialist salary ranges are already consistent with comparable positions. Changes were suggested in the salary ranges for new Watershed Program Manager and Watershed Program Specialist job descriptions.

The proposed salary range for the Watershed Project Manager is \$60,197-84,915/yr., and the proposed salary range for the Watershed Program Specialist is \$46,683-68,672/yr. Mr. James discussed various job duties in Douglas County and Carson City that he used to develop the two salary ranges.

Mr. James explained that the new salary ranges are based on employer-paid PERS. Both Ms. Hunt and Ms. Walker are currently paying PERS on an employer/employee basis. The actual salary is modified based on a formula provided by PERS. Mr. James estimates that Ms. Hunt will see an 8% increase starting July 1, 2015, and Ms. Walker will see a 14% increase.

Director Erquiaga made the motion that the Administrative Committee recommend that the Board accept the staff salary analysis for use in FY 2015-16 budget planning. Director Frensdorff 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 2015-16. Mr. James explained that the CPI increase for 2014 for this area is 1.5%. Mr. James is recommending a COLA adjustment of 1.5% less a reduction due to an increase in the PERS contribution. Based on an agreement that Carson City has with its employees regarding PERS contribution increases, the COLA adjustment of 1.5% would be reduced by .375%

Director Abowd noted that for unclassified employees, Carson City is doing salary adjustments based on performance evaluations. They feel this is a more sustainable way of going. Mr. James noted that there are many different ways to adjust salaries and COLA, and each county in the watershed does it differently.

The staff recommendation to increase salaries by 1.5%, less the .375% employee portion for the PERS increase. The cost to the District would be less than \$4,000.

Director Rawson made the motion that the Administrative Committee recommend that the Board approve a 1.5% cost of living allowance for staff for FY 2015-16, less .375% for the PERS increase. The motion was seconded by Director Erquiaga and unanimously approved by the Administrative Committee.

Item #7 - Public Comment. None.

There being no further business to come before the Administrative Committee, Director Erquiaga made the motion to adjourn, seconded by Director Frensdorff, and the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Toni Leffler
Secretary

MEMORANDUM

TO: Administrative Committee
FROM: Edwin James
DATE: 12-11-15
SUBJECT: Agenda Items Background Information

Item #4 - Discussion for possible action regarding selection of the 2016 Andy Aldax Award winner. This year we received only one nominee for the 2016 Andy Aldax Award:

- Mark Kimbrough - nominated by Donna Inversin. Her nomination by email is attached, as well as a second to the nomination by Jeff Potter.

The criteria for candidates of the Andy Aldax award, including that the nominee: 1) has demonstrated a commitment to Carson River Watershed conservation activities for 10 years or more; 2) has produced accomplishments toward the goals outlined in the Carson River Watershed Vision Statement; and 3) can be a landowner, community member, or employee of a federal, state or local entity.

Toni Leffler

From: Donna Inversin [donnanv1@gmail.com]
Sent: Wednesday, November 11, 2015 11:37 AM
To: toni@cwsd.org
Subject: CWSD Accepting Nominations for 2016 Andy Aldax Award

I would like to nominate Mark Kimbrough



Prior to and since his retirement Mark has focused on creating sustainable open spaces and trail systems throughout the Eastern Sierra Front and Carson City County.

Whenever Mark plans for open spaces or a trail he is sure to incorporate protections to whatever watershed he is working within and in particular for the Carson River Watershed.

His most recent successful project was a redo and expansion of the Kings Canyon Waterfall trail. This had become nightmare of 'social trails' that lead to erosion into the Kings Canyon Creek which ultimately feeds into the Carson River.

Mark redesigned the trail to avoid erosion, improve sustainability, and create a pleasing hiking experience. He then designed a new trail to offer a more extensive educational and hiking experience of the creek and waterfall.

Mark has served in some of the following capacities in his career: Washoe County Park Ranger, Nevada State Park Ranger, Executive Director of the Tahoe Rim Trail Association and owner of Washoe Zephyr Consulting.

Thank You

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Happy Trails

Donna N. Inversin 
Cell 775.315.6763
donnanv1@gmail.com

"Our destiny changes with our thoughts; we shall become what we wish to become, do what we wish to do, when our habitual thoughts correspond with our desires." Orison Sweet Marden

Toni Leffler

From: Jeff Potter [jeffpotter@musclepowered.org]
Sent: Saturday, November 14, 2015 6:09 PM
To: toni@cwsd.org
Subject: Andy Aldax Award Nomination

Hi Toni,

I would like to second the nomination of Mark Kimbrough for the 2016 Andy Aldax award made by Donna Inversin.

I would like to add that Mr. Kimbrough is the lead in the locally formed Eagle Valley Trail Committee (EVTC), a community-based non-formal group focused on providing non-motorized passive recreation opportunities for the general public. It is made up of community members from different user groups: runners, equestrians, mountain bikers, hikers and walkers. These Committee participants are also members of local non-profits and businesses that include Ascent Runs, the Backcountry Horsemen, Friends of Silver Saddle Ranch, Gnomes, Inc., High Desert Horsemen, Muscle Powered, Pinenut Mountains Trail Assoc, Resource Concepts, Inc., Tahoe Mountain Milers, Tangerine Design and Washoe Zephyr Consulting.

The EVTC vision is: a sustainable trail network that provides passive recreational and healthy opportunities and connects the Carson City community with the surrounding US Forest Service, Bureau of Land Management, Nevada State Parks, Carson City and other local entities. The EVTC mission is to work with the community and land management agencies to implement a public inventory, review and analysis process for the current trail system. And to work with the community and the appropriate land management agencies to implement agency approved plans to improve the trail system with sustainable trails within the Eagle Valley.

The Carson City watershed is negatively effected by unauthorized trails that have developed over time and Mark Kimbrough's leadership and guidance with the EVTC will assure sustainable trails prevail in Eagle Valley which will help to protect Carson City's watershed.

We are very fortunate that Mark Kimbrough has chosen Carson City as his home and we all benefit from his tireless efforts to improve the community we live in.

Thank you for considering Mark for this Award.

Sincerely,
Jeff Potter