

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
February 10, 2016, 8:30 A.M.**

Meeting Minutes

Directors Present:

Karen Abowd, Carson City
Don Frensdorff, Douglas County
Mary Rawson, 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 8:32 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 December 11, 2015. *Director Rawson made a motion to approve the Administrative Committee minutes from December 11, 2015. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.*

Item #4 - Discussion for possible action regarding COLA salary adjustment starting July 1, 2016. Mr. James explained that last year we did a salary review and modified some positions. We want to be sure not to lag behind in salary adjustments. Carson City has adopted a 1.75% annual adjustment, so staff is recommending that CWSD follow suit. This adjustment will be included in the budget for next fiscal year.

Director Frensdorff made the motion that the Administrative Committee recommend Board approval of a 1.75% COLA salary increase for staff, in accordance with Carson City's policy, starting July 1, 2016. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee.

Item #5 - Discussion for possible action regarding staff work load and changes to the job descriptions. Mr. James explained that Courtney Walker is leaving CWSD to take a job in Douglas County. With such a small organization there is no room to move up so we have to expect some turnover as people grow professionally. However, we are able to offer comparable salaries and flexibility in work time.

Debbie Neddenriep is finishing her Bachelor's degree. She is already doing things that Genie Azad used to do for us and is handling a lot of grant accounting. We will be talking about changing Ms. Neddenriep's position title when she gets her degree. Right now her position is part-time 25-35 hrs/wk, budgeted for 30 hrs/wk. Brenda Hunt's and Ms. Walker's positions are both part-time 30-40 hrs/wk, budgeted for 35 hrs/wk.

Toni Leffler's Administrative Assistant position is currently listed as full-time 40 hrs/wk. Staff is recommending changing Ms. Leffler's position to part time 30-40 hours but still budgeted for 40 hrs. This gives flexibility in dealing with the workload as we apply for, and hopefully receive, more grant funding. Administrative costs are always built into grant requests, so the additional staff time needed to administer the grants is paid by the grants. There will be an increase in salaries, but it is predicated on getting additional grants.

Ms. Walker will be leaving the end of February. The job announcement for replacing her as Watershed Program Specialist is being circulated and will close on Feb. 16. There have been several applications received already. The selection process is expected to take a few weeks, with the top 4-6 applicants initially interviewed by a group of CRC members and Ms. Neddenriep. That group will reduce the qualified candidates to 2-3 for a second interview by Mr. James and Ms. Hunt for final selection. For the next few weeks there will be a little tougher workload on the remaining staff until the new employee is hired and trained.

Director Roberts made the motion that the Administrative Committee recommend Board approval to modify the Administrative Assistant position to part-time 30-40 hrs. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #6 – Discussion for possible action regarding renewing the lease agreement with Euronev, Ltd. Mr. James explained that our lease agreement ends on June 30. We are currently paying \$1.51/sq ft. Mr. James spoke with the building owner about renewing the lease, and she agreed to reduce rent to \$1.45/sq ft for next year, then \$1.50/sq ft the following year, and \$1.54/sq ft the third year.

Director Frensdorff made the motion that the Administrative Committee recommend Board approval to renew the office lease agreement with Euronev, Ltd. for another three years. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee.

Item #7 – Discussion for possible action regarding selecting an auditor for FY 2015-16, 2016, and 2017-18. Mr. James explained that we currently have a one-year agreement with Kohn & Company which filled the gap after our last three-year agreement ended, with the intent that CWSD would consider whether to go out for proposals before going into another three-year agreement with Kohn & Company. The law requires agencies to report the name of their auditors annually to the Nevada Department of Taxation by March 31, so the Board needs to make a decision soon. There is no requirement for CWSD to go out for proposals on a regular

basis; the decision is up to the Board.

In 2003, CWSD went out for proposals, and Kohn Colodny (Beth Kohn's partnership at the time) submitted a proposal about \$5,000 less than other proposals. Staff has found Kohn & Company very helpful and easy to work with over the many years they have helped with accounting and audit services. They are familiar with the intricacies of the CWSD audit, especially the critical single audit, which ultimately saves time and money over changing auditors. They are well known and highly respected.

Director Rawson made the motion that the Administrative Committee recommend Board to keep the auditors and extend them through FY 2015-16, FY 2016-17, and FY 2017-18. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.

Item #8 - Public Comment. None.

Item #9 – Adjournment. 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 9:50 a.m.

Respectfully submitted,

Toni Leffler
Secretary