

## PUBLIC NOTICE

**A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CARSON WATER SUBCONSERVANCY DISTRICT WILL BE HELD ON WEDNESDAY, FEBRUARY 19, 2014, AT 6:30 P.M. AT THE NEVADA STATE LEGISLATURE, 401 SOUTH CARSON STREET, ROOM #1214, CARSON CITY, NEVADA. A QUORUM OF THE DOUGLAS COUNTY BOARD OF COMMISSIONERS MAY BE PRESENT AT THIS MEETING. THOSE COMMISSIONERS WILL BE DELIBERATING AND TAKING ACTION ONLY IN THEIR ROLE AS DIRECTORS OF THE CARSON WATER SUBCONSERVANCY DISTRICT.**

**s/TONI LEFFLER  
SECRETARY**

---

ITEMS ON THE AGENDA MAY BE TAKEN OUT OF ORDER. THE PUBLIC BODY MAY COMBINE TWO OR MORE AGENDA ITEMS FOR CONSIDERATION. THE PUBLIC BODY MAY REMOVE AN ITEM FROM THE AGENDA OR DELAY DISCUSSION RELATING TO AN ITEM ON THE AGENDA AT ANY TIME.

---

### AGENDA

1. Call to Order
2. Convene CWSD/Alpine County Joint Powers Board
3. Roll Call
4. Pledge of Allegiance
5. Approval of Agenda
6. Approval of January 15, 2014, Board Meeting Minutes
7. Public Comment.

### CONSENT AGENDA

---

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED ROUTINE AND MAY BE ACTED UPON BY THE BOARD OF DIRECTORS WITH ONE ACTION AND WITHOUT AN EXTENSIVE HEARING. ANY MEMBER OF THE BOARD OR ANY CITIZEN MAY REQUEST THAT AN ITEM BE TAKEN FROM THE CONSENT AGENDA, DISCUSSED AND ACTED UPON SEPARATELY DURING THIS MEETING.

---

8. Approval of Treasurer's Report for January 2014
9. Payment of Bills for January 2014.
10. Discussion and possible action regarding ratification of an Addendum to extend Contract #2011-16 with Alpine County for the Groundwater Elevation Monitoring Program (CASGEM) signed by the General Manager.
11. Discussion for possible action regarding employee Cost of Living Adjustment for FY 2014-15.
12. Discussion for possible action regarding changes to the Personnel Policies Manual including:
  - Sick leave payout policy
  - Vacation time accrual
  - Health insurance
13. Discussion for possible action regarding updates to the Personnel Policies Manual.
14. Discussion for possible action regarding updates to the policy on mileage reimbursement for Directors.
15. Discussion for possible action regarding modifying the Watershed Coordinator Assistant job description.

**\*\*END OF CONSENT AGENDA\*\***

16. Discussion for possible action regarding a presentation by Pat Fried on the Carson River Conservation Tours program.
17. Discussion for possible action regarding a presentation by CWSD staff on changed to FEMA's Flood Insurance Program.

18. Discussion for possible action to create a formal policy regarding selection of CWSD officers.
19. Discussion for possible action regarding an update on the 2014 runoff projections.
20. Staff Reports - General Manager
  - Legal
  - Correspondence
21. Directors Reports
22. Public Comment
23. Adjournment

Supporting information is available through Toni Leffler, 777 E. William St., #110A, Carson City, NV 89701, 775-887-7450, [toni@cwsd.org](mailto:toni@cwsd.org) and on CWSD website at [www.cwsd.org](http://www.cwsd.org). This notice has been posted on FEBRUARY 12, 2014, at the following locations:

- Dayton Utilities Complex
- Lyon County Courthouse
- Carson City Hall
- Alpine County Administrative Building

- Minden Inn Office Complex
- Churchill County Administrative Complex
- Carson Water Subconservancy District Office

**AGENDA ITEM #6  
MINUTES OF LAST  
BOARD MEETING**

CARSON WATER SUBCONSERVANCY DISTRICT  
BOARD OF DIRECTORS MEETING  
January 15, 2014, 6:30 P.M.  
Minutes

Directors present:

Karen Abowd  
Carl Erquiaga  
Ray Fierro  
Don Frensdorff  
Don Jardine  
Doug Johnson  
Greg Lynn, Vice Chairman  
John McKenna, Treasurer  
Austin Osborne, Storey County  
Barry Penzel  
Mary Rawson  
Joe Ricci  
Ernie Schank, Chairman  
Fred Stodieck

Directors not present: None

Staff present:

George Benesch, Legal Counsel  
Brenda Hunt, Watershed Coordinator  
Edwin James, General Manager  
Toni Leffler, Administrative Assistant/Board Secretary  
Debbie Neddenriep, Water Resource Specialist  
Courtney Walker, Assistant Watershed Coordinator

Also present:

Andy Aldax, private citizen  
Carol Aldax, private citizen  
Genie Azad, private citizen  
Shernie Azad, private citizen  
John Barr, Alpine Watershed Group/Friends of Hope Valley  
John Brissenden, Sorenson's Resort  
Patty Brissenden, Sorensen's Resort  
Gary Coyan, private citizen  
Wanda Coyan, private citizen  
Karen Dustman, private citizen  
Rick Dustman, private citizen  
Ben Ewing, California Fish & Wildlife  
Shane Fryer, Alpine Watershed Group  
Sarah Green, Alpine Watershed Group

Rich Harvey, Alpine Watershed Group  
 Dan Kaffer, private citizen  
 Elona Lathrop, Friends of Hope Valley  
 Petas Lathrop, Friends of Hope Valley  
 Donald O'Connor, Alpine Fish & Game  
 Jane Sweeney, private citizen  
 Tom Sweeney, private citizen  
 Mary Kay Wagner, NDEP  
 Debbi Waldear, Friends of Hope Valley  
 Judy Wickwire, Alpine Watershed Group  
 Sharon Wilson, private citizen

Chairman Schank called the meeting to order at 6:34 p.m. in Room #1214 of the Nevada Legislative Building, 401 S. Carson St., Carson City, Nevada. The CWSD/Alpine County Joint Powers Board was convened. Roll call was taken and a quorum was determined to be present. The Pledge of Allegiance was lead by Director Fierro.

Item #5 - Approval of Agenda. Director Schank noted that Item #10 is pulled from the Consent Agenda for hearing next month. *Director Lynn made the motion to approve the agenda as amended. The motion was seconded by Director Jardine and unanimously approved by the Board.*

Item #6 - Approval of December 18, 2013, Board Meeting Minutes. Toni Leffler noted a spelling error in the meeting location on the first line of the December minutes. "Gill" should be "Grill." *Director Fierro made the motion to approve the December 18, 2013, Board meeting minutes as corrected, which were seconded by Director Stodieck and unanimously approved by the Board.*

Item #7 - Public Comment. Ed James noted that Andy Aldax, former CWSD Board member, was present and about to celebrate his 80th birthday on January 21. He encouraged everyone to join him in singing Happy Birthday to Mr. Aldax. Mr. James also reported that CWSD received thank you notes from kids who participated in River Wrangler's River Work Days. As the thank you notes were being passed around the Board, Mr. James explained that Linda Conlin would have brought them to the meeting personally but she is out of the country.

Sarah Green, Senior Watershed Coordinator of the Alpine Watershed Group, reported that Alpine County now officially owns the Markleeville Guard Station. She thanked the Board for years of support and Alpine County Supervisors Jardine and Rawson for their work to accomplish this goal.

## CONSENT AGENDA

Item #8 - Approval of Treasurer's Report for December 2013

Item #9 - Payment of Bills for December 2013.

Item #10 - Discussion for possible action regarding ratification of an Addendum to extend Contract #2011-16 with Alpine County for the Groundwater Elevation Monitoring Program (CASGEM) signed by the General Manager. This item was pulled from the agenda to be heard next month.

*Director Johnson made the motion to approve the consent agenda items #8-9, with Item #10 continued to next month. The motion was seconded by Director Fierro and unanimously approved by the Board. There was no public comment.*

**\*\*END OF CONSENT AGENDA\*\***

Item #11 - Discussion for possible action regarding award of the 2014 Andy Aldax for Exemplary Service in Conservation and Protection of the Carson River Watershed Award to Judy Wickwire and to Mahmood "Moody" and Genie Azad. Dan Kaffer, NRCS (retired) and now a volunteer Board member of various organizations, noted that it is rare to find a couple who is as passionate about conservation as Moody and Genie Azad. He worked with Moody for over 20 years and enjoyed working with Genie as CWSD Watershed Coordinator. Genie championed watershed issues and Moody, with his engineering degree, fostered much research.

Mr. James explained that he enjoyed working with Genie during her time with CWSD. He mentioned that of all the candidates applying for the job, right from the beginning he noticed that Genie had great energy. Her enthusiasm encouraged the watershed to work together, and Genie was vital in the creation of the Carson River Watershed Stewardship Plan and the Regional Floodplain Plan.

Mary Kay Wagner from NDEP Water Quality Planning joined the others in thanking Genie and Moody, posthumously, for their work in the watershed. She noted that Genie has always had a very positive attitude and eagerness in her work.

Director Johnson told Genie that she has been missed very much, as is Moody and wished her good luck in her future endeavors. Director Jardine also thanked Genie for all that he learned from her during his time on this Board.

Director Jardine also explained that he has know Judy Wickwire for 40+ years. She focuses her volunteer efforts on the entire watershed and has contributed to fishery, water quality, planting willows, restoration projects, and educational programs which she never mentions.

Director Rawson congratulated Judy on receiving this award. She said that in the short time she has known Judy she has learned so much about watershed issues and nature.

Sarah Green, Alpine Watershed Group, nominated Judy for this award and said that it was an easy nomination because Judy so deserves the award. Ms. Green has worked with Judy for four years and Judy has been such an active volunteer. Knowing that Judy doesn't like to go to meetings, she is honored that Judy comes to the Alpine Watershed Group meetings. If they need a volunteer, Judy is there. In addition to her dedication, she has a passion and personality that is truly inspiring.

Dan Kaffer noted Judy's many involvements and accomplishments. To mention a few, Judy has been a licensed fly fishing guide for 45 years and aided in the purchase and conservation of Hope Valley, as well as contributing to the Red Lake water purchases, conservation of Heenan Lake, scouting, ranchers, and the general conservation and health of the watershed in Alpine County.

Mary Kay Wagner, NDEP, explained that as coordinator of Snapshot Day for eight years she is grateful to Judy who volunteers before even being asked. Ms. Wagner noted that her job is made

easier by being able to count on Judy Wickwire and Debbi Waldear for working with monitoring sites in Alpine County. Judy has also worked with youth and serves as a watershed steward, model, and mentor.

John Brissenden, Sorensen's Resort, added that over the years Judy has taught, educated, and cajoled thousands of their guests into conservation efforts to preserve their landscape.

Director Schank showed the Andy Aldax Award perpetual plaque which resides in the CWSD office. He then presented an individual award plaque to Genie Azad on behalf of Moody and her. He also presented an individual award plaque to Judy Wickwire. The occasion was commemorated with photos of the award winners with Andy Aldax and Director Schank.

Each of the awardees were given the opportunity to speak. Ms. Azad commented that as retired CWSD employee was nice to see everyone on the CWSD Board. She thanked the Board for this award and knows that Moody would be so grateful. Conservation was not just his work but his life.

Ms. Wickwire thanked the CWSD Board for granting her this award, esp. the Alpine County Supervisors for championing her to receive the award. She also thanked Sarah Green for nominating her and Debbi Waldear for being her co-volunteer. She said that for her receiving this award is like getting the Oscar. She emphasized that what is accomplished is a team effort by many dedicated volunteers and professionals in this field. Debbi Waldear is one of the people she most appreciates and tries to emulate. She also thanked the California Fish & Wildlife represented by Ben Ewing and her many long-time friends here to support her.

*No board action was required on this item; receive and file.*

Item #12 - Discussion and possible action regarding an update on the Final Report for the Clear Creek Grant. Courtney Walker, Assistant Watershed Coordinator, reported that the Clear Creek Watershed Coordinator grant from NDEP is finished. It ran from 2-15-11 to 12-31-13. A lot of work was done in the Clear Creek Watershed by several watershed coordinators during this grant cycle. Initially a lot of citizen participation which has waned so it has been determined that CWSD will not reapply for the grant. Erosion issues along Hwy. 50 are still being worked on by Paul Pugsley. There will still be Clear Creek articles in the CWSD newsletter, "the Flow", which will still be distributed to Clear Creek residents. From now on the Clear Creek activities will be incorporated into general watershed activities.

*No action was required on this item; receive and file.*

Item #13 - Discussion for possible action regarding an update on Mayweed Chamomile and concerns about noxious weeds on BLM properties. Brenda Hunt, CWSD Watershed Coordinator, noted that after the Nevada Department of Agriculture hearing on the Mayweed Chamomile issue on 12/11/13, Nevada Department of Agriculture Director Barbee made the determination that Mayweed Chamomile will not be accepted in seed mixtures in Nevada. CWSD's outreach had great effect in bringing a lot of people to the hearing and encouraging many letters in opposition to having Mayweed Chamomile removed from Nevada's noxious weed seed list.

Ms. Hunt reported that she had heard that the Pacific Northwest Seed Growers have expressed an interest in approaching the Nevada State Legislature about allowing Mayweed Chamomile seed in mixes.

Ms. Hunt also reported that CWSD wrote a letter to Robert Little of the Nevada Department of Agriculture expressing concern about how poorly the US Bureau of Land Management (BLM) is managing weeds on BLM lands along private properties. This is contributing to weed problem on the adjacent land where weeds are treated. Mr. Little will be meeting with BLM management shortly and hope that the letters Nevada Department of Agriculture has received will help.

Director Schank asked Ms. Hunt how the Pacific Northwest group will come before Legislature. He believes that the Nevada Department of Agriculture is the authority on this issue. Ms. Hunt responded that she doesn't know the strategy but threat has been made. Perhaps they plan to try to persuade individual legislators to loosen the weed seed requirements.

*No action was taken on this item; receive and file.*

Item #14 - Discussion for possible action regarding selection of Board committees for 2014. Mr. James explained that the current committee assignments are as follows:

- Administrative Committee - Directors Abowd, Frensdorff, Erquiaga, Ricci, and Rawson.
- Finance Committee - Directors Lynn, McKenna, Fierro, Schank, and Rawson.
- Legislative Committee - Directors Abowd, Johnson, Lynn, Osborne, Ricci, and Schank.
- Regional Water System Committee - Directors Jardine, Penzel, McKenna, Erquiaga, Osborne, Fierro, and Stodieck.

Director Schank noted that the work done by committees makes the Board's work easier. Director Jardine noted that even though the Legislative Committee is a committee which acts on Nevada issues, he looks to CWSD for help with California legislation also.

*Director Stodieck made the motion for the committee assignments to stay the same for 2014. Director Abowd seconded the motion which was unanimously approved by the Board.*

#### Item #15 - Staff Reports

General Manager - Mr. James reported: 1) Most of river gauges are frozen so USGS can't get data from them. The National Oceanic and Atmospheric Administration (NOAA) reports indicate that this winter is predicted to be warm and dry. Also, the soil moisture in our area is at an all time low. We are looking at this year being equivalent of 1976-77 which is the drought of record. 2) Kathi Lawrence, CWSD's Watershed Clerk, has announced that she will be resigning in April, so the remaining staff will take on her duties. Ms. Lawrence has been a great employee but has other passions she wants to pursue. 3) Work is being done on the Rocky and Virginia Diversion which CWSD is not funding. 4) Staff was not able to put together the application for the Water Conservation Grant with BOR this round, but it didn't look likely that we had a strong chance of getting it. 5) Mr. James asked the Directors to please pay Toni Leffler, Administrative Assistant, for guest meals at the Christmas dinner if they hadn't already.

Legal – Mr. Benesch had nothing specific to report.

Correspondence – As handed out.

Item #18 - Directors' Reports

Director Osborne reported that Storey County is working on a new sewer plant in Virginia City. They are just waiting for BLM to deed over the land, then Storey County will go out for build for a contractor to design and put in a modern system over approximately three years. Gold Hill is not on the slate yet. Storey County is also working with Comstock Mining to update Marlette System in private-public partnership. They just installed an automated siphon system which is putting less pressure on the pipe to help preserve that pipeline.

Director Penzel reported that, despite evidence to the contrary, the Farmer's Almanac says it will be a wet winter.

Director Abowd noted that all the areas she visited on a recent trip are also struggling with drought issues.

Director Rawson reported that this Friday, she, Director Jardine, and Mr. James will be meeting with California legislators in Sacramento regarding reducing the dam fees for Lost Lakes.

Director Jardine reported: 1) He is looking forward to the meeting on Friday regarding Lost Lakes and hopes for a good result. 2) He thinks the group should also mention the management of Red Lake water at this meeting for the benefit of keeping up stream flow. 3) Regarding the west slope of the Sierras water issues he will be attending the Sierra Water Summit to discuss the impacts of wild fires on the forest and water yields.

Director Lynn reported on changes in the rolling stock permits on the river requesting that ranchers should be able to get in the river to make their own repairs.

Directors Ricci, Fierro, Frensdorff, Stodieck, Johnson, McKenna, and Schank had nothing specific to report.

*There being no further business to come before the Board, Director Penzel made the motion to adjourn which was seconded by Director Rawson, and the meeting was adjourned at 7:27 p.m.*

Respectfully submitted,

Toni Leffler  
Secretary

**AGENDA ITEM #8**  
**TREASURER'S REPORT**

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND****Balance Sheet****As of January 31, 2014**

	<u>Jan 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010-00 · Cash in Checking - B of A	38,097.97
1011-00 · Petty Cash	100.00
1014-00 · Local Gov't Inv. Pool-Regular	617,519.10
1018-00 · Greater NV Credit Union-Savings	25.00
1021-00 · US Bank CD	246,752.73
<b>Total Checking/Savings</b>	<u>902,494.80</u>
<b>Other Current Assets</b>	
1055-00 · Payroll Deposit - Carson City	500.00
<b>Total Other Current Assets</b>	<u>500.00</u>
<b>Total Current Assets</b>	<u>902,994.80</u>
<b>TOTAL ASSETS</b>	<b><u>902,994.80</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
3307-00 · CC Payroll Due	85,829.31
3360-00 · Accrued Vacation	20,903.20
3362-00 · Accrued sick leave	19,271.81
<b>Total Other Current Liabilities</b>	<u>126,004.32</u>
<b>Total Current Liabilities</b>	<u>126,004.32</u>
<b>Total Liabilities</b>	126,004.32
<b>Equity</b>	
4000-00 · Fund Balance	622,507.30
Net Income	154,483.18
<b>Total Equity</b>	<u>776,990.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>902,994.80</u></b>

## CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

02/11/14

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5008-00 · Alpine Co. Joint Powers contrib	8,500.00	8,500.00		100.0%
5009-00 · Churchill County Ad Valorem	117,343.84	177,232.81	-59,888.97	66.2%
5010-00 · Lyon County Ad Valorem	73,312.34	135,674.93	-62,362.59	54.0%
5011-00 · Douglas County Ad Valorem	277,025.39	446,660.94	-169,635.55	62.0%
5012-00 · Carson City Ad Valorem	229,890.55	362,347.37	-132,456.82	63.4%
5022-00 · Water Lease - Mud Lake		45,000.00	-45,000.00	
5025-00 · Int. Inc.-US Bank CD	838.20	2,000.00	-1,161.80	41.9%
5031-00 · Interest Income-LGIP Reg.	150.50	600.00	-449.50	25.1%
5043-00 · Int.Inc.-El Dorado Sav.Bk.CD	397.64	1,240.00	-842.36	32.1%
5050-00 · Watershed Coordinator				
5050-08 · NDEP Watershed Coord 2012-15	10,155.31	16,770.00	-6,614.69	60.6%
Total 5050-00 · Watershed Coordinator	10,155.31	16,770.00	-6,614.69	60.6%
5058-00 · 208 Water Quality Plan				
5058-02 · NDEP-2010 Algae Study Grant	11,234.03	50,135.00	-38,900.97	22.4%
5058-03 · NDEP 208 LID Grant- 2013-14		20,000.00	-20,000.00	
Total 5058-00 · 208 Water Quality Plan	11,234.03	70,135.00	-58,900.97	16.0%
5060-00 · Misc. Income				
5060-02 · Watershed Tour		3,100.00	-3,100.00	
5060-00 · Misc. Income - Other				
Total 5060-00 · Misc. Income		3,100.00	-3,100.00	
5063-00 · Environmental Education Program				
5063-03 · NDEP-Env.Ed.Coord. 2012-14	6,413.87	33,400.00	-26,986.13	19.2%
Total 5063-00 · Environmental Education Program	6,413.87	33,400.00	-26,986.13	19.2%
5070-00 · Clear Creek Educ. Program				
5070-02 · Donation for Clear Creek Educ.	5.00			
5070-03 · NDEP-Clear Cr. NPS Ed.Grant	9,709.03	1,600.00	8,109.03	606.8%
Total 5070-00 · Clear Creek Educ. Program	9,714.03	1,600.00	8,114.03	607.1%
5073-00 · CC BMP Program				
5073-03 · NDEP-BMP Stormwater-2012-14	2,908.74	2,450.00	458.74	118.7%
Total 5073-00 · CC BMP Program	2,908.74	2,450.00	458.74	118.7%
5077-00 · CR Conservation Tours				
5077-03 · NDEP Conserv Tour Grant 2012-14	197.22	5,950.00	-5,752.78	3.3%
Total 5077-00 · CR Conservation Tours	197.22	5,950.00	-5,752.78	3.3%
5080-00 · BOR-Comprehensive Water Plan				
5081-00 · FEMA - MAS #2	37,948.02	10,000.00	27,948.02	379.5%
5082-00 · Alpine Co.-CASGEM Grant	845.54	1,000.00	-154.46	84.6%
5085-00 · Ch.Co. for USGS GW/WQ Study		8,000.00	-8,000.00	
5086-00 · FEMA MAS #3 (Do.Co.)	50,547.60	275,000.00	-224,452.40	18.4%
5087-00 · FEMA MAS #4 (Flood Maps)	2,857.64	20,000.00	-17,142.36	14.3%
Total Income	840,280.46	1,626,661.05	-786,380.59	51.7%
<b>Expense</b>				
7015-00 · Salaries & Wages	177,775.48	302,650.00	-124,874.52	58.7%
7020-00 · Employee Benefits	61,806.13	125,580.00	-63,773.87	49.2%
7021-00 · Workers Comp Ins.		900.00	-900.00	
7101-00 · Director's Fees				
7101-01 · Director Benefits	96.03			
7101-00 · Director's Fees - Other	6,623.54	14,000.00	-7,376.46	47.3%
Total 7101-00 · Director's Fees	6,719.57	14,000.00	-7,280.43	48.0%
7102-00 · Insurance	8,361.42	11,000.00	-2,638.58	76.0%
7103-00 · Office Supplies	1,133.97	6,000.00	-4,866.03	18.9%
7104-00 · Postage	383.33	1,000.00	-616.67	38.3%
7105-00 · Rent	14,595.70	25,025.00	-10,429.30	58.3%
7106-00 · Telephone	1,578.85	2,600.00	-1,021.15	60.7%
7107-00 · Travel-transport/meals/lodging				
7107-01 · Car Allowance	4,219.83			

## CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

02/11/14

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
7107-00 · Travel-transport/meals/lodging - Other	3,137.41	13,000.00	-9,862.59	24.1%
Total 7107-00 · Travel-transport/meals/lodging	7,357.24	13,000.00	-5,642.76	56.6%
7108-00 · Dues & Publications	331.76	800.00	-468.24	41.5%
7109-00 · Miscellaneous Expense	109.50	500.00	-390.50	21.9%
7110-00 · Seminars & Education	1,924.00	1,500.00	424.00	128.3%
7111-00 · Office Equipment		2,500.00	-2,500.00	
7112-00 · Bank Charges	-50.00	200.00	-250.00	-25.0%
7114-00 · Outside Professional Services	190.00	10,000.00	-9,810.00	1.9%
7115-00 · Accounting	7,500.00	10,000.00	-2,500.00	75.0%
7116-00 · Legal	19,999.98	37,000.00	-17,000.02	54.1%
7117-00 · Lost Lakes Expenses	2,670.01	10,000.00	-7,329.99	26.7%
7118-00 · Mud Lake O & M		2,000.00	-2,000.00	
7120-00 · Integrated Watershed Programs				
7120-07 · Watershed Tour		3,200.00	-3,200.00	
7120-08 · Invasive Species Programs	-3,000.00	7,500.00	-10,500.00	-40.0%
7120-18 · Clear Creek NPS Educ.Program				
7120-19 · Clear Creek donation(max.\$3k)	119.60			
7120-18 · Clear Creek NPS Educ.Program - Other	2,665.29	500.00	2,165.29	533.1%
Total 7120-18 · Clear Creek NPS Educ.Program	2,784.89	500.00	2,284.89	557.0%
7120-25 · Watershed Coord. Exp. 2012-15	2,332.50	4,610.00	-2,277.50	50.6%
Total 7120-00 · Integrated Watershed Programs	2,117.39	15,810.00	-13,692.61	13.4%
7122-00 · Water Conservation/BMP Program		5,000.00	-5,000.00	
7125-00 · Environmental Ed.Coord.Exp.				
7125-01 · Env.Ed.Coord.Exp.2012-14	13,268.42	26,060.00	-12,791.58	50.9%
Total 7125-00 · Environmental Ed.Coord.Exp.	13,268.42	26,060.00	-12,791.58	50.9%
7210-00 · CR Conservation Tours Exp.				
7210-03 · NPS Conser.Tours 2012-14	4.86	5,190.00	-5,185.14	0.1%
Total 7210-00 · CR Conservation Tours Exp.	4.86	5,190.00	-5,185.14	0.1%
7332-00 · Carson River Work Days	3,720.51	24,000.00	-20,279.49	15.5%
7337-00 · Carson River Restoration				
7337-01 · Upper Carson River Grant.				
7337-14 · CVCD-Riparian Habitat/RiverFork	24,610.19	35,000.00	-10,389.81	70.3%
Total 7337-01 · Upper Carson River Grant.	24,610.19	35,000.00	-10,389.81	70.3%
7337-02 · Carson River Adv. Gr.				
7337-21 · CVCD-Lloyd's Divers.Concept.PI.				
7337-22 · CVCD-Buzzy's Ranch Stream.Rehab	8,111.06	20,000.00	-11,888.94	40.6%
Total 7337-02 · Carson River Adv. Gr.	8,111.06	20,000.00	-11,888.94	40.6%
7337-03 · Dayton Valley Conserv	13,464.26	75,400.00	-61,935.74	17.9%
7337-04 · Lahontan Conserv.Dist		20,000.00	-20,000.00	
Total 7337-00 · Carson River Restoration	46,185.51	150,400.00	-104,214.49	30.7%
7404-00 · Noxious Weeds Control-CR Wtrshd				
7404-01 · Noxious Weed Control-Alpine Co.		15,000.00	-15,000.00	
7404-02 · Noxious Weed Control-Douglas Co		15,000.00	-15,000.00	
7404-03 · Noxious Weed Control-CarsonCity	8,195.90	15,000.00	-6,804.10	54.6%
7404-04 · Noxious Weed Control-Lyon Co.		15,000.00	-15,000.00	
7404-05 · Noxious Weed Control-Churchill		15,000.00	-15,000.00	
Total 7404-00 · Noxious Weeds Control-CR Wtrshd	8,195.90	75,000.00	-66,804.10	10.9%
7406-00 · 208 Water Quality Mgmt. Plan				
7406-01 · 208 Plan-EF Algae Project				
7406-11 · USGS-EF Algae Project	10,179.23			
7406-12 · EF Algae Project Supplies				
7406-01 · 208 Plan-EF Algae Project - Other	1.43	44,310.00	-44,308.57	0.0%
Total 7406-01 · 208 Plan-EF Algae Project	10,180.66	44,310.00	-34,129.34	23.0%
7406-02 · 208 Plan-LID Practices- 2013-14	2.67	20,000.00	-19,997.33	0.0%
Total 7406-00 · 208 Water Quality Mgmt. Plan	10,183.33	64,310.00	-54,126.67	15.8%

8:59 AM

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**

02/11/14

**Profit & Loss Budget vs. Actual**

Accrual Basis

July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
7413-00 · BOR-Comprehensive Wtr.Mgmt.				
7413-03 · Water Conserv. Prog. Supplies				
7413-05 · RCI- Reg.Wtr.Mgmt.Plan Review				
7413-00 · BOR-Comprehensive Wtr.Mgmt. - Other	82.25			
<b>Total 7413-00 · BOR-Comprehensive Wtr.Mgmt.</b>	<b>82.25</b>			
7414-00 · FEMA MAS #2-Ly.-CC/Do.Co.	36,432.00	9,800.00	26,632.00	371.8%
7417-00 · BMP Feasibility Study 2012-13	38.73	100.00	-61.27	38.7%
7418-00 · LiDAR - Carson Valley	0.18			
7419-00 · FEMA MAS #3	50,141.78	270,000.00	-219,858.22	18.6%
7420-00 · FEMA MAS #4 (Flood Map)	72.03	20,000.00	-19,927.97	0.4%
7421-00 · Reg. MS4 Stormwater Mgmt.Plan		20,000.00	-20,000.00	
7422-00 · BOR Basin Plan of Study	213.65			
7424-00 · NDEP-Watershed Literacy Gr.Exp.	0.04			
7500-00 · USGS Stream Gage Contract	41,453.75	83,060.00	-41,606.25	49.9%
7508-00 · USGS Do.Co.Wtr Collection Data	3,857.00	15,000.00	-11,143.00	25.7%
7522-00 · USGS DaytonGW Lvl/Nitrate/SW-GW	37,292.00	53,500.00	-16,208.00	69.7%
7524-00 · USGS-GW Lvl & WQ in Ch.Co.	9,947.75	21,375.00	-11,427.25	46.5%
7600-00 · Alpine County Projects				
7600-05 · Alpine Watershed Programs	15,000.00	15,000.00		100.0%
7600-09 · Al.Co.-CASGEM	12.53	50.00	-37.47	25.1%
<b>Total 7600-00 · Alpine County Projects</b>	<b>15,012.53</b>	<b>15,050.00</b>	<b>-37.47</b>	<b>99.8%</b>
7610-00 · Douglas County Projects				
7610-10 · Do.Co.Reg.Pipeline Debt Service	62,500.00	125,000.00	-62,500.00	50.0%
7610-14 · CVCD-Do.Co.Drainage Issues				
7610-15 · Do.Co.Lands Bill-Floodpl.Prot.	10,000.00	10,000.00		100.0%
7610-16 · IHGID Reg MS4 Storm.Mgmt.Plan	3,404.25			
<b>Total 7610-00 · Douglas County Projects</b>	<b>75,904.25</b>	<b>135,000.00</b>	<b>-59,095.75</b>	<b>56.2%</b>
7620-00 · Carson City Projects				
7620-11 · CC Reg.Pipeline Debt Service		125,000.00	-125,000.00	
<b>Total 7620-00 · Carson City Projects</b>		<b>125,000.00</b>	<b>-125,000.00</b>	
7630-00 · Lyon County Projects				
7630-06 · Ramsey Canyon Flood Control				
7630-09 · Lyon Co. W/R GIS Database		20,000.00	-20,000.00	
<b>Total 7630-00 · Lyon County Projects</b>		<b>20,000.00</b>	<b>-20,000.00</b>	
7640-00 · Churchill County Projects				
7640-09 · Lahontan Vly.Wtr.Lvl.Measure.	19,286.48	31,940.00	-12,653.52	60.4%
7640-12 · Lower CR Task Force (LCD)		15,000.00	-15,000.00	
<b>Total 7640-00 · Churchill County Projects</b>	<b>19,286.48</b>	<b>46,940.00</b>	<b>-27,653.52</b>	<b>41.1%</b>
<b>Total Expense</b>	<b>685,797.28</b>	<b>1,776,850.00</b>	<b>-1,091,052.72</b>	<b>38.6%</b>
<b>Net Ordinary Income</b>	<b>154,483.18</b>	<b>-150,188.95</b>	<b>304,672.13</b>	<b>-102.9%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8005-00 · Beginning Equity		661,569.15	-661,569.15	
<b>Total Other Income</b>		<b>661,569.15</b>	<b>-661,569.15</b>	
<b>Other Expense</b>				
8008-00 · Preliminary Planning		410,000.00	-410,000.00	
<b>Total Other Expense</b>		<b>410,000.00</b>	<b>-410,000.00</b>	
<b>Net Other Income</b>		<b>251,569.15</b>	<b>-251,569.15</b>	
<b>Net Income</b>	<b>154,483.18</b>	<b>101,380.20</b>	<b>53,102.98</b>	<b>152.4%</b>

8:59 AM

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**

02/11/14

**Profit & Loss YTD Comparison**

Accrual Basis

January 2014

	Jan 14	Jul '13 - Jan 14
Ordinary Income/Expense		
Income		
5008-00 · Alpine Co. Joint Powers contrib		8,500.00
5009-00 · Churchill County Ad Valorem	40,210.19	117,343.84
5010-00 · Lyon County Ad Valorem	28,826.41	73,312.34
5011-00 · Douglas County Ad Valorem	38,015.49	277,025.39
5012-00 · Carson City Ad Valorem	31,734.83	229,890.55
5025-00 · Int. Inc.-US Bank CD	104.76	838.20
5031-00 · Interest Income-LGIP Reg.	48.16	150.50
5043-00 · Int.Inc.-El Dorado Sav.Bk.CD		397.64
5050-00 · Watershed Coordinator		
5050-08 · NDEP Watershed Coord 2012-15		10,155.31
Total 5050-00 · Watershed Coordinator		10,155.31
5058-00 · 208 Water Quality Plan		
5058-02 · NDEP-2010 Algae Study Grant		11,234.03
Total 5058-00 · 208 Water Quality Plan		11,234.03
5060-00 · Misc. Income		
5060-02 · Watershed Tour		
5060-00 · Misc. Income - Other		
Total 5060-00 · Misc. Income		
5063-00 · Environmental Education Program		
5063-03 · NDEP-Env.Ed.Coord. 2012-14		6,413.87
Total 5063-00 · Environmental Education Program		6,413.87
5070-00 · Clear Creek Educ. Program		
5070-02 · Donation for Clear Creek Educ.		5.00
5070-03 · NDEP-Clear Cr. NPS Ed.Grant	7,752.04	9,709.03
Total 5070-00 · Clear Creek Educ. Program	7,752.04	9,714.03
5073-00 · CC BMP Program		
5073-03 · NDEP-BMP Stormwater-2012-14		2,908.74
Total 5073-00 · CC BMP Program		2,908.74
5077-00 · CR Conservation Tours		
5077-03 · NDEP Conserv Tour Grant 2012-14		197.22
Total 5077-00 · CR Conservation Tours		197.22
5080-00 · BOR-Comprehensive Water Plan		
5081-00 · FEMA - MAS #2	5,329.13	37,948.02
5082-00 · Alpine Co.-CASGEM Grant	845.54	845.54
5086-00 · FEMA MAS #3 (Do.Co.)	2,851.05	50,547.60
5087-00 · FEMA MAS #4 (Flood Maps)	2,364.41	2,857.64
Total Income	158,082.01	840,280.46
Expense		
7015-00 · Salaries & Wages	36,329.79	177,775.48
7020-00 · Employee Benefits	11,848.11	61,806.13
7021-00 · Workers Comp Ins.		
7101-00 · Director's Fees		
7101-01 · Director Benefits	19.76	96.03
7101-00 · Director's Fees - Other	1,361.75	6,623.54
Total 7101-00 · Director's Fees	1,381.51	6,719.57
7102-00 · Insurance		8,361.42
7103-00 · Office Supplies	154.46	1,133.97
7104-00 · Postage	94.00	383.33
7105-00 · Rent	2,085.10	14,595.70
7106-00 · Telephone	218.63	1,578.85
7107-00 · Travel-transport/meals/lodging		
7107-01 · Car Allowance	849.63	4,219.83
7107-00 · Travel-transport/meals/lodging - Other	196.34	3,137.41
Total 7107-00 · Travel-transport/meals/lodging	1,045.97	7,357.24

8:59 AM

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**

02/11/14

**Profit & Loss YTD Comparison**

Accrual Basis

January 2014

	Jan 14	Jul '13 - Jan 14
7108-00 · Dues & Publications	22.00	331.76
7109-00 · Miscellaneous Expense		109.50
7110-00 · Seminars & Education		1,924.00
7112-00 · Bank Charges	-25.00	-50.00
7114-00 · Outside Professional Services		190.00
7115-00 · Accounting		7,500.00
7116-00 · Legal	3,333.33	19,999.98
7117-00 · Lost Lakes Expenses		2,670.01
7120-00 · Integrated Watershed Programs		
7120-08 · Invasive Species Programs		-3,000.00
7120-18 · Clear Creek NPS Educ.Program		
7120-19 · Clear Creek donation(max.\$3k)	119.60	119.60
7120-18 · Clear Creek NPS Educ.Program - Other	61.88	2,665.29
Total 7120-18 · Clear Creek NPS Educ.Program	181.48	2,784.89
7120-25 · Watershed Coord. Exp. 2012-15	883.65	2,332.50
Total 7120-00 · Integrated Watershed Programs	1,065.13	2,117.39
7125-00 · Environmental Ed.Coord.Exp.		
7125-01 · Env.Ed.Coord.Exp.2012-14	25.76	13,268.42
Total 7125-00 · Environmental Ed.Coord.Exp.	25.76	13,268.42
7210-00 · CR Conservation Tours Exp.		
7210-03 · NPS Conser.Tours 2012-14	1.34	4.86
Total 7210-00 · CR Conservation Tours Exp.	1.34	4.86
7332-00 · Carson River Work Days		3,720.51
7337-00 · Carson River Restoration		
7337-01 · Upper Carson River Grant.		
7337-14 · CVCD-Riparian Habitat/RiverFork	5,579.97	24,610.19
Total 7337-01 · Upper Carson River Grant.	5,579.97	24,610.19
7337-02 · Carson River Adv. Gr.		
7337-21 · CVCD-Lloyd's Divers.Concept.Pl.		
7337-22 · CVCD-Buzzy's Ranch Stream.Rehab	4,597.82	8,111.06
Total 7337-02 · Carson River Adv. Gr.	4,597.82	8,111.06
7337-03 · Dayton Valley Conserv	13,464.26	13,464.26
Total 7337-00 · Carson River Restoration	23,642.05	46,185.51
7404-00 · Noxious Weeds Control-CR Wtrshd		
7404-01 · Noxious Weed Control-Alpine Co.		
7404-03 · Noxious Weed Control-CarsonCity		8,195.90
7404-04 · Noxious Weed Control-Lyon Co.		
7404-05 · Noxious Weed Control-Churchill		
Total 7404-00 · Noxious Weeds Control-CR Wtrshd		8,195.90
7406-00 · 208 Water Quality Mgmt. Plan		
7406-01 · 208 Plan-EF Algae Project		
7406-11 · USGS-EF Algae Project		10,179.23
7406-12 · EF Algae Project Supplies		
7406-01 · 208 Plan-EF Algae Project - Other	0.80	1.43
Total 7406-01 · 208 Plan-EF Algae Project	0.80	10,180.66
7406-02 · 208 Plan-LID Practices- 2013-14	2.67	2.67
Total 7406-00 · 208 Water Quality Mgmt. Plan	3.47	10,183.33
7413-00 · BOR-Comprehensive Wtr.Mgmt.		
7413-03 · Water Conserv. Prog. Supplies		
7413-05 · RCI- Reg.Wtr.Mgmt.Plan Review		
7413-00 · BOR-Comprehensive Wtr.Mgmt. - Other		82.25
Total 7413-00 · BOR-Comprehensive Wtr.Mgmt.		82.25
7414-00 · FEMA MAS #2-Ly.-CC/Do.Co.	7,138.23	36,432.00
7417-00 · BMP Feasibility Study 2012-13		38.73
7418-00 · LiDAR - Carson Valley		0.18

For internal &amp; discussion purposes only.

Page 2

8:59 AM

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**

02/11/14

**Profit & Loss YTD Comparison**

Accrual Basis

January 2014

	Jan 14	Jul '13 - Jan 14
7419-00 · FEMA MAS #3	0.43	50,141.78
7420-00 · FEMA MAS #4 (Flood Map)	3.43	72.03
7422-00 · BOR Basin Plan of Study	16.52	213.65
7424-00 · NDEP-Watershed Literacy Gr.Exp.	0.04	0.04
7500-00 · USGS Stream Gage Contract	20,726.75	41,453.75
7508-00 · USGS Do.Co.Wtr Collection Data	3,857.00	3,857.00
7522-00 · USGS DaytonGW Lvl/Nitrate/SW-GW	14,585.75	37,292.00
7524-00 · USGS-GW Lvl & WQ in Ch.Co.	5,604.00	9,947.75
7600-00 · Alpine County Projects		
7600-05 · Alpine Watershed Programs	7,500.00	15,000.00
7600-09 · Al.Co.-CASGEM	11.99	12.53
Total 7600-00 · Alpine County Projects	7,511.99	15,012.53
7610-00 · Douglas County Projects		
7610-10 · Do.Co.Reg.Pipeline Debt Service		62,500.00
7610-14 · CVCD-Do.Co.Drainage Issues		
7610-15 · Do.Co.Lands Bill-Floodpl.Prot.		10,000.00
7610-16 · IHGID Reg MS4 Storm.Mgmt.Plan	1,278.00	3,404.25
Total 7610-00 · Douglas County Projects	1,278.00	75,904.25
7620-00 · Carson City Projects		
7620-11 · CC Reg.Pipeline Debt Service		
Total 7620-00 · Carson City Projects		
7630-00 · Lyon County Projects		
7630-06 · Ramsey Canyon Flood Control		
Total 7630-00 · Lyon County Projects		
7640-00 · Churchill County Projects		
7640-09 · Lahontan Vly.Wtr.Lvl.Measure.	14,399.33	19,286.48
Total 7640-00 · Churchill County Projects	14,399.33	19,286.48
Total Expense	156,347.12	685,797.28
Net Ordinary Income	1,734.89	154,483.18
Net Income	<u>1,734.89</u>	<u>154,483.18</u>

**CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION**

02/11/14

**Balance Sheet**  
**As of January 31, 2014**

	<u>Jan 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1013-01 · Local Gov't Inv.Pool-Reserve	501,774.54
1015-01 · Heritage Bk 12-mo. CD	248,273.90
Total Checking/Savings	<u>750,048.44</u>
Total Current Assets	<u>750,048.44</u>
<b>TOTAL ASSETS</b>	<b><u>750,048.44</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
4000-01 · Fund Balance - Capital Project	773,931.20
Net Income	-23,882.76
Total Equity	<u>750,048.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>750,048.44</u></b>

8:55 AM

**CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION**

02/11/14

**Profit & Loss YTD Comparison**

Accrual Basis

January 2014

	Jan 14	Jul '13 - Jan 14
Ordinary Income/Expense		
Income		
5032-01 · Interest Income - LGIP Res.	41.09	390.63
5038-00 · Int. Inc.-Heritage Bk CD	105.39	726.61
Total Income	146.48	1,117.24
Expense		
7339-01 · Do.Co.-Sierra Country Estates	25,000.00	25,000.00
Total Expense	25,000.00	25,000.00
Net Ordinary Income	-24,853.52	-23,882.76
Net Income	<b>-24,853.52</b>	<b>-23,882.76</b>

8:54 AM

**CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION**

02/11/14

**Profit & Loss Budget vs. Actual**

Accrual Basis

July 2013 through January 2014

	<u>Jul '13 - Jan 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
Income				
5032-01 · Interest Income - LGIP Res.	390.63	860.00	-469.37	45.4%
5038-00 · Int. Inc.-Heritage Bk CD	726.61	2,000.00	-1,273.39	36.3%
<b>Total Income</b>	<b>1,117.24</b>	<b>2,860.00</b>	<b>-1,742.76</b>	<b>39.1%</b>
Expense				
7325-01 · Acquisition Wtr Rts/Structures		725,000.00	-725,000.00	
7337-01 · Minden-Heybourne BoosterStation		200,000.00	-200,000.00	
7339-01 · Do.Co.-Sierra Country Estates	25,000.00			
<b>Total Expense</b>	<b>25,000.00</b>	<b>925,000.00</b>	<b>-900,000.00</b>	<b>2.7%</b>
<b>Net Ordinary Income</b>	<b>-23,882.76</b>	<b>-922,140.00</b>	<b>898,257.24</b>	<b>2.6%</b>
<b>Other Income/Expense</b>				
Other Income				
8000-01 · Beginning Equity		974,253.00	-974,253.00	
<b>Total Other Income</b>		<b>974,253.00</b>	<b>-974,253.00</b>	
<b>Net Other Income</b>		<b>974,253.00</b>	<b>-974,253.00</b>	
<b>Net Income</b>	<b>-23,882.76</b>	<b>52,113.00</b>	<b>-75,995.76</b>	<b>-45.8%</b>

3:37 PM  
02/03/14  
Cash Basis

**Floodplain Management Fund**  
**Balance Sheet**  
**As of January 31, 2014**

	<u>Jan 31, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1013-03 · LGIP - Floodplain	181,838.58
1014-03 · Mutual of Omaha Bk CD	245,684.53
Total Checking/Savings	<u>427,523.11</u>
Total Current Assets	<u>427,523.11</u>
<b>TOTAL ASSETS</b>	<b><u>427,523.11</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Retained Earnings	426,921.01
Net Income	602.10
Total Equity	<u>427,523.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>427,523.11</u></b>

3:38 PM  
02/03/14  
Cash Basis

**Floodplain Management Fund**  
**Profit & Loss YTD Comparison**  
**January 2014**

	<u>Jan 14</u>	<u>Jul '13 - Jan 14</u>
Ordinary Income/Expense		
Income		
5032-03 · Int. Inc.-LGIP-Floodplain	14.18	118.29
5033-03 · Int.Inc.-Mutual of Omaha CD	114.74	483.81
Total Income	<u>128.92</u>	<u>602.10</u>
Net Ordinary Income	<u>128.92</u>	<u>602.10</u>
Net Income	<u><u>128.92</u></u>	<u><u>602.10</u></u>

3:38 PM  
02/03/14  
Cash Basis

# Floodplain Management Fund

## Profit & Loss Budget vs. Actual

July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5032-03 · Int. Inc.-LGIP-Floodplain	118.29	300.00	-181.71	39.4%
5033-03 · Int.Inc.-Mutual of Omaha CD	483.81	1,000.00	-516.19	48.4%
<b>Total Income</b>	<b>602.10</b>	<b>1,300.00</b>	<b>-697.90</b>	<b>46.3%</b>
<b>Expense</b>				
7203-03 · Reg. Flood Preliminary Planning	0.00	360,000.00	-360,000.00	0.0%
7205-03 · Do.Co.Flood Mit.(Cottonwood SI)	0.00	40,000.00	-40,000.00	0.0%
<b>Total Expense</b>	<b>0.00</b>	<b>400,000.00</b>	<b>-400,000.00</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>602.10</b>	<b>-398,700.00</b>	<b>399,302.10</b>	<b>-0.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8000-03 · Beginning Equity	0.00	425,621.00	-425,621.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>425,621.00</b>	<b>-425,621.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>425,621.00</b>	<b>-425,621.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>602.10</b>	<b>26,921.00</b>	<b>-26,318.90</b>	<b>2.2%</b>

**AGENDA ITEM #9**  
**PAYMENT OF BILLS**

3:40 PM

02/03/14

Accrual Basis

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND Transaction Detail by Account January 2014

Type	Date	Numb	Name	Memo	Split	Amount	Balance
<b>1010-00 - Cash in Checking - B of A</b>							
Check	1/2/2014	7481	Euronev, Ltd.	Jan. rent for #102, #103, #110 & #110A	7105-00 · Rent	-2,085.10	-2,085.10
Check	1/6/2014	7482	Law Office of George N. Benesch	Dec. legal services, inv. #14424	7116-00 · Legal	-3,333.33	-5,418.43
Check	1/6/2014	7483	Ponderosa Stamp & Engraving Co...	2014 Andy Aldax Award plaques, inv. #91642	7103-00 · Office Suppl...	-137.86	-5,556.29
Deposit	1/13/2014			Deposit	-SPLIT-	38,915.25	33,358.96
Check	1/13/2014	7484	Carson City	Reimb. for Nov. payrolls #23 & #24	3307-00 · CC Payroll ...	-33,672.27	-313.31
Check	1/13/2014	7485	AT&T	Acct. #775-887-7450 924 6, 1/1-31/14	7106-00 · Telephone	-163.63	-476.94
Check	1/13/2014	7486	Indian Hills GID	Reimb for RCI inv. #13-01568 for MS4 Stor...	7610-16 · IHGID Reg ...	-924.75	-1,401.69
Check	1/13/2014	7487	Dayton Valley Conservation District	7/1-12/31/13 river projects	7337-03 · Dayton Vail...	-13,464.26	-14,865.95
Check	1/14/2014	7488	Brenda Hunt	Oct.-Dec. mi.reimb.	-SPLIT-	-25.99	-14,891.94
Check	1/14/2014	7489	Kathryn Lawrence	Oct.-Dec. mi.reimb.	7107-00 · Travel-trans...	-17.52	-14,909.46
Check	1/14/2014	7490	Toni Leffler	Oct.-Dec. mi.reimb.	-SPLIT-	-39.27	-14,962.34
Check	1/14/2014	7491	Deborah L. Neddentep	Oct.-Dec. mi.reimb.	-SPLIT-	-185.89	-15,187.50
Check	1/14/2014	7492	Courtney Walker	Oct.-Dec. mi.reimb.	-SPLIT-	-370.00	-15,557.50
Check	1/14/2014	7493	Postmaster	800 x \$.46 stamps & 200 x \$.01 stamps	-SPLIT-	69,036.60	53,479.10
Deposit	1/14/2014			Deposit	7337-22 · CVCD-Buzz...	-4,597.82	48,881.28
Check	1/14/2014	7494	Carson Valley Conservation District	10/1-11/30/13 Buzzy's Ranch reimb.	7640-09 · Lahontan Vi...	-14,399.33	34,481.95
Check	1/14/2014	7495	Churchill County	Oct.-Dec. 2013, Lahontan Vly.Wtr.Lvl.Meas...	7522-00 · USGS Dayt...	-14,585.75	19,896.20
Check	1/14/2014	7496	U.S. Geological Survey	Bill #90226477, Agmt.#11WSNV03400, Da...	7524-00 · USGS-GW ...	-5,604.00	14,292.20
Check	1/14/2014	7497	U.S. Geological Survey	Bill #90226478, Agmt.#12WSNV02400, Ch...	7500-00 · USGS Strea...	-20,726.75	-6,434.55
Check	1/14/2014	7498	U.S. Geological Survey	Bill #90226479, Agmt.#13WSNV01700, CR...	7508-00 · USGS Do.C...	-3,857.00	-10,291.55
Check	1/14/2014	7499	U.S. Geological Survey	12/1-31/13 Brockliss Slough bioengineering	7337-14 · CVCD-Ripar...	-525.00	-10,816.55
Check	1/14/2014	7500	Carson Valley Conservation District	Inv.#7011949-400, Cust.#07-1415, period e...	7337-14 · CVCD-Ripar...	-2,433.32	-13,249.87
Check	1/15/2014	7501	Tri-Odyssey PEO	Inv.#7013292-400, Cust.#07-1415, period e...	-SPLIT-	-2,621.65	-15,871.52
Check	1/23/2014	7502	Tri-Odyssey PEO	Deposit	5087-00 · FEMA MAS ...	8,180.18	-7,691.34
Deposit	1/23/2014			Deposit	5070-03 · NDEP-Clear...	2,364.41	-5,326.93
Deposit	1/23/2014			Deposit	7106-00 · Telephone	7,752.04	2,425.11
Check	1/28/2014	7503	AT&T (U-verse)	Acct. #123056285, 12/8/13-1/7/14 U-verse i...	7103-00 · Office Suppl...	-55.00	2,370.11
Check	1/28/2014	7504	Konica Minolta Business Solutions...	12/23/13-1/22/14 copies, Inv. #227580924, ...	7103-00 · Office Suppl...	-437.69	1,932.42
Check	1/28/2014	7505	Sierra Office Solutions	10/20/13-1/20/14 copies, Inv. #05Q042 1, C...	7103-00 · Office Suppl...	-1.45	1,930.97
Check	1/28/2014	7506	Bank of America	Jan.-acct. #4024 4910 0004 2478	-SPLIT-	-326.47	1,604.50
Check	1/28/2014	7507	Indian Hills GID	Reimb for RCI inv. #14-00106 for MS4 Stor...	7610-16 · IHGID Reg ...	-353.25	1,251.25
Check	1/28/2014	7508	HDR, Inc.	Inv. #129427-B, Carson River FEMA MAS #2	7414-00 · FEMA MAS ...	-7,134.57	-5,883.32
Check	1/28/2014	7509	Alpine Watershed Group	FY2013-14 watershed restoration grant	7600-05 · Alpine Wate...	-7,500.00	-13,383.32
Deposit	1/29/2014			Deposit	-SPLIT-	31,844.23	18,460.91
Check	1/30/2014	7510	Donald Frensdorff	Jan. travel reimb.	7107-00 · Travel-trans...	-38.07	18,422.84
Check	1/30/2014	7511	Joe Ricci	Jan. travel reimb.	7107-00 · Travel-trans...	-13.51	18,409.33
Check	1/30/2014	7512	Ernest Schank	Jan. travel reimb.	7107-00 · Travel-trans...	-72.15	18,337.18
Check	1/30/2014	7513	Fred Stodieck	Jan. travel reimb.	7107-00 · Travel-trans...	-18.44	18,318.74
Gener...	1/31/2014			Do.Co. Sierra Country Estates	1016-00 · Due From A...	25,000.00	43,318.74
Check	1/31/2014	7514	Douglas County	Reimb. for Sierra Country Estates-wells test...	1016-00 · Due From A...	-25,000.00	18,318.74
<b>Total 1010-00 - Cash in Checking - B of A</b>							
<b>1014-00 - Local Gov't Inv. Pool-Regular</b>							
Deposit	1/1/2014			Interest	5031-00 · Interest Inco...	48.16	48.16
<b>Total 1014-00 - Local Gov't Inv. Pool-Regular</b>							
<b>1021-00 - US Bank CD</b>							

For internal &amp; discussion purposes only.

3:40 PM

02/03/14

Accrual Basis

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

## Transaction Detail by Account

### January 2014

Type	Date	Num	Name	Memo	Split	Amount	Balance
Deposit	1/4/2014			Interest	5025-00 · Int. Inc.-US ...	104.76	104.76
Total 1021-00 · US Bank CD							
1016-00 · Due From Acquisition/Construct.							
Gener...	1/31/2014			Do.Co. Sierra Country Estates	1010-00 · Cash in Che...	-25,000.00	-25,000.00
Check	1/31/2014	7514	Douglas County	Reimb. for Sierra Country Estates-wells test...	1010-00 · Cash in Che...	25,000.00	
Total 1016-00 · Due From Acquisition/Construct.							
3307-00 · CC Payroll Due							
Gener...	1/3/2014			1/3-BH,EJ,KL,TL,DN,CW; Dec.-KA,CE,RF,...	7101-00 · Director's F...	-18,621.57	-18,621.57
Check	1/13/2014	7484	Carson City	Nov. payrolls #23 & #24	1010-00 · Cash in Che...	33,672.27	15,050.70
Gener...	1/17/2014			1/17 BH,EJ,KL,TL,DN,CW	7015-00 · Salaries & ...	-16,707.19	-1,656.49
Gener...	1/31/2014			1/31 BH,EJ,KL,TL,DN,CW	7015-00 · Salaries & ...	-15,080.28	-16,736.77
Total 3307-00 · CC Payroll Due							
5009-00 · Churchill County Ad Valorem							
Deposit	1/14/2014	104131	Churchill County	Oct.-Dec. 2013	1010-00 · Cash in Che...	-40,210.19	-40,210.19
Total 5009-00 · Churchill County Ad Valorem							
5010-00 · Lyon County Ad Valorem							
Deposit	1/14/2014	79344	Lyon County	Oct.-Dec. 2013	1010-00 · Cash in Che...	-28,826.41	-28,826.41
Total 5010-00 · Lyon County Ad Valorem							
5011-00 · Douglas County Ad Valorem							
Deposit	1/13/2014	614917	Douglas County	Dec.	1010-00 · Cash in Che...	-38,015.49	-38,015.49
Total 5011-00 · Douglas County Ad Valorem							
5012-00 · Carson City Ad Valorem							
Deposit	1/29/2014	337795	Carson City	Dec.	1010-00 · Cash in Che...	-31,734.83	-31,734.83
Total 5012-00 · Carson City Ad Valorem							
5025-00 · Int. Inc.-US Bank CD							
Deposit	1/4/2014			Interest	1021-00 · US Bank CD	-104.76	-104.76
Total 5025-00 · Int. Inc.-US Bank CD							
5031-00 · Interest Income-LGIP Reg.							
Deposit	1/1/2014			Interest	1014-00 · Local Gov't I...	-48.16	-48.16
Total 5031-00 · Interest Income-LGIP Reg.							
5070-00 · Clear Creek Educ. Program							
5070-03 · NDEP-Clear Cr. NPS Ed.Grant							
Deposit	1/24/2014	9371...	NV Div. of Environmental Protection	Inv. 12-11-025, FINAL	1010-00 · Cash in Che...	-7,752.04	-7,752.04
Total 5070-03 · NDEP-Clear Cr. NPS Ed.Grant							
Total 5070-00 · Clear Creek Educ. Program							
5081-00 · FEMA - MAS #2							
Deposit	1/23/2014		FEMA	Draw #20	1010-00 · Cash in Che...	-5,329.13	-5,329.13

For internal &amp; discussion purposes only.

3:40 PM

02/03/14

Accrual Basis

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

## Transaction Detail by Account

### January 2014

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 5081-00 · FEMA - MAS #2							
5086-00 · FEMA MAS #3 (Do.Co.)							
Deposit	1/23/2014			FEMA		-5,329.13	-5,329.13
Total 5086-00 · FEMA MAS #3 (Do.Co.)							
5087-00 · FEMA MAS #4 (Flood Maps)							
Deposit	1/23/2014			FEMA		-2,851.05	-2,851.05
Total 5087-00 · FEMA MAS #4 (Flood Maps)							
7015-00 · Salaries & Wages							
Gener...	1/3/2014		1/3 B.Hunt			2,189.82	2,189.82
Gener...	1/3/2014		1/3 E.James			4,685.35	6,875.17
Gener...	1/3/2014		1/3 K.Lawrence			234.84	7,110.01
Gener...	1/3/2014		1/3 T.Leffler			2,225.06	9,335.07
Gener...	1/3/2014		1/3 D.Neddenriep			1,232.96	10,568.03
Gener...	1/3/2014		1/3 C.Walker			1,674.31	12,242.34
Gener...	1/17/2014		1/17 B.Hunt			2,165.06	14,407.40
Gener...	1/17/2014		1/17 E.James			4,660.60	19,068.00
Gener...	1/17/2014		1/17 K.Lawrence			216.86	19,284.86
Gener...	1/17/2014		1/17 T.Leffler			2,200.31	21,485.17
Gener...	1/17/2014		1/17 D.Neddenriep			1,208.22	22,693.39
Gener...	1/17/2014		1/17 C.Walker			1,558.78	24,252.17
Gener...	1/31/2014		1/31 B.Hunt			2,165.09	26,417.26
Gener...	1/31/2014		1/31 E.James			4,660.60	31,077.86
Gener...	1/31/2014		1/31 K.Lawrence			284.63	31,362.49
Gener...	1/31/2014		1/31 T.Leffler			2,200.30	33,562.79
Gener...	1/31/2014		1/31 D.Neddenriep			1,208.22	34,771.01
Gener...	1/31/2014		1/31 C.Walker			1,558.78	36,329.79
Total 7015-00 · Salaries & Wages							36,329.79
7020-00 · Employee Benefits							
Gener...	1/3/2014		1/3 B.Hunt			751.18	751.18
Gener...	1/3/2014		1/3 E.James			1,950.22	2,701.40
Gener...	1/3/2014		1/3 K.Lawrence			3.41	2,704.81
Gener...	1/3/2014		1/3 T.Leffler			1,031.63	3,736.44
Gener...	1/3/2014		1/3 D.Neddenriep			761.36	4,497.80
Gener...	1/3/2014		1/3 C.Walker			216.71	4,714.51
Gener...	1/17/2014		1/17 B.Hunt			655.84	5,370.35
Gener...	1/17/2014		1/17 E.James			1,949.86	7,320.21
Gener...	1/17/2014		1/17 K.Lawrence			3.14	7,323.35
Gener...	1/17/2014		1/17 T.Leffler			936.28	8,259.63
Gener...	1/17/2014		1/17 D.Neddenriep			666.03	8,925.66
Gener...	1/17/2014		1/17 C.Walker			203.00	9,128.66
Gener...	1/31/2014		1/31 B.Hunt			316.65	9,445.31
Gener...	1/31/2014		1/31 E.James			1,271.34	10,716.65
Gener...	1/31/2014		1/31 K.Lawrence			4.13	10,720.78
Gener...	1/31/2014		1/31 T.Leffler			597.09	11,317.87
Gener...	1/31/2014		1/31 D.Neddenriep			327.24	11,645.11

For internal &amp; discussion purposes only.

3:40 PM

02/03/14

Accrual Basis

# **CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND** **Transaction Detail by Account** **January 2014**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Gener...	1/31/2014			1/31 C.Walker	7015-00 · Salaries & ...	203.00	11,848.11
Total 7020-00 · Employee Benefits							11,848.11
<b>7101-00 · Director's Fees</b>							
<b>7101-01 · Director Benefits</b>							
Gener...	1/3/2014		Dec.- K.Abowd		7101-00 · Director's F...	1.52	1.52
Gener...	1/3/2014		Dec.- C.Erquiaga		7101-00 · Director's F...	1.52	3.04
Gener...	1/3/2014		Dec.- R.Fierro		7101-00 · Director's F...	1.52	4.56
Gener...	1/3/2014		Dec.- D.Frensdorff		7101-00 · Director's F...	1.52	6.08
Gener...	1/3/2014		Dec.- D.Jardine		7101-00 · Director's F...	1.52	7.60
Gener...	1/3/2014		Dec.- D.Johnson		7101-00 · Director's F...	1.52	9.12
Gener...	1/3/2014		Dec.- G.Lynn		7101-00 · Director's F...	1.52	10.64
Gener...	1/3/2014		Dec.- J.McKenna		7101-00 · Director's F...	1.52	12.16
Gener...	1/3/2014		Dec.- W.Penzel		7101-00 · Director's F...	1.52	13.68
Gener...	1/3/2014		Dec.- M.Rawson		7101-00 · Director's F...	1.52	15.20
Gener...	1/3/2014		Dec.- J.Ricci		7101-00 · Director's F...	1.52	16.72
Gener...	1/3/2014		Dec.- E.Schank		7101-00 · Director's F...	1.52	18.24
Gener...	1/3/2014		Dec.- F.Stodieck		7101-00 · Director's F...	1.52	19.76
Total 7101-01 · Director Benefits							19.76
<b>7101-00 · Director's Fees - Other</b>							
Gener...	1/3/2014		Dec.- K.Abowd		-SPLIT-	104.75	104.75
Gener...	1/3/2014		Dec.- C.Erquiaga		7101-00 · Director's F...	104.75	209.50
Gener...	1/3/2014		Dec.- R.Fierro		7101-00 · Director's F...	104.75	314.25
Gener...	1/3/2014		Dec.- D.Frensdorff		7101-00 · Director's F...	104.75	419.00
Gener...	1/3/2014		Dec.- D.Jardine		7101-00 · Director's F...	104.75	523.75
Gener...	1/3/2014		Dec.- D.Johnson		7101-00 · Director's F...	104.75	628.50
Gener...	1/3/2014		Dec.- G.Lynn		7101-00 · Director's F...	104.75	733.25
Gener...	1/3/2014		Dec.- J.McKenna		7101-00 · Director's F...	104.75	838.00
Gener...	1/3/2014		Dec.- W.Penzel		7101-00 · Director's F...	104.75	942.75
Gener...	1/3/2014		Dec.- M.Rawson		7101-00 · Director's F...	104.75	1,047.50
Gener...	1/3/2014		Dec.- J.Ricci		7101-00 · Director's F...	104.75	1,152.25
Gener...	1/3/2014		Dec.- E.Schank		7101-00 · Director's F...	104.75	1,257.00
Gener...	1/3/2014		Dec.- F.Stodieck		7101-00 · Director's F...	104.75	1,361.75
Total 7101-00 · Director's Fees - Other							1,361.75
Total 7101-00 · Director's Fees							1,381.51
<b>7103-00 · Office Supplies</b>							
Check	1/6/2014	7483	Ponderosa Stamp & Engraving Co...	2014 Andy Aldax Award plaques	1010-00 · Cash in Che...	137.86	137.86
Check	1/28/2014	7504	Konica Minolta Business Solutions...	12/23/13-1/22/14 copies	1010-00 · Cash in Che...	437.69	575.55
Check	1/28/2014	7505	Sierra Office Solutions	10/20/13-1/20/14 copies	1010-00 · Cash in Che...	1.45	577.00
Check	1/28/2014	7506	Bank of America	Carson Highlands Storage-storage unit	1010-00 · Cash in Che...	33.00	610.00
Check	1/28/2014	7506	Bank of America	Smith's-1/9 Leviathan mtg. food(reimb. by ...	1010-00 · Cash in Che...	82.86	692.86
Check	1/28/2014	7506	Bank of America	Plot of Subs-1/9 Leviathan mtg. food(reimb...	1010-00 · Cash in Che...	176.11	868.97
Check	1/28/2014	7506	Bank of America	Friends of NV Wilderness-BH's calendar	1010-00 · Cash in Che...	12.50	881.47
Deposit	1/29/2014	1998...	Quill Corporation	refund of acct. credit	1010-00 · Cash in Che...	-109.40	772.07
Gener...	1/31/2014			Jan. copies reimb. from grants	7422-00 · BOR Basin ...	-617.61	154.46

For internal &amp; discussion purposes only.

3:40 PM

02/03/14

Accrual Basis

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

## Transaction Detail by Account

January 2014

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 7103-00 · Office Supplies							
<b>7104-00 · Postage</b>							
Check	1/14/2014	7493	Postmaster	200 x \$.46 stamps & 200 x \$.01 stamps (ge...	1010-00 · Cash in Che...	154.46	154.46
Total 7104-00 · Postage							
<b>7105-00 · Rent</b>							
Check	1/2/2014	7481	Euronev, Ltd.	Jan..#102, #103, #110 & #110A	1010-00 · Cash in Che...	2,085.10	2,085.10
Total 7105-00 · Rent							
<b>7106-00 · Telephone</b>							
Check	1/13/2014	7485	AT&T	Jan. phones & UM	1010-00 · Cash in Che...	163.63	163.63
Check	1/28/2014	7503	AT&T (U-verse)	Dec. U-verse internet	1010-00 · Cash in Che...	55.00	218.63
Total 7106-00 · Telephone							
<b>7107-00 · Travel-transport/meals/lodging</b>							
<b>7107-01 · Car Allowance</b>							
Gener...	1/3/2014			1/3 E.James	7101-00 · Director's F...	283.21	283.21
Gener...	1/17/2014			1/17 E.James	7015-00 · Salaries & ...	283.21	566.42
Gener...	1/31/2014			1/31 E.James	7015-00 · Salaries & ...	283.21	849.63
Total 7107-01 · Car Allowance							
<b>7107-00 · Travel-transport/meals/lodging - Other</b>							
Deposit	1/13/2014	7809	Ernest Schank	reimb. for 12/18/13 guest dinner	1010-00 · Cash in Che...	-20.00	-20.00
Deposit	1/13/2014	7687	Carl Erquiaga	reimb. for 12/18/13 guest dinner	1010-00 · Cash in Che...	-34.22	-54.22
Check	1/14/2014	7489	Kathryn Lawrence	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	17.52	-36.70
Check	1/14/2014	7490	Toni Leffler	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	52.88	16.18
Check	1/14/2014	7491	Deborah L. Neddenriep	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	12.99	29.17
Check	1/28/2014	7506	Bank of America	NNDA-EJ breakfast mtg.	1010-00 · Cash in Che...	25.00	54.17
Check	1/30/2014	7510	Donald Frensdorff	1/15 Bd.mtg. & 1/27 Admin.travel-67.97 mi.(...	1010-00 · Cash in Che...	38.07	92.24
Check	1/30/2014	7511	Joe Ricci	1/15 Bd.mtg. travel-24.11 mi.(CC)	1010-00 · Cash in Che...	13.51	105.75
Check	1/30/2014	7512	Ernest Schank	1/15 Bd.mtg.travel-128.83 mi. (CC)	1010-00 · Cash in Che...	72.15	177.90
Check	1/30/2014	7513	Fred Stodieck	1/15 Bd.mtg.travel-32.92 mi.(CC)	1010-00 · Cash in Che...	18.44	196.34
Total 7107-00 · Travel-transport/meals/lodging - Other							
Total 7107-00 · Travel-transport/meals/lodging							
<b>7108-00 · Dues &amp; Publications</b>							
Check	1/28/2014	7506	Bank of America	Reno Gazette-subscr.	1010-00 · Cash in Che...	22.00	22.00
Total 7108-00 · Dues & Publications							
<b>7112-00 · Bank Charges</b>							
Check	1/28/2014	7506	Bank of America	B of A - business platinum reward	1010-00 · Cash in Che...	-25.00	-25.00
Total 7112-00 · Bank Charges							
<b>7116-00 · Legal</b>							
Check	1/6/2014	7482	Law Office of George N. Benesch	Dec. legal services	1010-00 · Cash in Che...	3,333.33	3,333.33

For internal &amp; discussion purposes only.

3:40 PM

02/03/14

Accrual Basis

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

## Transaction Detail by Account

### January 2014

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 7116-00 · Legal							
7120-00 · Integrated Watershed Programs							
7120-18 · Clear Creek NPS Educ.Program							
7120-19 · Clear Creek donation(max.\$3k)							
Check	1/14/2014	7493	Postmaster	130 x \$.46 stamps (1/1-3/31/14 newsletters)	1010-00 · Cash in Che...	59.80	59.80
Check	1/14/2014	7493	Postmaster	130 x \$.46 stamps (4/1-6/30/14 newsletters)	1010-00 · Cash in Che...	59.80	119.60
Total 7120-19 · Clear Creek donation(max.\$3k)							119.60
7120-18 · Clear Creek NPS Educ.Program - Other							
Check	1/14/2014	7488	Brenda Hunt	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	1.13	1.13
Check	1/14/2014	7492	Courtney Walker	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	16.95	18.08
Gener...	1/31/2014			Jan. copies	7422-00 · BOR Basin ...	43.80	61.88
Total 7120-18 · Clear Creek NPS Educ.Program - Other							61.88
Total 7120-18 · Clear Creek NPS Educ.Program							181.48
7120-25 · Watershed Coord. Exp. 2012-15							
Check	1/14/2014	7488	Brenda Hunt	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	23.73	23.73
Check	1/14/2014	7491	Deborah L. Neddenriep	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	20.35	44.08
Check	1/14/2014	7492	Courtney Walker	Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	168.94	213.02
Check	1/14/2014	7493	Postmaster	170 x \$.46 stamps (1/1-3/31/14 newsletters)	1010-00 · Cash in Che...	78.20	291.22
Check	1/14/2014	7493	Postmaster	170 x \$.46 stamps (4/1-6/30/14 newsletters)	1010-00 · Cash in Che...	78.20	369.42
Gener...	1/31/2014			Jan. copies	7422-00 · BOR Basin ...	514.23	883.65
Total 7120-25 · Watershed Coord. Exp. 2012-15							883.65
Total 7120-00 · Integrated Watershed Programs							1,065.13
7125-00 · Environmental Ed.Coord.Exp.							
7125-01 · Env.Ed.Coord.Exp.2012-14							
Gener...	1/31/2014			Jan. copies	7422-00 · BOR Basin ...	25.76	25.76
Total 7125-01 · Env.Ed.Coord.Exp.2012-14							25.76
Total 7125-00 · Environmental Ed.Coord.Exp.							25.76
7210-00 · CR Conservation Tours Exp.							
7210-03 · NPS Conser.Tours 2012-14							
Gener...	1/31/2014			Jan. copies	7422-00 · BOR Basin ...	1.34	1.34
Total 7210-03 · NPS Conser.Tours 2012-14							1.34
Total 7210-00 · CR Conservation Tours Exp.							1.34
7337-00 · Carson River Restoration							
7337-01 · Upper Carson River Grant.							
7337-14 · CVCD-Riparian Habitat/RiverFork							
Check	1/14/2014	7500	CVCD	12/1-31/13 Brockliss Slough bioengineering	1010-00 · Cash in Che...	525.00	525.00
Check	1/15/2014	7501	Tri-Odyssey PEO	period end. 10/27/13	1010-00 · Cash in Che...	2,433.32	2,958.32
Check	1/21/2014	7502	Tri-Odyssey PEO	period end. 1/19/14	1010-00 · Cash in Che...	2,621.65	5,579.97

For internal &amp; discussion purposes only.

3:40 PM

02/03/14

Accrual Basis

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND Transaction Detail by Account January 2014

Type	Date	Num	Name	Memo	Split	Amount	Balance
Total 7337-14 · CVCD-Riparian Habitat/RiverFork							
Total 7337-01 · Upper Carson River Grant.						5,579.97	5,579.97
7337-02 · Carson River Adv. Gr.							
7337-22 · CVCD-Buzzy's Ranch Stream.Rehab						4,597.82	4,597.82
Check 1/14/2014 7494 CVCD				10/1-11/30/13 Buzzy's Ranch reimb.	1010-00 · Cash in Che...	4,597.82	4,597.82
Total 7337-22 · CVCD-Buzzy's Ranch Stream.Rehab							
Total 7337-02 · Carson River Adv. Gr.						4,597.82	4,597.82
7337-03 · Dayton Valley Conserv							
Check 1/13/2014 7487 Dayton Valley Conservation District				7/1-12/31/13 river projects	1010-00 · Cash in Che...	13,464.26	13,464.26
Total 7337-03 · Dayton Valley Conserv							
Total 7337-00 · Carson River Restoration						13,464.26	13,464.26
7406-00 · 208 Water Quality Mgmt. Plan							
7406-01 · 208 Plan-EF Algae Project						23,642.05	23,642.05
Gener... 1/31/2014							
Total 7406-01 · 208 Plan-EF Algae Project							
7406-02 · 208 Plan-LID Practices- 2013-14						0.80	0.80
Gener... 1/31/2014				Jan. copies	7422-00 · BOR Basin ...	0.80	0.80
Total 7406-02 · 208 Plan-LID Practices- 2013-14							
Total 7406-00 · 208 Water Quality Mgmt. Plan						2.67	2.67
7414-00 · FEMA MAS #2-Ly.-CC/Do.Co.						2.67	2.67
Check 1/28/2014 7508 HDR, Inc.				12/3-31/13, FEMA MAS #2	1010-00 · Cash in Che...	7,134.57	7,134.57
Gener... 1/31/2014				Jan. copies	7422-00 · BOR Basin ...	3.66	7,138.23
Total 7414-00 · FEMA MAS #2-Ly.-CC/Do.Co.							
7419-00 · FEMA MAS #3						7,138.23	7,138.23
Gener... 1/31/2014				Jan. copies	7422-00 · BOR Basin ...	0.43	0.43
Total 7419-00 · FEMA MAS #3							
7420-00 · FEMA MAS #4 (Flood Map)						0.43	0.43
Check 1/14/2014 7488 Brenda Hunt				Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	1.13	1.13
Gener... 1/31/2014				Jan. copies	7422-00 · BOR Basin ...	2.30	3.43
Total 7420-00 · FEMA MAS #4 (Flood Map)							
7422-00 · BOR Basin Plan of Study						3.43	3.43
Check 1/14/2014 7491 Deborah L. Neddenriep				Oct.-Dec. mi.reimb.	1010-00 · Cash in Che...	5.93	5.93
Gener... 1/31/2014				Jan. copies	-SPLIT-	10.59	16.52
Total 7422-00 · BOR Basin Plan of Study							
7424-00 · NDEP-Watershed Literacy Gr.Exp.						16.52	16.52

For internal &amp; discussion purposes only.

# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

## Transaction Detail by Account

### January 2014

3:40 PM  
02/03/14  
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Gener...	1/31/2014				7422-00 · BOR Basin ...	0.04	0.04
Total 7424-00 · NDEP-Watershed Literacy Gr.Exp.							
7500-00 · USGS Stream Gage Contract							
Check	1/14/2014	7498	U.S. Geological Survey			0.04	0.04
Total 7500-00 · USGS Stream Gage Contract							
7508-00 · USGS Do.Co.Wtr Collection Data							
Check	1/14/2014	7499	U.S. Geological Survey			20,726.75	20,726.75
Total 7508-00 · USGS Do.Co.Wtr Collection Data							
7522-00 · USGS DaytonGW Lvl/Nitrate/SW-GW							
Check	1/14/2014	7496	U.S. Geological Survey			20,726.75	20,726.75
Total 7522-00 · USGS DaytonGW Lvl/Nitrate/SW-GW							
7524-00 · USGS-GW Lvl & WQ in Ch.Co.							
Check	1/14/2014	7497	U.S. Geological Survey			3,857.00	3,857.00
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.							
7600-00 · Alpine County Projects							
7600-05 · Alpine Watershed Programs							
Check	1/28/2014	7509	Alpine Watershed Group			14,585.75	14,585.75
Total 7600-05 · Alpine Watershed Programs							
7600-09 · Al.Co.-CASGEM							
Deposit	1/13/2014	45482	Alpine County			5,604.00	5,604.00
Gener...	1/31/2014					5,604.00	5,604.00
Total 7600-09 · Al.Co.-CASGEM							
Total 7600-00 · Alpine County Projects							
7610-00 · Douglas County Projects							
7610-16 · IHGID Reg MS4 Storm.Mgmt.Plan							
Check	1/13/2014	7486	Indian Hills GID			7,500.00	7,500.00
Check	1/28/2014	7507	Indian Hills GID			7,500.00	7,500.00
Total 7610-16 · IHGID Reg MS4 Storm.Mgmt.Plan							
Total 7610-00 · Douglas County Projects							
7640-00 · Churchill County Projects							
7640-09 · Lahontan Vly.Wtr.Lvl.Measure.							
Check	1/14/2014	7495	Churchill County			1,278.00	1,278.00
Total 7640-09 · Lahontan Vly.Wtr.Lvl.Measure.							
Total 7640-00 · Churchill County Projects							
TOTAL							

For internal & discussion purposes only.

Telephone  
[775) 827-3100

Law Office of  
GEORGE N. BENESCH  
190 W. Huffaker Lane, Suite 408  
Reno, NV 89511

Fax  
(775) 827-3020

**Tax I.D. #88-0329442**

Invoice submitted to:

Carson Water Subconservancy District  
777 E. William, Suite 110A  
Carson City, NV 89701

January 02, 2014

In Reference To: General

Invoice # 14424

Professional Services

	<u>Hours</u>	
<u>December 2013</u>		
12/10/2013 GNB Review 12-9-13 email from E. James re River Wranglers Agreement; telephone conference with T. Leffler re subject Agreement.	1.20	
12/17/2013 GNB Review and revise 12-12-13 Resource Concepts/District 208 Law Impact Development Agreement; telephone conference with J. Drew re changes; telephone conference with D. Neddenriep re changes.	1.00	
GNB Prepare for December Board meeting; travel to Carson City and return; attend December Board meeting.	4.30	
SUBTOTAL:	[ 6.50 ]	
		<u>Amount</u>
For professional services rendered	6.50	\$3,333.33
Previous balance		\$3,333.33
Accounts receivable transactions		
12/6/2013 Payment - thank you. Check No. 7448		(\$3,333.33)
Total payments and adjustments		(\$3,333.33)

Amount

Balance due

\$3,333.33

pd. 1-6-14  
ck. #7482

OK to pay  
Edwin Jamer  
1-3-14

#7116-00 legal

## **AGENDA ITEM #10**

**CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #10 - Discussion and possible action regarding ratification of an Addendum to extend Contract #2011-16 with Alpine County for the Groundwater Elevation Monitoring Program (CASGEM) signed by the General Manager.

DISCUSSION: Contract #2011-16 between CWSD and Alpine County for the Groundwater Elevation Monitoring Program (CASGEM) expired on December 31, 2013. By mutual agreement, CWSD and Alpine County recently extended the contract until June 30, 2014, in order to complete the program and utilize the funds that were already allocated in the original contract. The Addendum (see attached) was signed by CWSD General Manager Edwin James and Alpine County Community Development Director Brian Peters and is being brought to the CWSD Board for ratification of the action.

STAFF RECOMMENDATION: Ratify the Addendum to extend Contract #2011-16 with Alpine County for the Groundwater Elevation Monitoring Program (CASGEM) signed by the General Manager.

**2014 ADDENDUM TO AGREEMENT #2011-16**

Addressing Funding from Alpine County, California to Carson Water Subconservancy  
District for a Groundwater Elevation Monitoring Program

WHEREAS, on November 15, 2011, the CARSON WATER SUBCONSERVANCY DISTRICT (hereinafter referred to "CWSD") and ALPINE COUNTY, CALIFORNIA (hereinafter referred to as "ALPINE") entered into an Agreement (hereinafter "Agreement #2011-16") addressing funding from ALPINE to CWSD to conduct a Groundwater Elevation Monitoring Program ("the Program"); and

WHEREAS, it has been determined and agreed by both parties that Agreement #2011-16 needs to be amended to extend the agreement to June 30, 2014, and

WHEREAS, the ALPINE contact for notice purposes has changed to Brian Peters.

NOW, THEREFORE IT IS AGREED:

1. Agreement #2011-16 shall be amended to extend the agreement to June 30, 2014.
2. For notice purposes, the address for ALPINE is changed as follows:

ALPINE COUNTY  
Attn.: Brian Peters  
County Community Development Director  
50 Diamond Valley Rd.  
Markleeville, CA 96120  
(530) 694-2140 x-425

3. All other terms of Agreement #2011-16 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Addendum on the day and year written below.

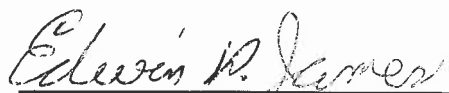
DATED: 1-2-2014

ALPINE COUNTY

  
BRIAN PETERS, Planning Director

DATED: 1-6-14

CARSON WATER  
SUBCONSERVANCY DISTRICT

  
EDWIN D. JAMES, General Manager

## **AGENDA ITEM #11**

**CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #11 - Discussion for possible action regarding employee Cost of Living Adjustments for FY 2014-15.

DISCUSSION: At the Administrative Committee meeting on January 27, 2014, it was recommended that CWSD staff receive a 2% cost of living adjustment (COLA) for FY 2014-15. This is the same as what Carson City is offering its employees. (See attached minutes.) The estimated cost to CWSD is approximately \$5,900.

STAFF RECOMMENDATION: Approve a 2% COLA for CWSD staff for FY 2014-15.

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

**DRAFT 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:*

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

**DRAFT 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:*

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 coincide 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

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

## **AGENDA ITEM #12**

## CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #12 - Discussion for possible action regarding changes to the Personnel Policies Manual including:

Sick leave payout policy  
Vacation time accrual  
Health insurance

DISCUSSION: At the Administrative Committee meeting on January 27, 2014, the Committee recommended the following changes to the personnel policies regarding sick leave payout, vacation time accrual, and health insurance were discussed. (See meeting minutes with Item #11.) These changes are consistent with Carson City who handles CWSD's payroll and benefits. The exceptions are noted below.

Sick leave payout policy - *The Administrative Committee is recommending that 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.

Vacation time accrual - *Effective July 1, 2014, all regular, non-exempt employees will earn annual leave based on the formula below:*

<u>Length of service</u>	<u>Per Month</u>	<u>Per Year</u>
Less than one year	6.0 hrs.	72 hrs.
After 1 yr. but less than 2 yrs.	8.0 hrs.	96 hrs.
After 2 yrs. but less than 5 yrs.	10.0 hrs.	120 hrs.
After 5 yrs. of continuous employment	14.0 hrs.	168 hrs.

Health insurance - *Effective July 1, 2014, CWSD 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.*

STAFF RECOMMENDATION: Approve changes to the CWSD Personnel Policies as recommended above regarding sick leave payout, vacation time accrual, and health insurance.

## **AGENDA ITEM #13**

**CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #13 - Discussion for possible action regarding updates to the Personnel Policy Manual.

DISCUSSION: At the Administrative Committee meeting on January 27, 2014, Mr. James explained that POOL/PACT periodically suggests updates to the CWSD Personnel Policy Manual, primarily to keep current with federal and state laws. Copies of the pages which have changes are attached. Most of the changes are to eliminate policies which are pertinent to larger organizations than ours. The most notable change is regarding post-accident drug testing (see Administration Committee meeting notes with Item #11). Only the pages of the Personnel Policy Manual which have changes are attached for your review, but please note that they will sometimes seem random in the context of the entire manual.

The Administrative Committee forwards its recommendation that the updated CWSD Personnel Policy Manual be approved as presented.

STAFF RECOMMENDATIONS: Approve the updates to the CWSD Personnel Policy Manual as presented.

5. Information in an employee's file or record of employment which relates to his/her:
  - a. Performance.
  - b. Conduct, including any disciplinary action taken.
  - c. Race, ethnic identity or affiliation, age, gender, marital status, number and names of dependents, military/veteran status, living arrangements, membership in any organization, sexual orientation, national origin, disability, date of birth, or social security number;
  - d. Past or present home address, telephone number, post office box, or relatives; and
  - e. All information concerning the voluntary or involuntary termination of an employee, excluding the dates of employment.
6. The name of an employee's/former employee's designated beneficiary.
7. All medical information concerning an employee or applicant including, but not limited to, pre-employment and post-employment medical and psychological examinations, disability- ~~and documentation and reasonable accommodation~~ therefore, drug testing, genetic testing, pregnancy, doctor's ~~excuse~~ certification, and any other medical information that an employee or applicant voluntarily provides or CWSD requests.
  - Notations on attendance sheets that an employee has taken sick leave are not a confidential record.
  - All confidential medical information shall be kept in files segregated from other personnel and employment records. Access to such files shall be strictly limited to those with a demonstrable need-to-know.
8. All information contained in a confidential investigative file.

All confidential investigative files shall be kept in files segregated from other personnel and employment records with access limited to only those with a demonstrable need-to-know. When and if it becomes the basis for disciplinary action, it will be part of the file to which the employee has access.

### **1.5. Access to Confidential Information**

Access to confidential records is restricted to the following unless specifically provided in a separate policy:

1. Except as otherwise provided in this section, access to the materials for an examination and information relating to an applicant which are relevant to a decision to hire that person is limited to employees with a business need to know the information.
2. Access to an employee's file of employment containing those items listed above as confidential is limited to:
  - a. The employee.
  - b. The employee's representative when a signed authorization from the employee is presented.
  - c. CWSD's General Manager or his/her designated representative.
  - d. Persons who are authorized pursuant to any state or federal law or an order of court.

- e. CWSD's attorney or other counsel representing CWSD.
- f. Any other parties with whom CWSD has a contractual relationship in order to enable CWSD to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against CWSD.

## 1.6. Disposal of Personal Records

1. NRS 239B.030 states that government agencies shall ensure that personal information, defined as social security numbers, driver's license numbers, or bank account numbers, required to be maintained by state or federal statute and received after January 1, 2007, be maintained in a confidential manner.
2. If the agency has records containing personal information which is not required by specific state or federal statute and the information was received prior to January 1, 2007, the information ~~must~~ may be obliterated or removed from documents and computer systems ~~on or before January 1, 2017~~.
3. In compliance with the Fair and Accurate Credit Transactions (FACT) Act Disposal Rule, CWSD shall dispose of sensitive information derived from consumer reports to ensure there will be no unauthorized access to – or use of – any confidential information.

In addition, any identifying personal information which is stored on electronic files shall be destroyed or erased so that the information cannot be read or reconstructed.

### 1.6.1 Method of disposal

CWSD shall dispose of sensitive information by shredding or burning any and all documents which contain personal information. Although the law specifically applies to consumer reports and the information derived from consumer reports, CWSD shall, in accordance with good personnel practices, properly dispose of any records containing employee personal or financial information. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

CWSD will determine whether the disposal of consumer report documents will take place by utilizing an internal process and equipment or by procuring the services of a document destruction contractor to dispose of material that is specifically identified as consumer report information. CWSD will exercise due diligence to ensure that a contractor disposes of documents as required by law. Due diligence may consist of requiring that the disposal company be certified by a recognized trade association to ensure the disposal company complies with the disposal rule requirements.

## 1.7 Related Forms

~~Employer Personnel Policies – Acknowledgment and Receipt~~ CWSD Personnel Policies – Acknowledgment and Receipt

## 2. EMPLOYEE RELATIONS

### 2.1. Fair Employment Practices

#### 2.1.1. Policy

CWSD recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of current employment with CWSD may also be considered. ~~Therefore, it is the policy of CWSD to provide equal employment opportunity for all applicants and employees.~~ CWSD does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

CWSD will:

1. Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard. , as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, CWSD-sponsored training, social, and recreation programs will be administered in conformance with CWSD's policy.
- ~~2. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613), Nevada Revised Statutes regarding National Guard service (NRS 412.139/.1395), and any other applicable federal, state, and local statutory provisions.~~
- ~~3. Provide reasonable accommodation wherever the need for such is known by CWSD, and/or the applicant or employee indicates a need for such reasonable accommodation, provided the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others.~~
2. Hold all supervisors/managers responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

#### 2.1.2.i. Scope

This policy applies to all persons involved in the operation of CWSD and prohibits harassment, discrimination, and retaliation by any employee, including supervisors/managers and coworkers, volunteers, customers or clients of CWSD,

and any vendor or other service provider with whom CWSD has a business relationship. CWSD will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct. ~~While single incidents of alleged harassment, discrimination, or retaliation may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, CWSD nevertheless prohibits such conduct and may impose appropriate disciplinary action against any employee engaging in such.~~

#### **2.1.3.2.1.2. Equal Employment Opportunity Officer Designated**

The primary responsibilities for ensuring fair employment practices for CWSD are promoted and adhered to are assigned to CWSD's designated **Equal Employment Opportunity (EEO) Reporting** Officer. ~~CWSD's designated EEO Officer will also serve as the Americans with Disabilities (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating CWSD's compliance with federal and state disability laws.~~ The **EEO Reporting** Officer shall be CWSD's **General Manager**.

## **2.2. Anti-Harassment**

### **2.2.1. Policy**

CWSD promotes a productive work environment and does not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that person's race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, or any other basis that is inappropriate or offensive.

### **2.2.2. Prohibited Conduct/Behavior(s)**

CWSD will not tolerate any form of harassment, including any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, contractors, etc., that impairs an employee's ability to perform his/her duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

1. Offensive verbal communication including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.
2. Offensive written communication including notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.
3. Offensive gestures, expressions and graphics including leering, obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.
4. Physical contact when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding or blocking normal movement, or interfering with work or movement.

5. Expectations, requests, demands, or pressure for sexual favors.

## **2.3. Dealing w/Allegations of ~~Discrimination and/or Prohibited~~ Conduct/Behavior(s)**

### **2.3.1. Process**

Employees or applicants who believe they are being subjected to any form of prohibited conduct/behavior(s) as described in this policy by another (e.g. employee, client, customer, vendor, volunteer, contractor, etc.) based on their race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, as well as those who believe they have witnessed another employee, client or member of the public being subjected to prohibited conduct/behavior(s), have an affirmative duty to bring the situation to the attention of the Employee Responsibilities

Employees who believe they personally are being or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s), or have witnessed any other employee being subjected to these behaviors, should immediately:

1. Identify the offensive conduct/behavior(s) to the alleged harasser and request that the behavior cease.

Note: An employee is **NOT** required to talk directly to the alleged harasser or to the employee's supervisor/manager. It is **critical**, however, that the employee contact one of the individuals listed in sections 2 or 3 below if s/he believes s/he is being targeted or has witnessed what the employee believes to be prohibited conduct/behaviors(s) directed to or committed by another employee(s), client(s), customer(s), vendor(s), volunteer(s), contractor(s), etc.

2. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the results desired, the employee should report the conduct/behavior(s) as soon as possible to CWSD General Manager.
3. Employees who believe the General Manager has engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the Chairman of the Board. The Chairman of the Board will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct/behavior(s) to CWSD's attorney.
4. An employee who witnesses or obtains information regarding prohibited conduct/behavior(s) by his/her immediate supervisor/manager is required to report the incident to the General Manager.
5. Applicants who have concern regarding violations of this policy are encouraged to contact the designated General Manager.

### **2.3.2. Supervisor/Manager Responsibilities**

Regardless of whether the employee involved is in the supervisors/managers department and regardless of how s/he became aware of the alleged prohibited conduct/behavior(s), all supervisors/managers must immediately report all

allegations or complaints or observations of such conduct/behavior(s) to the General Manager. A supervisor's/manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

### **2.3.3. Investigation**

Upon being made aware of allegations or complaints of prohibited conduct/behavior(s), CWSD will ensure that such allegations or complaints are investigated promptly. CWSD treats all allegations or complaints seriously and expects all employees to be candid and truthful during the investigation process.

CWSD will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Employees will be ~~strongly advised~~ requested to refrain from discussing the subject content with others, particularly while the investigation is in progress. Employees may be required to provide information to regulatory agencies. CWSD will release information obtained only to those individuals involved in the investigation and the administration of the complaint with a business need-to-know, or as required by law.

CWSD will communicate to the individual who made the initial complaint, as well as the individual against whom the complaint was made, whether the allegations of policy violation were substantiated or not.

If evidence arises that a participant in the investigation made intentionally false statements, that employee will be disciplined, up to and including termination.

If it is determined that a violation of this policy has occurred, CWSD will take remedial action against the violator commensurate with the severity of the offense. Such remedial action may include, but is not limited to, counseling, verbal warning, written reprimand, pay reduction, transfer, demotion, suspension without pay, or termination. CWSD will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

~~With regard to disability related complaints, the General Manager shall propose a resolution to the complaint based upon the findings of such investigation. Such resolution will include reasonable accommodation when CWSD determines that such a reasonable accommodation can be provided by CWSD.~~

### **2.4. Training**

CWSD will provide training every two years to all employees on the prevention of ~~discrimination and~~ prohibited conduct/behavior(s) in the workplace. All new employees will be provided a copy of this policy upon hire and the contents will be discussed during the new hire orientation process. A copy of this policy will be made available to applicants upon request.

### **2.5. Prohibition Against Retaliation**

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. CWSD will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

## **2.6. — Employment Disabilities**

### **2.6.1. Purpose of Policy**

~~— CWSD recognizes that the preceding sections of its personnel policy relating to fair employment practices encompass its commitment to fair and equitable treatment of all employees and applicants, including those with disabilities. CWSD also recognizes that there are specific issues relating to individuals with disabilities that must be individually addressed. CWSD acknowledges its responsibility to ensure that individuals in the workplace can efficiently and safely perform the essential functions of their jobs without posing a direct threat to themselves and others.~~

#### *2.6.2. Policy*

~~— It is CWSD's policy to comply proactively with the applicable employment provisions of disability laws, including the Americans with Disabilities Act (ADA), as amended. CWSD does not tolerate discrimination against any qualified individual with a disability in regard to any terms, conditions, or privileges of employment and prohibits any type of harassment or discrimination based on the physical or mental disability, history of disability, or perceived disability of an individual holding or seeking employment with CWSD.~~

~~— CWSD is committed to provide reasonable accommodation wherever the need for such is known to CWSD or whenever the employee or applicant indicates a need for reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose an obvious threat to the safety of him/herself or others.~~

#### *2.6.3. Determination of Disability*

~~— In determining whether an employee or an applicant has a disability under the law, the employee/applicant must have a physical or mental impairment that substantially limits one or more life activities, have a record of such an impairment, or being regarded as having an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, reading, sitting, reaching, interacting with others, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, genitourinary, cardiovascular, hemie, lymphatic, musculoskeletal, respiratory, circulatory, endocrine, and reproductive functions.~~

#### ~~2.6.4. Disability-Related Inquiries~~

- ~~— CWSD shall adhere to the provisions of applicable laws regarding an CWSD's limitations on making disability-related inquiries or requiring medical examinations.~~
- ~~— CWSD's restrictions regarding disability-related inquiries and medical examinations apply to all employees/applicants, whether or not they have disabilities. A disability-related question to an applicant may be a violation of law, even though the applicant may not have a disability.~~
- ~~— CWSD may require the employee to provide a fitness-for-duty certification from an appropriate medical provider whenever CWSD has reason to believe the employee may be unable to perform the essential functions of his/her job or pose a direct threat to him/herself or to others~~
- ~~— Confidentiality of Medical Records~~
- ~~— CWSD shall treat any medical information or genetic information obtained from a disability-related inquiry or medical exam, as well as any medical information voluntarily disclosed by an employee, as a confidential medical record. Confidential medical records also include medical information from voluntary health or wellness programs.~~

#### ~~2.6.5. Accommodation~~

##### ~~1. Accommodation for Applicants~~

- ~~— Whenever an applicant requests accommodation in applying for, testing, or interviewing for a position with CWSD, CWSD's ADA Coordinator shall determine whether the request for accommodation for a covered disability is reasonable or if another type of accommodation can be provided. In making the determination of reasonableness, the ADA Coordinator may consider whether granting such requests might impose an undue hardship on CWSD. (Do we need to remove ADA Coordinator?)~~

##### ~~2. Accommodation for Employees~~

- ~~— When CWSD has some objective reason to believe an employee may need some type of accommodation to perform his/her essential job functions, CWSD must initiate an interactive process with the employee to find out what accommodation the employee might need. Also, whenever an employee approaches his/her supervisor/manager, CWSD's ADA Coordinator, or any other manager within CWSD requesting some type of accommodation, CWSD will initiate the interactive process. Whenever a supervisor/manager becomes aware that an employee has requested or may require some type of accommodation, the supervisor/manager should promptly notify the ADA Coordinator. Upon learning of the employee's request for accommodation, the ADA Coordinator shall arrange to meet with the supervisor/manager and the employee to discuss his/her accommodation request, the need for any reasonable documentation of the disability and the associated functional limitations, and the impact of the proposed accommodation on CWSD. Review of an employee's particular situation by a medical review officer will assist the organization in determining appropriate accommodation.~~

## **~~2.6.6. Requirements of Other Laws~~**

~~CWSD may make disability related inquiries and require medical exams that are required or necessitated by applicable laws or regulations; e.g., federal safety regulations, OSHA requirements, etc.~~

## **2.7.2.6. Drug- and Alcohol-Free Workplace**

### **2.7.1.2.6.1. Policy**

CWSD recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.

1. CWSD is committed to:
  - a) Maintaining a safe and healthy workplace for all employees;
  - b) Assisting employees who recognize they have a problem with drugs or alcohol in receiving appropriate treatment;
  - c) Periodically providing employees with information about the dangers of workplace drug abuse; and
  - d) When appropriate, taking disciplinary action for failure to comply with this policy.
2. CWSD strictly prohibits the following behavior:
  - a) The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications or consumer products not meant for human consumption contrary to instructions provided by the manufacturer. In addition, CWSD prohibits employees from possessing open containers of alcoholic beverages while on CWSD's premises and/or while on duty and from working with a blood-alcohol level of .04 or more at any time.
  - b) Bringing alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto the premises controlled by CWSD or placing in vehicles or equipment operated on behalf of CWSD.
  - c) Driving an organizational vehicle while on or off duty with a blood alcohol level of .04 or more or under the influence of an illegal drug, regardless of amount.
  - d) Law enforcement personnel performing job-related functions which require possession and/or transportation of such substances are exempt from this section.

include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.

c) Violent or threatening behavior.

First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the supervisor/manager may request that the employee submit to drug and/or alcohol testing.

Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the supervisor/manager will request that the employee undergo drug and/or alcohol testing.

d) Absenteeism and/or tardiness.

If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

An employee who is required to submit to reasonable suspicion testing will be immediately provided transportation by CWSD to the location of the test. The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, CWSD will provide transportation for the employee to his/her home.

#### 2.7.5.2.6.5. Post-Accident Testing

1. Each employee involved in an accident will be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. The employee will be provided transportation to the testing lab and transportation home.

Accidents that trigger testing are those that result in:

- a) Death;
- b) Medical treatment other than first-aid treatment;
- c) Loss of consciousness; or
- d) Property damage estimated to be valued at or in excess of ~~five hundred~~ two thousand five hundred dollars (~~\$500~~2,500.00).

~~An employee may be suspended with pay pending the results of~~

The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, the employerCWSD will provide transportation for the employee to his/her home.

An employee may be placed on administrative leave with pay pending the results of this test. If the test comes back positive and the employer CWSD needs to conduct further investigation, the employee will be placed on administrative leave with pay.

- ~~2. this test and with or without pay pending any subsequent investigation. An employee who is required to submit to post-accident testing will be provided transportation by CWSD to the location of the test.~~

In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable CWSD to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.

- ~~3.2.~~ In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing CWSD to obtain the test results from such officials.

- ~~4.3.~~ An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.

#### 2.7.6.2.6.6. **Safety-Sensitive Positions**

1. CWSD shall conduct pre-employment testing for drugs and alcohol for positions identified as safety-sensitive by CWSD. Successfully passing these tests is a condition of future or continued employment.
2. Safety-sensitive positions mean positions which may, in the normal course of business:
  - a) Require the employee to operate their private vehicle on company business on a regular and recurring basis.

#### 2.7.7.2.6.7. **Return-to-Work Testing/Follow-Up Testing**

1. If CWSD agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs or alcohol will, as a condition of returning to work, be required to agree to follow-up testing as established by CWSD. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. CWSD will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in

writing. CWSD may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.

2. Any employee subject to return-to-work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

#### ~~2.7.8;2.6.8.~~ **Consequence of Refusal to Submit to Testing/Adulterated Specimen**

1. An employee who refuses to submit to testing for drugs and/or alcohol, or who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test. Such refusal shall be treated as a positive test and may result in disciplinary action up to and including termination.
- ~~2.~~ Submission of an invalid, substituted, altered or adulterated specimen ~~or substitution of a specimen by a specimen donor~~ will be considered a refusal to test and such refusal shall be treated as a positive test and may result in disciplinary action up to and including termination.
3. A diluted positive test result shall be treated as a positive test and may result in disciplinary action up to and including termination.

~~2.~~

#### ~~2.7.9;2.6.9.~~ **Testing Guidelines**

1. CWSD may test for alcohol and illegal substances including but not limited to:
  - Marijuana (THC)
  - Cocaine, including crack
  - Opiates, including heroin, codeine, and morphine
  - Amphetamines, including methamphetamines
  - Phencyclidine (PCP)
2. Where applicable, CWSD will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

#### ~~2.7.10;2.6.10.~~ **Option for Drug Retest**

1. No later than 72 hours after receipt of a positive drug test, an employee may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.
2. Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
3. The employee will be required to authorize the laboratory to provide CWSD with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

#### **2.6.11. Requirement for Drug Retest**

An employee who tests negative dilute will be required to immediately retest. The employee will:

4. Be given the minimum possible advance notice of retest.
5. Will be accompanied by a supervisor to the collection site, and
6. Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.

The retest will not be under direct observation unless directed to do so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and ~~the employer~~ CWSD will not conduct a third test unless directed to do so by the Medical Review Officer.

~~3.~~

#### ~~2.7.11, 2.6.12.~~ **Searches**

1. If CWSD suspects that an employee or on-site contractor is in possession of illegal drugs, alcohol, or contraband in violation of this policy, CWSD may search **CWSD** vehicles, lockers, desks, and work areas. By entering into or being present at a job site while on **CWSD** time or representing CWSD in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. CWSD may take whatever legal means are necessary to determine whether alcohol or illegal drugs are located or being used on **CWSD** property. CWSD may call upon law enforcement authorities to conduct an investigation if deemed necessary.
2. Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by CWSD's representative conducting the search.

#### ~~2.7.12, 2.6.13.~~ **Discipline Related to Abuse**

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
  - a) Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband;
  - b) Evidence obtained from a motor vehicle citation, an arrest, or a criminal conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job;
  - c) A verified positive test result; or
  - d) An employee's voluntary admission.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of CWSD.

Employees are expressly forbidden to use any **CWSD** resources, including but not limited to: interoffice mail, email, telephone, fax machines, the Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.

#### **2.11.1. Running for or Holding Political Office**

While employees are encouraged to participate in the political process, they must understand CWSD also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, shall not conduct any business related to these activities while on duty.

If there is a conflict with, or the activities hinder the performance of the duties with **CWSD**, the employee will comply with one of the following: (final approval is at CWSD's sole discretion)

The employee will be expected to resign their position;

The employee may apply and seek approval for use of accrued leave time, or;

The employee may request unpaid leave.

The maximum duration of paid or unpaid leave time approved will be ten days. **CWSD's** leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation.

### **2.12. Social Media Networking Policy**

#### **2.12.1. Policy**

CWSD takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of CWSD to protect itself and its employees from unauthorized disclosure of information. CWSD's social networking policy includes rules, guidelines, and best practices for **CWSD**-authorized social networking and personal social networking. CWSD will not request user names and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers.

#### **2.12.2. General Provisions**

Blogging or other forms of social media or technology include, but are not limited, to video or wiki posting, sites such as Facebook and Twitter, chat rooms, personal blogs, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with CWSD.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of CWSD. Employees are expected to protect the privacy of CWSD and its employees. Employees are prohibited from disclosing personal employee and non-employee information and any other proprietary and non-public information to which employees have access.

All other existing CWSD policies apply in social media forums. Policies include, but are not limited to, anti-harassment, bullying, and workplace violence.

### **2.12.3. CWSD Monitoring**

Employees are cautioned that they should have no expectation while at work of privacy while using the Internet, **CWSD** equipment or facilities for any purpose, including authorized blogging. Employee's posting can be viewed by anyone, including CWSD. CWSD reserves the right to monitor comments or discussions about CWSD or its employees posted on the Internet by anyone, including employees and non-employees. CWSD may use search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites. However, CWSD cannot request an employee to provide his/her user names and passwords for their personal social media accounts.

CWSD reserves the right to use content management tools to monitor, review, or block content on **CWSD** blogs that violate CWSD's blogging rules, guidelines, and best practices.

### **2.12.4. Reporting Violations**

CWSD requests and strongly urges employees to report any violations or possible or perceived violations to the General Manager. Violations include discussions of CWSD and its employees, discussion of proprietary and non-public information, and any unlawful activity related to blogging or social networking.

### **2.12.5. Discipline for Violations**

CWSD will investigate and respond to all reports of violations of the social networking policy and other related policies. Violation of CWSD's social networking policy will result in disciplinary action up to and including termination. Discipline will be determined based on the nature and factors of any blog or social networking post. CWSD reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### **2.12.6. Authorized Social Networking**

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about **CWSD** operations and services; promote and raise awareness of CWSD culture; search for potential new equipment and training tools; communicate with other employees, customers, and interested parties; issue or respond to breaking news or negative publicity; and discuss business-specific activities and events.

When social networking, blogging, or using other forms of web-based forums, CWSD must ensure that use of these communication paths maintain integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

### **2.12.7. Rules and Guidelines**

The following rules and guidelines apply to social networking and blogging when authorized by CWSD. The rules and guidelines apply to all CWSD-related blogs and social networking entries, including CWSD subsidiaries or affiliates.

Only authorized employees or contractors can prepare and modify content for CWSD's blog and/or the social networking entries located on any CWSD-related website. Content must be relevant, add value, and meet at least one of the specified goals or purposes developed by CWSD. If uncertain about any information, material, or conversation, employee will contact the General Manager to discuss the content.

All employees must identify themselves as employees of CWSD when posting comments or responses on CWSD's blog and/or social networking site.

All employees of CWSD are responsible for ensuring all blogging and social networking information complies with CWSD's written policies. Management is authorized to remove any content that does not meet the rules and guidelines of this policy, any other CWSD policy, or that may be illegal, prohibited, or offensive. Removal of such content will be done without permission of the blogger or advance warning.

CWSD expects all guest bloggers to abide by all rules and guidelines of this policy. CWSD reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. CWSD also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

#### **2.12.8. Personal Blogs and Social Networking Sites**

CWSD respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of CWSD. CWSD will not request user names and passwords for personal social media accounts.

CWSD respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party; not just CWSD.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with CWSD.

If employee chooses to identify him/herself as an CWSD employee, please note that some readers may view him/her as a spokesperson for CWSD. Because of this possibility, employee is required to state that his/her views expressed in the blog and/or social networking area is employee's own and not those of CWSD or of any person or organization affiliated or doing business with CWSD.

## 2.14. Information Technology

### 2.14.1. Policy

CWSD requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information/communication) responsibly and in a manner which is not detrimental to the mission and purpose of CWSD. To maintain a level of professionalism, any publication through any means (electronic or otherwise) which is potentially adverse to the operation, morale, or efficiency of CWSD will be deemed a violation of this policy.

### 2.14.2. Privacy

Employees should not expect privacy with respect to any of their activities when using CWSD's computer and/or electronic and telecommunication property, systems, or services. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. CWSD reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on CWSD's computer systems and/or equipment. CWSD's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

CWSD will not request user names and passwords for personal social media accounts and will not take any type of employment action against an employee who refuses to provide the user name and password for their personal social media account. This provision does not prevent an employerCWSD from requiring an employee to disclose their user name and password for access to CWSD's computer or information system.

### 2.14.3. Use

1. The computers, electronic equipment, associated hardware and software, including, but not limited to, electronic mail (email or instant messaging "IM") and access to online services, as well as voice mail, pagers, smart phones (e.g., BlackBerry, I-phones) and faxes, belong to CWSD and, as such, are provided for business use. Very limited or incidental use by employees for personal, non-business purposes is acceptable as long as it is:
  - a) Conducted on personal time (i.e., during designated breaks or meal periods);
  - c) Does not consume system resources or storage capacity;
  - d) Does not involve any prohibited uses; or
  - e) Does not reference CWSD or themselves as an employee without prior approval. This includes, but is not limited to:
    - Text which identifies CWSD.
    - Photos which display CWSD logos, patches, badges, or other identifying symbols of CWSD.

8. Using another person's password or account number without explicit authorization by CWSD.
9. Improperly accessing, reading, copying, misappropriating, altering, misusing, or intentionally destroying the information/files of CWSD and other users.
10. Loading unauthorized software or software not purchased or licensed by CWSD.
11. Breaching or attempting to breach any security systems or otherwise maliciously tampering with any of CWSD's electronic systems including, but not limited to, introducing viruses.
12. Using CWSD's information technology for personal, non-business purposes in other than a very limited or incidental way.

## **2.15. Reporting Convictions, Investigations, and Change of License**

### **2.15.1. Reporting Convictions**

All employees are required to immediately report convictions, guilty or nolo contendere plea, or deferred adjudications for felony, misdemeanor (excluding juvenile adjudication) or any lesser crime other than a minor traffic infraction to their supervisor or manager. Convictions shall not automatically impact the employees' employment.

CWSD will make an assessment of the effect of the conviction to the essential duties of the position the employee holds.

### **2.15.2. Reporting Investigations**

All employees are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment.

### **2.15.3. Reporting Changes of License**

An employee must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job.

## **2.16 Personal Appearance**

### **2.15.1 Policy**

Each employee is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with his/her supervisor or manager.

## **2.17 Related Forms**

[ADA Reasonable Accommodation Checklist](#)

[ADA Employee Request for Accommodation](#)

[ADA Accommodation Request–Employee Release](#)

[ADA Accommodation Request–Health Care Provider Information](#)

[ADA Accommodation Approval Letter](#)

~~ADA Accommodation Denial Letter~~

Documentation for Reasonable Suspicion Drug/Alcohol Testing

Alcohol Test Informed Consent - Applicants

Drug/Alcohol Test Informed Consent – Current Employees

Drug Test Informed Consent: Applicants

Investigation Checklist

Nevada Consanguinity/Affinity Chart

Suggested Steps for Reasonable Suspicion Drug-Alcohol Testing

Last Chance Agreement - Drug and Alcohol

Telecommuting Request Form

### 3. EMPLOYMENT

THIS SECTION COVERS HIRING FOR REGULAR FULL AND PART-TIME POSITIONS, AND FOR CASUAL/TEMPORARY/SEASONAL POSITIONS.

#### 3.1 Source of Candidate

Regular positions may be filled by applicants from within the organization or from the outside. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

When deciding what type of recruitment to initiate, CWSD will consider such factors as the impact of the decision on CWSD's efforts to have a workforce which is representative of:

1. The local population;
2. The qualifications and level of responsibility required by the position;
3. The extent to which the knowledge and skills required for the position can readily be acquired on the job;
4. The qualifications of employees potentially available for promotion;
5. The effects on retention of present employees; and
6. The likelihood of attracting well-qualified outside applicants.

After CWSD has determined how they will announce the vacancy, they will determine what types of media (e.g., internet, newspapers, trade journals) will be used to advertise, ensuring outreach efforts reach diverse applicant groups.

#### 3.2 Job Announcements

Prior to initiating recruitment, CWSD should verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

##### 3.2.1 Open Recruitments

CWSD will announce all vacancies for regular positions. Position vacancies will be publicized to allow potentially qualified and interested individuals to apply. The announcement will normally include:

1. Title and pay range of the class of the vacancy;
2. Nature of the work to be performed, including the essential job functions;
3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, or other special criteria associated with the position;
4. License or certifications required;
5. Manner of applying (where, how and deadlines); and
6. ~~A declaration that CWSD is an Equal Employment Opportunity (EEO) CWSD, and Americans with Disabilities (ADA) accommodations are available.~~

2. Create job-related questions to ask each candidate to help ensure consistency. Ask open-ended, job-related questions about past work experiences to identify skills and strengths.
  3. Prepare an Applicant Interview Evaluation Form to measure strengths and weaknesses.
  4. Convene an interview team of approximately three members who are representative of both genders and ethnically diverse.
- Each applicant applying for the same position should be asked the same, job-related questions on the question guide and rated using the same evaluation form. Whenever necessary, ask follow-up questions to clarify the response of the applicant. Avoid asking questions which are unlawful or on inappropriate subjects.

### **3.6 Selection**

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard. CWSD will not request user names and passwords for personal social media accounts.

cannot request a person's social media account ID and password.

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, CWSD must give preference first, to honorably discharged military personnel who are citizens of the State of Nevada, and second to citizens of the State of Nevada.

### **3.7 Reference Checks**

#### **3.7.1 Acquiring References**

Reference and background checks are conducted to assist CWSD in assessing an applicant's fitness for employment with CWSD. Only those employees so designated by CWSD may acquire employment references.

#### **3.7.2 Providing References**

CWSD has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that CWSD maintains concerning current and former employees shall be provided upon request:

1. Name
2. Class/Job Title
3. Dates of Employment
4. Salary
5. Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with CWSD's legal counsel.
6. Employment information and documented incidents regarding the character, honesty, and potential for violence of CWSD's employees may be provided to governmental CWSDs, including, but not limited to,

work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).

2. Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgement of this notice which is to be filed in employee's personnel file (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state).

The applicant is required to report abuse or neglect of a child. (What is the purpose of this section(SNH)?)

### **3.9 Orientation**

The General Manager will be responsible for the orientation of each new employee. Orientation may include, but is not limited to, a review of the organization and services of CWSD, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, alcohol and drug abuse, and workplace safety. Additionally, the General Manager will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit forms;
2. Will receive or be provided access to CWSD's personnel policies;
3. Has been introduced to other employees; and
4. Has had the opportunity to have questions addressed.

### **3.10 Introductory Period**

All new and rehired regular employees, except elected officials and those identified as "at-will," will serve a 12 month introductory period beginning with the day the employee initially reports for work. Current employees who are promoted or transferred will also be required to serve a 3 month introductory period. During this "introductory period," the employee and CWSD have the opportunity to evaluate one another and determine whether the employee is a good fit for the position. At its sole discretion, CWSD may extend this introductory period up to 3 months when CWSD has had insufficient opportunity to assess the employee's ability to perform the job functions or such extension is determined appropriate. The employment relationship can be terminated by the employee or by CWSD at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice.

Prior to completion of the introductory period, the supervisor/manager will conduct at least one performance evaluation to ascertain the advisability of continued employment.

### **3.11 Failure to Appear for Work**

If a selected applicant fails to report for work within the time period prescribed by CWSD, that applicant may be deemed to have declined the position.

### **3.12 License/Occupational Certification**

#### **3.12.1 Purpose**

and to maintain an effective and efficient cost accounting system. For payroll purposes, all employees must report all time spent performing work.

Non-exempt employees will be paid for all hours worked. This includes, but is not limited to:

1. Hours worked before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his/her time. Note: Periods of six (6) minutes or less are not considered overtime unless they occur regularly.
2. Rest periods of fifteen (15) minutes or less.
3. Travel time that occurs during an employee's normally scheduled work hours including regular days off, holidays, etc.
4. Hours spent at lectures and training classes unless attendance is completely voluntary.
5. Hours spent serving as volunteer ambulance, fire, or law enforcement personnel for an emergency response during their normally scheduled work hours.

All employees are responsible for accurately completing their own time sheets. Employees are encouraged to keep track of their hours worked on a daily basis. All non-exempt employees will record all hours worked, and all leave hours including the type of leave taken, and any compensatory time taken. Exempt employees will record only those hours taken as annual leave and/or sick leave in multiples of eight (8) hours. Pursuant to NRS 281.1275, exempt employees need not use paid leave time for absences of less than one (1) day.

#### **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.

#### **4.11. Starting or Hiring Salary**

Unless special circumstances warrant, the starting salary for the position will be the minimum of the salary range. The following factors may be taken into consideration when determining the starting salary under special circumstances:

1. Consideration of the salaries currently paid to other employees in the same or related positions;
2. A candidate's qualifications and experience;
3. Availability of other candidates with similar experience and qualifications; and

After 2 years but less than 5 years	13.3 hr.	159.6 hr.
After 5 years of continuous employment	17.3 hr	207.6 hr.

An employee may use leave as it is accrued. A maximum of 340 hours of accrued vacation credit may be carried forward from year to year.

All regular part-time employees are entitled to a pro-rated annual leave pay based on the number of hours worked in any given pay period, based on the formula shown below:

Hours Worked in Pay Period	% of Accrual
0-20	25
21-40	50
41-60	75
61-80	100

### 5.3 Use of Annual Leave

Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees may not use annual leave before the end of the pay period in which the hours accrued.

Upon termination of employment, the employee will be paid for all earned and accrued vacation at the employee's current rate of pay.

### 5.4. Management Leave

All exempt regular employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave shall be deleted from the employee's account as of June 30 of each year and no compensation shall be paid for unused management leave.

### 5.5. Sick Leave

All regular full-time employees are eligible for sick leave based on the formula described below.

For exempt employees:

Upon hiring, all exempt employees are entitled to 10 hours per month of sick leave pay.

For non-exempt employees:

Length of service	Per Month	Per Year
Less than one year	6 hrs.	72 hrs.
After 1 year continuous employment	10 hrs	120 hrs

All regular part-time employees are entitled to a pro-rated sick leave pay based on the ~~All regular part-time employees are entitled to a pro-rated annual leave pay based on the~~ number of hours worked in any given pay period, based on the formula shown below:

Any gainful employment, pursuit of personal business, recreation, travel for recreation or non-sick leave purposes, or such other activity when an employee is on sick leave may be evidence of abuse of sick leave.

## **5.6 Bereavement Leave**

A regular, full-time or part-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of twenty-four (24) hours (proposed increasing the leave to 5 days) of bereavement leave per each occurrence (reference: Nevada Consanguinity/Affinity Chart).

## **5.7. Medical Insurance**

All regular employees shall receive 100% CWSD paid group medical insurance (regardless of the insurance plan the employee is under). Dependents of employees, as defined under Carson City's insurance agreement, are also eligible for coverage under the insurance plan at a cost to the employee. Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee. If a regular employee has other medical insurance, the employee may opt to receive the cash equivalent of the lowest single insurance rate. Cash in lieu of medical insurance will be offered at a rate of three-quarters (3/4) of the lowest employee insurance costs. The cash distribution will be amortized over the entire year and paid in each pay period.

## **5.8 Plan Changes**

CWSD will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as CWSD deems appropriate, in the level of coverage and the amount of premium cost to be paid by CWSD.

## **5.9. Vision and Dental Insurance**

All regular employees shall receive 100% CWSD paid group Vision and Dental insurance). Dependent coverage is offered, at a cost to the employee. Employees who waive medical insurance will not be eligible for group Vision and Dental insurance.

## **5.10. Group Life Insurance**

All regular employees are eligible for basic life insurance benefits. The cost of this coverage is included in the medical insurance costs and fully paid by CWSD. Employees who waive medical insurance will not be eligible for group life insurance.

## **5.11. Family and Medical Leave Act**

Public employers are covered under the Family and Medical Leave Act (FMLA), and will comply with the requirements of the FMLA and advise the employees if they meet all the FMLA eligibility requirements. CWSD must provide employees Form WHD-1420 and are also required to post and keep posted the notice in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible

Employees who have been employed by an employer CWSD for at least one year, a total of 12 months and worked for the employer CWSD at least 1,250 hours during the preceding 12-month period and are employed at a work site where 50 or more employees

work for the employer CWSD within 75 surface miles of that work site are eligible for FMLA leave.

CWSD does not employ 50 or more individuals; therefore, employees are not eligible for FMLA leave benefits.~~However, employees are not eligible for FMLA leave if CWSD does not employ 50 or more individuals. Therefore, CWSD employees are not eligible for FMLA leave benefits because the minimum requirements are not met.~~

## **5.12. Court Leave**

Employees called to serve on jury duty or subpoenaed to appear as a witness in a court proceeding will receive their regular pay for their normal work hours spent in court or in travel to and from the court appearance.

An employee will not receive pay for that amount of work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against CWSD, unless the employee chooses to use his/her annual leave.

Upon completion of jury/court witness service, the employee will forward any compensation received from the court or other party served to CWSD. Employees may keep reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging.

An employee who is not required to report to court until the middle of his/her work schedule or is released from court/jury duty before the end of his/her work schedule will report to work for the hours which are not required for court duty or directly related to travel time. Court leave will not result in payment of overtime, nor will court leave time be considered as hours worked for purposes of determining eligibility for overtime, unless court leave is related to the employee's position with "CWSD."

## **5.13. Workers' Compensation**

Employees are insured under the provisions of the State Workers' Compensation Act for occupational injuries and diseases that arise/arose out of and in the course of their employment.~~injuries received while at work for CWSD.~~ Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within 24 hours of the accident, injury, or illness.

Any Board member who is not covered under their agency's Worker's Compensation while conducting CWSD business will be included in CWSD's Worker's Compensation Insurance policy coverage.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390:

1. When an employee is eligible at the same time for benefits for temporary total disability under chapters 616A to 616D, inclusive, or 617 of the NRS, and for any sick leave benefit s/he may, by giving notice to the supervisor or manager, elect to continue to receive his/her normal salary instead of the benefits under those chapters until his/her accrued sick leave time is exhausted. CWSD will notify the Workers' Compensation Administrator of the election. CWSD will continue to pay the employee his/her normal salary, but charge against the

## **5.16. Educational Assistance**

CWSD, subject to availability of budgeted funds, may provide educational assistance for tuition and/or fees required for career-related education, with a yearly maximum of \$500.00. The following qualifications must be met:

1. Employees must be employed with CWSD for a period of two years or more to be eligible for this benefit.
2. The course must be taken from an accredited institution of higher learning or a CWSD-approved adult education class.
3. The course must be job-related or be required for a degree that is job-related.

An employee must request approval for educational assistance from the General Manager. Such approval may be conditioned upon meeting commitments for continuing employment and/or job-related conditions. Employees who do not complete the course with a notice of “satisfactory” or grade of “C” or better, will not be eligible for reimbursement for the class.

## **5.17 Transitional Duty**

### **5.17.1 Policy**

CWSD is committed to providing work, when possible, for employees who have been restricted by a treating physician due to a work-related injury or illness. Work provided is subject to availability and will be assigned according to the nature of the injury or illness keeping within the limitations set forth by the treating physician.

### **5.17.2 Salary**

While on transitional duty, employees will continue to receive their regular rate of pay.

### **5.17.3 Duration and Conditions of Transitional Duty**

An employee on transitional duty must furnish a written update of from the health care provider to the workers' compensation coordinator~~his/her medical condition to his/her supervisor/manager~~ from the treating physician after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 90 days, subject to review.

## **5.18. Leave of Absence Without Pay**

### **5.18.1 Policy**

CWSD may approve leaves of absence without pay. Such approval will be for exceptional circumstances and conditions, such as education or prolonged illness, when the approval of such leave is consistent with CWSD's needs, when the work of the office or department will not be impeded by the employee's absence, and when the leave will not require the appropriation of additional funds for the operation of CWSD's programs. Exceptions for leave beyond one year may be provided as required by law. CWSD will require the use of all accrued paid leave prior to granting leave without pay.

## 5.18.2 Procedure

### 1. Approval – Less Than 30 Days

Leaves of absence without pay not exceeding thirty (30) days may be granted by CWSD with substantiating documentation.

### 2. Approval – More Than 30 Days

CWSD may grant a leave in excess of thirty (30) days following written certification by the employee that the leave is consistent with the intent of this section and substantiating documentation as requested by employer CWSD is provided.

### 3. Purpose

Leaves of absence without pay will not be granted for the purpose of allowing an employee to seek or accept other employment, except when or if CWSD determines that the granting of such leave is in its best interest.

### 4. Employer Termination of Leave

CWSD may terminate any leave of absence without pay, except those granted pursuant to statute or regulation, prior to its expiration by providing written notice to the employee. The document granting the leave of absence will state the terms of the leave and any reason(s) for terminating such leave. Upon receipt of notice of termination of the leave, the employee is required to return to work within five (5) calendar days or by a later-approved alternate date. In the event CWSD terminates a leave of absence, the employee will be returned to the same class or position s/he occupied when the leave of absence was granted.

### 5. Failure to Return

An employee who fails to return to duty on the date specified is considered to have abandoned his/her employment, unless there is a proven compelling reason beyond the control of the employee.

### 6. Insurance

Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with COBRA health benefit continuation regulations.

### 7. Return from Leave

Granting of a leave of absence without pay does not guarantee immediate reinstatement to paid status provided. An employee who does not return from a leave of absence without pay on the first work day following the end of a leave will be considered to have resigned.

8. Medical Leaves

CWSD may require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay.

9. Anniversary Date

An employee's anniversary date will be reduced by the number of days off work for all unpaid leaves of absence in excess of fifteen (15) days during any 12-month period.

10. Benefit Accrual

If an employee is on unpaid leave for more than one-half (1/2) of his/her regularly scheduled work hours in any pay period, no leave benefits shall be accrued for that period, nor shall CWSD contribute toward the cost of insurance benefits.

## **5.19. Military Leave**

### **5.19.1 Policy**

Employees who are members of the uniformed services are entitled to military leave and to re-employment rights as provided in 38 USC, Sections 2021-2024, and 4301 et. seq. and the relevant sections of the Nevada Revised Statutes. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or national emergency. The Army National Guard and Air National Guard are also covered.

### **5.19.2 Leave Without Pay**

1. CWSD will treat the employee the same as any other employee on leave without pay.
2. The employee is entitled to fifteen (15) working days of leave with pay in one calendar year (NRS 281.145).
3. CWSD is not required to pay the employee's salary after fifteen (15) working days.
4. The employee may choose to use annual leave and compensatory time, if any, before going on leave without pay.

### **5.19.3 Health Insurance**

There is no impact to the employee's insurance coverage, including life insurance inclusive of the health insurance package. CWSD and employee premium payments or obligations, if any, remain unchanged for thirty (30) days. Employee may then continue coverage similar to that required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) for either twenty-four (24) months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is lesser (see Reemployment). CWSD must reinstate coverage upon the employee's prompt

## 7 DEFINITION OF TERMS

The terms used in these policies shall have the meanings defined below:

**Administrative Committee:** An on-going committee established by CWSD Board of Directors.

**Administrative Leave:** An authorized leave for administrative purposes which may be with or without pay, depending on the circumstances.

~~**Administrative Committee:** An on-going committee established by CWSD Board of Directors.~~

**Adulterated Specimens:** A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

**Alcohol Use:** The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

~~**Anniversary Date:** The date the employee is hired, appointed, promoted, reclassified, or reallocated (as defined below) upward. This is the date an employee becomes eligible for consideration for a salary increase. The anniversary date may be adjusted as specifically provided elsewhere in the personnel policies. (Note special provisions regarding military leave.)~~

**Applicant:** A person, including a current employee, who is applying for any position with CWSD. May also be referred to as the candidate.

**Appointment:** The offer of and acceptance by a person to a position in accordance with the provisions of this manual.

**At-will:** Status of employment wherein the person appointed may be terminated from employment at any time with or without cause. An employee in an at-will status has no property right nor a right to continued employment with CWSD and is not covered by the provisions of the discipline, layoff, or dispute resolution sections of these personnel policies.

**Board of Directors:** Refers to CWSD Board of Directors.

**Casual Worker/Hire:** An employee hired on an as-needed basis, either as a replacement for permanent employees who are out on short- and long-term absences or to meet employer's CWSD's additional staffing needs during peak business periods.

**Class Specification:** A description of the essential characteristics of a job class, and the factors and conditions that make it unique from other classes, described in terms of duties, responsibilities, and qualifications.

**Concern:** Unresolved work-related problems identified by an employee or group of employees pertaining to these policies. Concerns may not be related to a disciplinary action.

~~**Compensatory Time Off:** Time off granted to an employee in lieu of monetary payment for overtime worked.~~

**Contraband:** Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

**Conflicting Employment:** Outside employment that interferes with the employee's ability to perform his/her assigned job.

**Conviction:** A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

**Date of Hire/Hire Date:** The actual date an employee first renders paid service in a regular position.

**Day:** Calendar days unless work days are specified.

**Demotion:** Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action.

**Diluted Specimens:** Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. The HHS has determined that specimens with creatinine levels greater than or equal to 2.0 mg/dL and have a specific gravity greater than 1.0010 but less than 1.0030 are dilute. Individuals with creatinine levels greater than or equal to 2.0 mg/dL but less than 5.0 mg/dL are required to be retested under direct observation.

**Disability-Related Inquiry:** A question (or series of questions) that is likely to elicit information about a disability. ~~(See Section 2.6.4. of these policies for a more complete description.)~~

**Discharge:** Termination, separation, dismissal, or removal from employment for cause.

**Disciplinary Action:** An action including, but not limited to, a written reprimand, a suspension, a demotion, or a discharge from employment for reasons which relate to the recipient's employment or conduct and which has been or may be imposed on an employee by the General Manager or by the Board of Directors. Verbal warnings, counseling, written statements of performance expectations, including related notes and performance appraisals, are not considered disciplinary actions, although any of these may be considered subsequently in determining whether to take any disciplinary action and in determining the type and extent of disciplinary action to be taken.

**Discrimination:** Employment decisions or actions inappropriately based on such factors as the applicant's or employee's race, color, religion, age, sex, sexual orientation, national origin, disability, or union activity.

**Domestic Partner:** Persons who are registered as domestic partners with the State of Nevada per Senate Bill 283 of the 2009 Nevada Legislature.

**Drug Test:** A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

**Employee:** A person employed in a budgeted position on a full or part-time basis.

**Regular Full-time Employee:** A person who has successfully completed an ~~initial probationary~~ introductory period in a budgeted position with a normally scheduled work week of forty (40) hours.

**Regular Part-time Employee:** A person who has successfully completed an ~~initial probationary~~ introductory period in a budgeted position which requires at least twenty (20) hours per week but less than full-time employment.

**Part-time Hourly Employee:** An employee who is a non-regular employee who normally works less than 1,000 hours in a year and is not eligible for any benefits.

**Exempt Employee:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the method of pay computation.)

**Non-exempt Employee:** An employee who is subject to the overtime provisions of the Fair Labor Standards Act.

**Employer CWSD Premises:** All ~~employer CWSD~~ property and facilities, the surrounding grounds and parking lots, leased space, ~~employer motor-driven equipment/vehicles,~~ offices, desks, cabinets, closets, etc.

**Essential Function:** A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. (Marginal functions associated with any job should not be considered essential functions.)

**Full Time:** Work which requires hours of work as established by the ~~employer~~ as full-time. A full-time employee is regularly scheduled to work a normal work week of 40 hours. Note: For the purpose of determining eligibility for benefits and layoff, collective bargaining agreements may provide alternate definitions of full time.

**Illegal Drugs:** Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

**Introductory Period:** A trial or working test period which is an integral part of the examination and selection process during which an employee serves in an at-will status and is required to demonstrate fitness for the position for which s/he was hired by actually performing the duties of the position.

**Invalid Specimens:** An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

**Layoff:** A separation from ~~the employer's CWSD's~~ service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

**Leave Without Pay:** Authorized leave in a non-paid status.

**Legal Drugs:** Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

**Medical Examination:** A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health. (See Section 2.6.3. of these policies for a more complete description.)

**Personnel Action:** Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

**Position:** A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved CWSD budget or established by formal action of the Board of Directors.

**Positive Drug or Alcohol Test:** Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

**Promotion:** The movement of an employee from one class to another class having a higher maximum base rate of pay, usually as a result of some type of examination.

**Rate of Pay:** An employee's salary as shown in CWSD's compensation plan.

**Reclassification:** The change of a position to a different job class which results from changes in duties and responsibilities.

**Reduction in Pay:** Disciplinary action by ~~an employer~~ CWSD moving an employee to a lower pay level in the same class and same pay grade.

**Regular Position:** An authorized position which appears in the authorized position list contained in the employer's budget documents or its amendments approved by the Board of Directors.

**Reinstatement:** The restoration of a laid-off employee or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee.

**Reinstatement List:** A list of names of persons who have been laid off and are available for reinstatement (rehire without examination).

**Reporting Officer:** The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training for the CWSD and assure appropriate notices are posted.

**Reprimand:** A written notice to an employee which states specific improvements in behavior and/or performance which must be made and declares that further disciplinary action will follow if the required improvements are not made. (A performance review is not considered a reprimand.)

**Resignation:** A written notice by an employee for separation from CWSD's service.

**Salary Range:** The minimum and maximum salary set for each position as designated by the Classification and Compensation Plan.

**Seasonal Employee:** See Casual Worker.

**Spouse:** A husband or wife as defined or recognized under State law for purposes of marriage.

**Step:** A specific rate of pay within the salary range established for a class. (Also see Rate of Pay.)

**Substance Abuse Professional (SAP):** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors

Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

**Substituted Specimens:** Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine. The HHS has determined that specimens with creatinine levels of less than 2.0 mg/dL are substituted.

**Suspension:** The temporary separation from service without pay of an employee for disciplinary reasons or pending investigation of an employee's conduct.

**Temporary Employee:** See Casual Worker.

**Transfer:** A lateral change of an employee from one position to another position in the same class or to a different class in the same salary range.

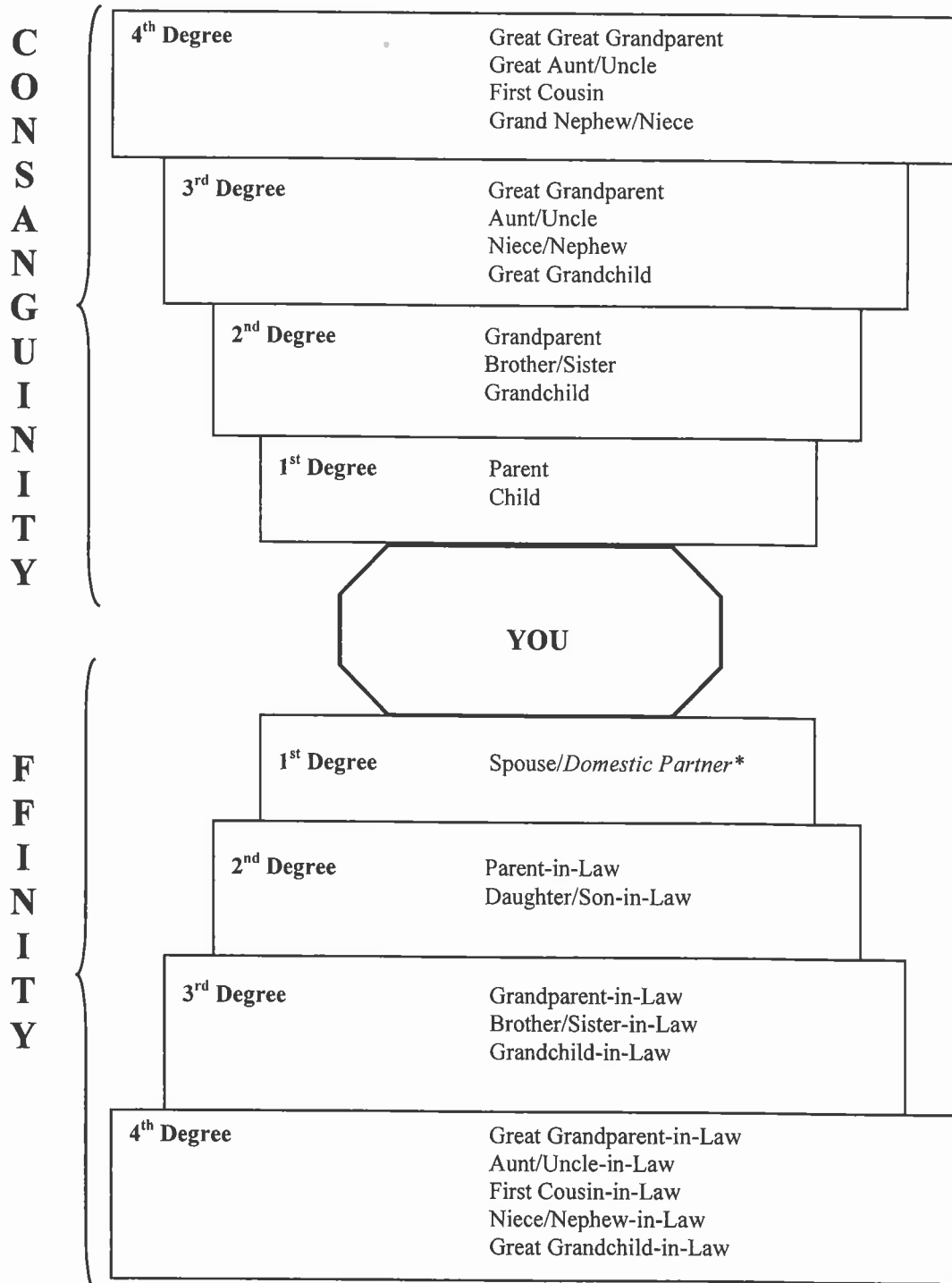
**Transitional Duty:** A temporary assignment of an employee who is unable to perform the essential functions of their job but has been cleared by a medical provider to perform other assignments for the employer CWSD.

**Volunteer:** An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An individual is not considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

**Warning:** Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior. (Notes may be made regarding a warning for the use of the supervisor. When such notes do not become a part of the employee's file, warnings are not reprimands and, therefore, are not discipline.)

# APPENDIX A

## CONSANGUINITY / AFFINITY CHART



**Note:** Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

\*Registered Domestic Partnership with the Nevada Secretary of State.

## **AGENDA ITEM #14**

## **CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #14 - Discussion for possible action regarding updates to the policy on mileage reimbursement for Directors.

DISCUSSION: At the Administrative Committee meeting on 1-27-14, Mr. James explained that the issue of mileage reimbursement for elected CWSD Directors was raised. The policy to reimburse only non-elected CWSD Directors was established in 2000 and updated in 2009 based on the assumption that elected CWSD Directors could be reimbursed for mileage through their individual counties. Staff recently confirmed that each county has a policy to allow for mileage reimbursement by elected officials.

The Administrative Committee, therefore, suggested that CWSD's policy remain the same with the additional language that elected CWSD Directors should apply to their counties for mileage reimbursement first. In the event that mileage reimbursement is no longer available through a county, the elected CWSD Director should notify CWSD within 30 days of the change and would then become eligible for mileage reimbursement through CWSD.

STAFF RECOMMENDATIONS: Approve the Administrative Committee's recommendation that the CWSD mileage reimbursement policy be amended to include language that elected CWSD Directors should apply to their counties for mileage reimbursement first. In the event that mileage reimbursement is no longer available through a county, the elected CWSD Director should notify CWSD within 30 days of the change and would then become eligible for mileage reimbursement through CWSD.

**CARSON WATER SUBCONSERVANCY DISTRICT  
DIRECTOR MEETING COMPENSATION  
POLICY AND PROCEDURE**

(as of 7-19-00)  
(revised 6-17-09)  
(revised 2-19-14)

**Policy:**

The policy of Carson Water Subconservancy District (District) is to allow Directors to be compensated for meetings and workshops when it is anticipated that the organization will derive a benefit there from and the Board has specified the need for Director participation or official representation of the District.

**Purpose and Objective:**

To establish uniform policy guidelines for Director compensation for attendance at meetings and workshops.

To establish procedures and responsibilities in regard to the compensation of Directors for attendance at meetings, etc., through this policy and procedure. This document will be updated on a periodic basis.

To maintain accountability while allowing for compensated participation of the Directors in Board approved meetings, etc.

**Definitions:**

“Director” means all members appointed by the member counties to Carson Water Subconservancy District Board of Directors.

“Meeting” means any meeting or workshop for which the Director physically attends to conduct official business of the Board or officially represent the District which has been pre-approved by the Board of Directors or Chairman of the Board.

Board members will not be compensated for attending conferences or seminars; however, Board members will be reimbursed actual costs (see Travel Guidelines).

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

The District recognizes that it is of benefit to the District for Directors to attend meetings on behalf of the District. The District will compensate the Director for their attendance at a meeting when it qualifies as one of the following:

1. Official meeting of the Board of Directors;
2. Official meeting of a Committee of the Board;
3. Meeting at which the Board has requested the Director to represent the District; or

CWSD DIRECTOR MEETING COMPENSATION  
POLICY & PROCEDURES  
(as of 7-19-00, revised 6-17-09, revised 2-19-14)

2

4. Meeting which the Chairman of the Board has requested the Director to attend.

This policy is to ensure that attendance of a Director at a meeting is in the interest of the District within established guidelines, allow Directors to receive compensation for conducting District business, and provide documentation of attendance by the Director.

The primary item to remember is that the taxpayer is paying for the Director's participation in meeting representing the District and it is the District's obligation to be cost conscious. Director fee must comply with budgetary guidelines.

**Transportation Costs:**

With the exception of elected Directors receiving a travel allowance from their appointing county or other agency, the non-elected Directors can be reimbursed for actual travel expenses at the amount per mile allowed by the IRS. Elected Directors who are eligible for travel reimbursement from their appointing county or agency should apply for reimbursement from that entity first before applying to CWSD. In the event that travel reimbursement is no longer available through an appointing county or other agency, an elected Director will inform CWSD within 30 days of the change to be eligible to receive travel reimbursement from CWSD.

## **AGENDA ITEM #15**

## **CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #15 - Discussion for possible action regarding modifying the Watershed Assistant job description.

DISCUSSION: As announced at last Board meeting, our Senior Watershed Clerk Kathi Lawrence will be leaving mid-April. Rather than replace her, Mr. James talked with the Administrative Committee about the distribution of her duties among the remaining staff (see committee minutes attached to Item #11). To accommodate the additional work load, staff is proposing to increase the Watershed Assistant's hours from the current 20-30 hours per week to 30-40 hours per week (see attached job description). 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, her hours be increased to 30 hours per week, and starting in FY 2014-15 they will be increased to 35 hours per week.

At the Administrative Committee meeting Director Fierro requested that a CWSD organizational chart be included with the job description (see attached).

STAFF RECOMMENDATIONS: Approve the Administrative Committee's recommendation to increase the Watershed Assistant's hours to 30 hours per week for the remainder of FY 2013-14, with an additional increase to 35 hours per week in FY 2014-15.

## **CARSON WATER SUBCONSERVANCY DISTRICT WATERSHED ASSISTANT**

**FLSA Status:** Non-Exempt

**Created:** February 20, 2013

**DEFINITION:** Under general direction of the Watershed Coordinator, manages, plans, and assists in the coordination of the integrated watershed process; prepares and organizes various small and large group meetings; works cooperatively with Watershed Coordinator and CWSD staff to complete job duties; provides general information and assistance to the public

**DISTINGUISHING CHARACTERISTICS:** This is a regular part-time position (30 to 40 hours per week).

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Assists Watershed Coordinator to maintain and coordinate the cooperative process for watershed management involving local, state, tribal, and federal agencies, private agencies, and interested individuals.
2. Assists the Watershed Coordinator with the Carson River Coalition (CRC) process and the various Working Groups, including meeting dates and locations, agendas, and meeting notes.
3. Participates in various evening and weekend meetings/activities throughout the Carson River Watershed.
4. Provides assistance to local conservation districts, weed districts, and watershed councils.
5. Assists CWSD and CRC to provide community outreach and education.
6. Assists with researching information for the CRC and Working Groups.
7. Prepares documents for the Carson Water Subconservancy District (CWSD), CRC and Working Groups.
8. Assists with the preparation of the quarterly newsletter and web site content.
9. Assists in the preparation and updates to technical and non-technical documents, such as the Carson River Watershed Adaptive Stewardship Plan, Carson River Watershed Regional Floodplain Management Plan, and other programs as assigned.
10. Presents oral and/or written updates to CWSD Board.
11. Assists with the development of conferences, workshops, marketing materials and presentations for CRC and CWSD.
12. Pursues and prepares grant applications.
13. Represents CWSD at conferences or special events.
14. Performs fieldwork when necessary, including water quality monitoring, streamflow measurements, restoration activities, and education work days.
15. Provides administrative assistance for a various watershed programs.
16. Assists Watershed Coordinator with documentation and research for preparation of grant reporting.
17. Assists with CWSD website and library administration and maintenance.

18. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Skills/Abilities:***

#### *Knowledge of*

- Modern office practices, procedures, and equipment.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Water resources and watershed management.
- Oral presentation methods and materials, including Power Point presentations.
- Facilitation and conflict resolution practices.

#### *Skill/Ability to*

- Perform responsible work involving the use of independent judgment.
- Operate modern office machines and equipment.
- Independently prepare a variety of correspondence and memorandums.
- Carry out oral and written instructions, communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with diverse groups contacted in the course of work, including public entities and the public.
- Promote collaboration among organizations and individuals new to the process.
- Identify sources of information and compile data pertinent to watershed management.
- Facilitate small and large groups.
- Work outside in various weather conditions
- Work well independently or within a team.

### ***Required Certifications and Licenses:***

Possession of a valid driver's license or alternate means of travel.

***Experience and Training:*** *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Four year degree from an accredited college or university with major course work in natural resource management, wildlife management, environmental studies, or equivalent and a minimum of three years experience in a related field. Experience working with diverse groups for the purpose of building consensus and conflict resolution is preferred.

***Physical, Intellectual, and Mental Requirements:*** *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 30 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

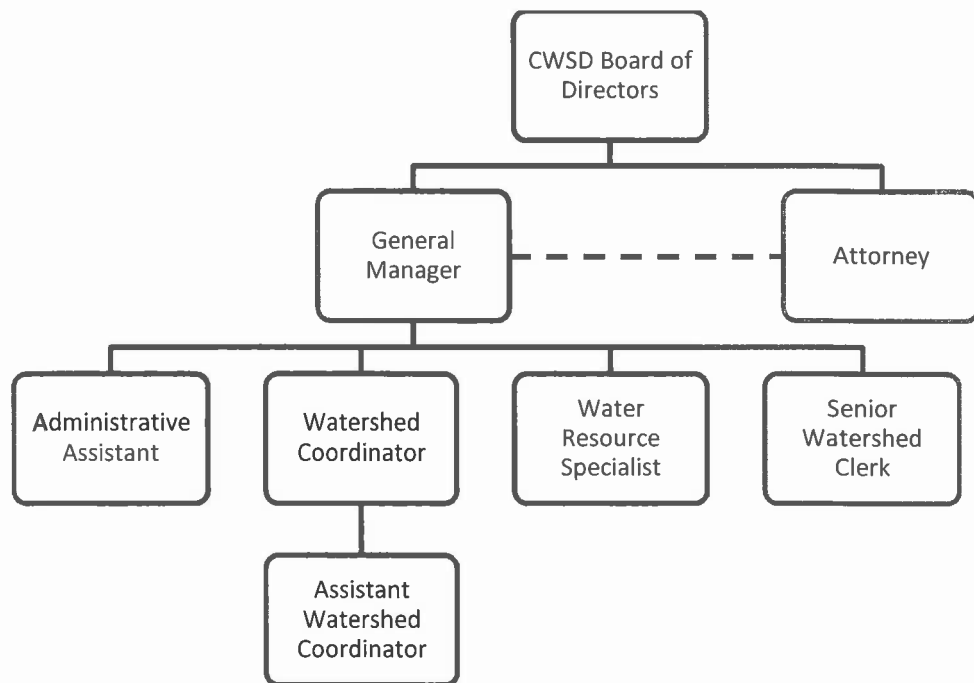
***Working Conditions:*** *Work is performed under the following conditions.*

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

***Employee's Acknowledgement:*** I acknowledge that I have read the above job description and have received a copy for my records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Carson Water Subconservancy District Organizational Chart



## **AGENDA ITEM #16**

**CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #16 - Discussion for possible action regarding a presentation by Pat Fried on the Carson River conservation Tours program.

DISCUSSION: Pat Fried, Great Basin Sports, will provide a brief PowerPoint presentation on last spring's (2013) successful conservation tour season. This program is funded through our Carson River Environmental Education Conservation Tours Grant Contract with the Nevada Department of Environmental Protection.

STAFF RECOMMENDATIONS: Receive and file.

## **AGENDA ITEM #17**

## **CARSON WATER SUBCONSERVANCY DISTRICT**

**TO:** BOARD OF DIRECTORS

**FROM:** EDWIN D. JAMES 

**DATE:** FEBRUARY 19, 2014

**SUBJECT:** Agenda Item #17 - Discussion for possible action regarding a presentation by CWSD staff on changes to FEMA's Flood Insurance Program.

**DISCUSSION:** In 2012, Congress passed the Biggert-Waters Flood Insurance Reform Act (BW-12). This law changed several major components to the flood insurance program. One of the goals of the changes is to make the National Flood Insurance Program (NFIP) more financially stable. What this means is the flood insurance rates are going to increase. As staff is working with FEMA and the various flood administrators in the watershed to remap the Carson River floodplain, it is important for the Directors to be aware how the BW-12 changes may or may not impact people in the watershed.

Staff will give a general overview of the changes the BW-12 will bring to the flood insurance program and its possible impact to the watershed. Attached are some general questions and answers about the BW-12.

**STAFF RECOMMENDATIONS:** Receive and file.

## **Questions about the Biggert-Waters Flood Insurance Reform Act of 2012**

### **1. What Is the Biggert-Waters Flood Insurance Reform Act of 2012?**

Answer: The Biggert-Waters Flood Insurance Reform Act of 2012 (BW-12) is a law passed by Congress and signed by the President in 2012 that extends the National Flood Insurance Program (NFIP) for five years, while requiring significant program reform. The law requires changes to all major components of the program, including flood insurance, flood hazard mapping, grants, and the management of floodplains. Many of the changes are designed to make the NFIP more financially stable, and ensure that flood insurance rates more accurately reflect the real risk of flooding. The changes will be phased in over time, beginning this year.

### **2. Why was the Biggert-Waters Reform Act of 2012 passed?**

Answer: Flooding has been, and continues to be, a serious risk in the United States—so serious that most insurance companies have specifically excluded flood damage from homeowners insurance. To address the need, in 1968 the U.S. Congress established the NFIP as a Federal program. It enabled property owners in participating communities to purchase flood insurance if the community adopted floodplain management ordinances and minimum standards for new construction. However, owners of existing homes and businesses did not have to rebuild to the higher standards, and many received subsidized rates that did not reflect their true risk.

Over the years, the costs and consequences of flooding have continued to increase. For the NFIP to remain sustainable, its premium structure must reflect the true risks and costs of flooding. This is a primary driver for many of the changes required under the law.

## **Insurance Cost/Rate Questions**

### **3. What changes to Insurance operations are anticipated?**

Answer: Many of the proposed changes are designed to increase the fiscal soundness of the NFIP. For example, beginning this year there will be changes addressing rate subsidies and a new Reserve Fund charge will start being assessed. There are also provisions to adjust premium rates to more accurately reflect flood risk.

Other provisions of the law address coverage modifications and claims handling. Studies will be conducted to address issues of affordability, privatization, and reinsurance, among other topics.

### **4. Will all policyholders see changes in Insurance rates as a result of BW-12?**

More than 80 percent of policyholders (representing approximately 4.48 million of the 5.6 million policies in force) do not pay subsidized rates.

About 20 percent of all NFIP policies pay subsidized rates. Only a portion of those policies that are currently paying subsidized premiums will see larger premium increases of 25% annually starting this year, until their premiums are full-risk premiums. Five percent of policyholders – those with subsidized policies for non-primary residences, businesses, and severe repetitive

loss properties - will see the 25% annual increases immediately. . Subsidies will no longer be offered for policies covering newly purchased properties, lapsed policies, or new policies covering properties for the first time.

The 80% of all NFIP policies that already pay full-risk premiums will not see these large premium increases. Most policyholders will see a new charge on their premiums to cover the Reserve Fund assessment that is mandated by BW-12. Initially, there will be a 5% assessment to all policies except Preferred Risk Policies (PRPs). The Reserve Fund will increase over time and will also be assessed on PRPs at some undetermined future date.

Additional changes to premium rates will occur upon remapping, the provision calling for these premium rate changes will not be implemented until the latter half of 2014.

**5. In general, which properties will be most affected by changes in rates?**

Answer: Rate changes will have the greatest effect on properties located within a Special Flood Hazard Area (SFHA) that were constructed before a community adopted its first Flood Insurance Rate Map (FIRM) and have not been elevated. For many communities the initial FIRM would have been adopted in the 1970's and 1980's. Your local insurance agent will be able to provide you the initial FIRM date for your community.

Many of these pre-FIRM properties have been receiving subsidized rates. Subsidies are already being phased out for non-primary residences. Starting this fall, subsidies will be phased out for businesses; properties of one to four residences that have experienced severe repetitive loss; and properties that have incurred flood-related damages where claims payments exceed the fair market value of the property. Premiums for these properties will increase by 25% per year until they reach the full risk rate.

Subsidies are not being phased out for existing policies covering primary residences. However, the subsidy provided to primary residences could still be lost under conditions that apply to all subsidized policies. Subsidies will be immediately phased out for all new and lapsed policies and upon sale of the property. There may also be premium changes for policyholders after their community is remapped. But that provision of the Act is still under review and will be implemented in the future.

**6. What happens if a policy with subsidized rates is allowed to lapse or the property is sold?**

Answer: Starting this fall, for all currently subsidized policies, there will be an immediate increase to the full risk rates for all new and lapsed policies and upon the sale/purchase of a property. Full risk rates will be charged to the next owner of the policy.

**7. What does "full risk rate" actually mean?**

Answer: Simply put, it means that the premium reflects both the risk assumed by the program (that is, the expected average claims payment) and all administrative expenses. In the case of

flood insurance, this means the premium takes into account the full range of possible flood losses, including the rare but catastrophic floods as well.

**8. How can someone find out what a property's full risk rate will be?**

Answer: Of the many factors that determine the full risk rate of a structure, the single most important is the elevation of the structure in relation to the Base Flood Elevation (BFE). A community's Flood Insurance Rate Map (FIRM) indicates the area of the community that has a 1% or greater annual chance of flooding. That area is called the Special Flood Hazard Area, or high-risk zone. Put another way, the BFE is the elevation where there is a 1% or greater annual chance of flooding. For a property in the high-risk zone, you need to know the elevation of the structure in relation to the BFE. Generally, the higher the elevation above the BFE, the lower the flood risk. The information is shown on an Elevation Certificate, which is a form completed and signed by a licensed engineer or surveyor. So to determine the premium for a property in a high-risk zone, you first need an elevation certificate. Then, an insurance agent can calculate the premium based on the amount of coverage desired.

**9. What percentage of policies nationwide, and in high risk zones, actually receives these subsidized rates?**

Answer: More than 80 percent of policyholders (representing approximately 4.48 million of the 5.6 million policies in force) do not pay subsidized rates. About 20 percent of all NFIP policies pay subsidized rates. However, only 5 percent of policyholders – those subsidized policies covering non-primary residences, businesses, and severe repetitive loss properties - will see immediate increases to their premiums.

**10. When will NFIP Grandfathering be eliminated?**

Answer: Currently, the NFIP Grandfather procedure provides eligible property owners the option of using risk data from previous Flood Insurance Rate Maps (FIRMs) if a policyholder maintained continuous coverage through a period of a FIRM revision or if a building was constructed "in compliance" with the requirements for the zone and BFE reflected on a previous FIRM. A provision of BW-12, however, requires FEMA to use revised flood risk data (zone and BFE) after a map revision. The legislation provides a 5-year mechanism to phase-in the new rates. This provision impacts the NFIP Grandfather procedure and will be implemented in the latter half of 2014. Many of the precise details of this implementation are still under development.

**11. Is there any option for people who are now in a flood zone, did not have substantial damage, but now the BFE is 10 feet higher than previously and face dramatic rate increases?**

Answer: FEMA's Hazard Mitigation Assistance (HMA) HMA programs provide funds for projects that reduce the risk to individuals and property from natural hazards. These programs enable mitigation measures to be implemented before, during, and after disaster recovery. Local jurisdictions develop projects that reduce property damage from future disasters and submit

grant applications to the State. The States submit applications to FEMA based on State criteria and available funding. The HMA programs include:

- Hazard Mitigation Grant Program (HMGP) - The Hazard Mitigation Grant Program provides grants to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during recovery from a disaster.
- Flood Mitigation Assistance (FMA) - The Flood Mitigation Assistance program provides funds on an annual basis so that measures can be taken to reduce or eliminate risk of flood damage to buildings insured under the NFIP.
- Pre-Disaster Mitigation Program (PDM) - The Pre-Disaster Mitigation Program provides nationally competitive grants for hazard mitigation plans and projects before a disaster event. States can receive PDM funds regardless of whether or not there has been a disaster declared in that state.

FEMA encourages property and business owners interested in implementing mitigation activities to contact their local community planning, emergency management, or State Hazard Mitigation Officer for more information. Individuals and businesses may not apply directly to the State or FEMA, but eligible local governments may apply on behalf of a private entity. Your community will be working with the State to develop applications for HMA funding and implement the approved mitigation projects. Information about the HMA programs can be found at <http://www.fema.gov/hazard-mitigation-assistance>.

## **AGENDA ITEM #18**

**CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #18 - Discussion for possible action to create a formal policy regarding selection of CWSD officers.

DISCUSSION: At the Administrative Committee meeting on 1/27/14, Mr. James explained that CWSD set up procedures for selecting CWSD officers by minute action on 6-20-07, and the procedures were clarified on 1-16-08. However, those procedures were never made into a formal policy. Attached is the suggested language for the policy to select Board Officers.

STAFF RECOMMENDATIONS: Approve the policy setting forth the Criteria for Selecting CWSD Board Officers.

# **CARSON WATER SUBCONSERVANCY (CWSD) CRITERIA FOR SELECTING BOARD OFFICERS (draft)**

## **Policy:**

This policy is designed to create criteria for the various components as to who, when, and how the officer rotation would occur for election of officers of the CWSD Board of Directors.

## **Purpose and Objective:**

The purpose of the policy is to establish a rotation of the officers of CWSD among the various counties in the Carson River Watershed. The officers considered under this policy are Chair, Vice Chair, Treasurer, and Secretary.

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

The criteria to serve as a Board officer are:

- No county will hold more than one officer position at a time.
- Elections will be held every even year and officers will serve for a two-year period.
- The Chair, Vice Chair, and Treasurer will rotate every two years with the recommendation that the officers will not serve in the same position for more than one consecutive term.
- The Chair and Vice Chair, positions will be rotated through Nevada counties, in the order of Churchill County, Douglas County, Carson City, and Lyon County. The Vice Chair will take over the Chairmanship, if voted in.
- The Treasurer position will rotate among the counties, to include Alpine County after Lyon County and the Treasurer will serve on the Finance Committee.
- The Chair, Vice Chair, and Treasurer must be voting Board members.
- The Chair, Vice Chair, and Treasurer will be elected officials and members of the CWSD Board for two or more years.
- The Secretary could be either a Board member or staff, and the position is not currently considered in the rotation schedule.

Before the January Board meeting the Administrative Committee will review the slate of current and/or eligible officers for the coming calendar year. If there is a proposed change to the officer slate, the Administrative Committee will make a recommendation to the Board at the January Board meeting.

If an officer cannot fulfill his/her term, another Board member in that county will assume the position if he/she meets the criteria. If no one in the given county is able to meet the criteria, the position will then be filled by the next county in the rotation.

CWSD staff will update and maintain the rotation list as follows (assuming a qualified candidate is available in each of the counties involved):

### **Election cycle #1:**

- Chair - Churchill County
- Vice Chair - Douglas County
- Treasurer - Carson City

## CWSD BOARD CRITERIA FOR SELECTING BOARD OFFICERS

2

- Chair - Churchill County
- Vice Chair - Douglas County
- Treasurer - Carson City

### Election cycle #2:

- Chair - Douglas County
- Vice Chair - Carson City
- Treasurer - Lyon County

### Election cycle #3:

- Chair - Carson City
- Vice Chair - Lyon County
- Treasurer - Alpine County

### Election cycle #4:

- Chair - Lyon County
- Vice Chair - Churchill County
- Treasurer - Douglas County

Repeat election cycles #1-4.

## **AGENDA ITEM #19**

**CARSON WATER SUBCONSERVANCY DISTRICT**

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #19 - Discussion and possible action regarding an update on the 2014 runoff projections.


DISCUSSION: Staff will give an update on the water supply picture and runoff predictions for this winter and spring.

STAFF RECOMMENDATION: Receive and file.

## **STAFF REPORTS**

## CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES 

DATE: FEBRUARY 19, 2014

SUBJECT: Agenda Item #20 - Staff reports

DISCUSSION: The following is a list of meetings/activities attended by Ed James and staff since the last Board meeting on January 15, 2014:

- 1/16/14 - Ed gave an update on the Comprehensive Regional Water Management Plan to the Silver Springs Mutual Water Company.
- 1/16/14 - Ed and Brenda gave a presentation to the Storey County Planning Commission regarding water planning and an update on the Regional Floodplain Management Plan.
- 1/17/14 - Ed accompanied Directors Jardine and Rawson to Sacramento to talk with California legislators about reduction in the Lost Lakes dam safety fees.
- 1/22/14 - Ed, Brenda, and Toni participated in a meeting with county planning directors regarding the Low Impact Development (LID) grant project.
- 1/22/14 - Ed met with Ron Palmer of NDEP regarding flood insurance programs.
- 1/22/14 Courtney participate in a Flood Awareness Week web group meeting.
- 1/22/14 Brenda participated in a Flood Awareness Week core group meeting.
- 1/22/14 - Ed attended the Town of Minden strategic planning session.
- 1/23/14 - Brenda participated in an Invasive Species Webinar regarding determining identity and origin of invasive plant species by John Gaskin.
- 1/27/14 - Ed and Toni participated in a CWSD Administrative Committee meeting.
- 1/27/13 - Ed, Brenda, and Toni participated in a meeting regarding conservation district funding opportunities.
- 1/27/14 - Courtney attended Green Nevada meeting regarding environmental education in northern Nevada.
- 1/28/14 - Ed met with Michael Rooker of Pro Group Management regarding workers comp issues.
- 1/28/14 - Ed, Brenda, Courtney, Debbie, and Kathi met to plan for Carson River Coalition (CRC) events.
- 1/28/14 - Brenda, Courtney, and Debbie met to discuss CWSD website management
- 1/28/14 - Ed participated in a meeting regarding Truckee River Water Quality Standards in Reno.
- 1/29/14 - Ed participated in a Northern Nevada Development Association (NNDA) breakfast meeting.
- 1/30/14 - Ed spoke to Sherman Swanson's University of Nevada-Reno (UNR) class regarding regional water management.
- 1/31/14 - Ed met with Director Penzel regarding Douglas County water issues.

- 1/31/14 - Ed participated in a conference call with USGS and Churchill County regarding Churchill County's water quality monitoring program.
- 2/3-6/14 - Ed participated in the Nevada Water Resource Association (NWRA) Annual Conference and Board meeting in Las Vegas.
- 2/11/14 - Brenda, Courtney, and Kathi participated in a CRC River Corridor working group meeting.
- 2/11/14 - Ed participated in a Carson Truckee Water Conservancy District (CTWCD) Board meeting.
- 2/11/14 - Ed and Brenda gave a presentation to the Douglas County Planning Commission regarding regional water planning and an update on the Regional Floodplain Management Plan.
- 2/13/14 - Ed gave a presentation to the Nevada Hazard Mitigation Planning Committee regarding CWSD's remapping of the Carson River floodplain.
- 2/13/14 - Ed participated in a flood conference call.

Additional meetings/activities anticipated by staff until the end of February include:

- 2/20/14 - Ed will participate in a public meeting in Silver Springs with Randy Pahl regarding Lahontan water quality standards.
- 2/24/14 - Ed and Toni will participate in the Finance Committee meeting to discuss the FY 2014-15 budget.

STAFF RECOMMENDATION: Receive and file.

# **CORRESPONDENCE**

## Third year of drought hitting Nevada's farms, ranches hard

By SEAN WHALEY LAS VEGAS REVIEW-JOURNAL CAPITAL BUREAU

February 1, 2014 - 7:17pm

FALLON — Nevada's severe drought is a tragedy unfolding in slow motion. But its effects will be far reaching — from rural communities that depend on ranching and agriculture for their existence to the prices we all pay for food at the grocery store.

Nevada's wildlife will suffer as food supplies disappear and springs dependent on runoff from snowfall fail. Wild horses will suffer from a lack of forage.

Wildfires could become a major problem throughout the state, from the dry rangelands to the drought-crippled forests of the Sierra Nevada.

But most of all it will be felt by the ranchers and farmers and their families, those eternal optimists who prepare the fields and grow their cattle herds every year with fingers crossed that the rain and snow will come on time.

### THIRD YEAR OF DROUGHT

For the third year in a row, the rain and snow has not come on time. A wet winter storm hit Northern Nevada on Thursday for the first time this year but the long-term outlook remains uncertain and the window of opportunity continues to diminish.

A Jan. 10 report on the snowpack in Nevada showed 62 percent of normal in eastern Nevada, but only 18 percent in the Truckee River region, 28 percent in Carson and a dismal 19 percent in the Walker River drainage.

Some longtime ranchers and farmers say the current drought is the worst they have ever seen.

Because of the stingy snowpack through much of the West, federal officials this past month designated portions of 11 Western and Central states as primary natural disaster areas.

The entire state of Nevada is included because counties adjacent to those that are affected are also eligible for assistance, which comes primarily in the form of low-interest emergency loans from the U.S. Department of Agriculture.

Fallon's agricultural and ranching communities are at ground zero of the drought, along with their neighbors in Lovelock and Yerington.

Some Nevada ranchers have already sold some of their cattle, primarily to their counterparts in the Midwest, where there are healthy grazing lands. The sales are mostly a precautionary move to take advantage of high cattle prices and to reduce herds if normal water deliveries don't materialize.

Alfalfa is Nevada's largest crop, with just more than 1 million tons worth \$217 million produced in 2012. Cattle and dairy cows are also important. There were 470,000 cattle and 29,000 dairy cows in Nevada in 2012, the state Agriculture Department reports.

"People are starting to get nervous," said Monte Bruck, manager of the Fallon Livestock Exchange. "We're going to see some herd reductions. We've started to see some already."

## PRECAUTIONS AT THE AUCTIONS

The exchange has an auction every Tuesday as ranchers prepare for drought conditions this summer.

On a recent Tuesday, about 400 cattle from around the state and even neighboring California were up for auction at the yard. California is getting hit just as hard in this drought.

Bruck handled the auction of calves and cows, selling the animals quickly to about 50 assembled buyers.

Mike Stremmer had just brought in six cows for auction from his family-owned Jersey Valley Cattle Co. ranch near Austin.

"We're preparing for the worst," he said as he fixed a flat tire on his trailer.

Stremmer said he is trying to hold onto his herd of 400 cattle by leasing some private pasture land near Denio near the border of Oregon.

He has several U.S. Bureau of Land Management allotments to graze his cattle but is concerned they won't be allowed on the land because of a lack of forage.

"The BLM is coming Thursday to do a drive-through," Stremmer said. "If we don't get any rain by mid-March we'll be in trouble."

Stremmer said he could survive the drought more easily if the BLM would do its job of managing the wild horse herds and spending a portion of the money it gets from grazing herds to make the range more sustainable as it is supposed to do.

Instead the agency is managing crises, he said.

## BLM COULD LIMIT GRAZING

BLM spokeswoman Kaitlin Godbey said there is the potential for grazing restrictions on Nevada's public lands this year if monitoring shows resource damage would occur at permitted grazing levels. Options range from reducing livestock numbers to reducing the length of grazing periods to closing allotments.

In response to the criticisms about BLM actions on range management spending, Godbey said Nevada spent \$1.1 million out of \$1.3 million on improvement projects in 2013, including fencing, noxious weed control, water developments, seeding areas and maintenance of existing improvements. The agency had no comment on the wild horse management criticisms.

Stremmer said if he had not paid for his herd already it might be tough to make it through this year. High prices now being paid help offset some of the effects of the drought, he said.

Down the road from the auction yard, longtime Fallon farmer Norman Frey said he expects to receive no more than 25 percent of his water allocation this year, reducing the amount of alfalfa he can grow to a fraction of his 900 acres.

"We'll probably be out of water by July 1," he said.

## LIFEBLOOD OF RURAL NEVADA

Frey said many people nowadays don't seem to understand the connection between alfalfa and food production, or the relationship between farms and the food they buy in the grocery store.

Nevadans who don't get out to the rural areas of the state very often may not know it but ranching and agriculture are one of the largest industries in the state, contributing \$3.3 billion directly to the state economy, said Bob Conrad, a Nevada Department of Agriculture spokesman.

The industries are the lifeblood of much of rural Nevada.

State Sen. Pete Goicoechea, R-Eureka, is a cattleman himself when he isn't performing his legislative duties.

He said western Nevada is being hit the hardest in the current drought. Eastern areas of the state, including where he is located, are doing a bit better, Goicoechea said.

"It is very scary but we've still got some time," he said.

Contact reporter Sean Whaley at [swhaley@reviewjournal.com](mailto:swhaley@reviewjournal.com) or 775-687-3900.