

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

**Meeting Minutes**

**Directors Present:**

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

**Staff Present:**

Ed James, General Manager  
Toni Leffler, Administrative Assistant

**Others Present:** none

Director Abowd called the meeting of the Administrative Committee to order at 10:35 a.m. in the Conference Room of Carson Water Subconservancy, 777 East William Street, Suite 110, Carson City, Nevada. A quorum of the Administrative Committee was present.

**Item #2 - Public comment** - None

**Item #3 - Discussion for possible action regarding approval of the Administrative Committee minutes from December 5, 2014.** *Director Erquiaga made a motion to approve the Administrative Committee minutes from December 5, 2014. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee.*

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

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

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

**Item #5 - Discussion for possible action regarding staff salary analysis.** Mr. James explained that he had hoped that the county Human Resource Departments would help with a salary analysis. However, they don't have the time or comparable positions. They did recommend talking with Pete Ronza of Pontifex Consultant Group who is doing their salary analysis. Mr.

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

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

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

*Director Erquiaga made the motion that the Administrative Committee recommend that the Board accept the staff salary analysis for use in FY 2015-16 budget planning. Director Frensdorff seconded the motion which was unanimously approved by the Administrative Committee.*

**Item #6 - Discussion for possible action regarding a proposed cost of living adjustment for FY 2015-16.** Mr. James explained that the CPI increase for 2014 for this area is 1.5%. Mr. James is recommending a COLA adjustment of 1.5% less a reduction due to an increase in the PERS contribution. Based on an agreement that Carson City has with its employees regarding PERS contribution increases, the COLA adjustment of 1.5% would be reduced by .375%

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

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

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

**Item #7 - Public Comment.** None.

There being no further business to come before the Administrative Committee, Director Erquiaga

made the motion to adjourn, seconded by Director Frensdorff, and the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Toni Leffler  
Secretary