

**CARSON WATER SUBCONSERVANCY DISTRICT  
ADMINISTRATIVE COMMITTEE  
February 6, 2013, 9:00 A.M.**

**Meeting Minutes**

**Directors Present:**

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

**Staff Present:**

Brenda Hunt, Watershed Coordinator  
Ed James, General Manager  
Toni Leffler, Administrative Assistant

**Others Present:** none

Director Abowd called the meeting of the Administrative Committee to order at 9:10 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 June 4, 2012, and November 30, 2012.** *Director Abowd made a motion to approve the Administrative Committee minutes from June 4, 2012, and November 30, 2012, as the only member of this committee who attended both meetings. The remainder of the current committee is new to the CWSD Board. As a member of the public, Director Rawson seconded the motion.*

**Item #4 - Discussion for possible action to accept the revised job descriptions for CWSD staff.** Mr. James explained that the job descriptions are being revised to include additional federal language, but the job duties haven't changed significantly.

*Director Rawson made the motion to recommend that the Board accept the job descriptions as modified. Director Erquiaga seconded the motion which was unanimously approved by the Administrative Committee.*

**Item #5 - Discussion for possible action to create a regular part time Watershed Assistant position.** Mr. James gave the committee a brief history on the Clear Creek Watershed Coordinator position. A group from the Clear Creek area wanted to get a grant from NDEP to hire a watershed coordinator to help with water quality concerns. Since this group was not a

formal entity, they asked CWSD if we would administer the grant. Over time there has been a succession of people in the position, eventually incorporating the duties into the CWSD Watershed Coordinator's workload. In reviewing the staff's work load it became apparent that we need someone to work about 25 hrs/wk. The majority of this person's time would be spent assisting Brenda Hunt with the projects and programs, and therefore a majority of the costs will be covered by various grants.

Ms. Hunt explained that she needs to focus her time on updating the Stewardship Plan and the Floodplain Management Plan which are significant documents. The plan is to advertise for the position in late March and early April and do the interviewing after Ms. Hunt and Mr. James get back from vacations during March and April. The new Watershed Assistant will start in May.

*Director Erquiaga made the motion that the Administrative Committee recommends that the Board approve the creation of a regular part-time Watershed Assistant position. The motion was seconded by Director Rawson and unanimously approved by the Administrative Committee.*

**Item #6 - Discussion for possible action regarding employee Merit/Cost of Living**

**Allowances for FY 2013-14.** Mr. James explained that CWSD's Personnel Policies allow for merit increases if employees get satisfactory reviews. He is recommending that the Board approve staff merit increases this year but no COLA allowance, similar to Carson City's current action. CWSD tries to consider the way the counties are handling pay increases when determining COLA changes.

Director Erquiaga asked about an increase in the Public Employee Retirement System (PERS) contribution which Churchill County's COLA is designed to cover. Mr. James responded that PERS has announced an increase of 2% for FY 2013-14. This will be employer paid for all CWSD employees except one who has elected the employer/employee paid plan. For that employee, the employer and employee will each increase 1% of the contribution. Mr. James anticipates that the new Watershed Assistant will most likely choose the employer/employee paid plan so that they could receive their contribution back if they don't stay with CWSD for five years.

Director Frensdorff joined the meeting at 9:20 a.m.

*Director Rawson made the motion the Administrative Committee recommend that staff be allowed merit increases but no COLA allowance for FY 2013-14. Director Erquiaga seconded the motion which was unanimously approved by the Administrative Committee.*

**Item #7 - Discussion for possible action to hire Vision ASP to upgrade CWSD's website.**

Mr. James explained that the CWSD website was last updated in 2003, so it is now outdated for use by new electronics. There is some funding for website improvement through the NDEP Watershed Coordinator grant but additional work needs to be done. Ms. Hunt explained that mailing lists in Outlook for the Carson River Coalition (CRC) and newsletters will be replaced

by a database online from which staff can Eblast a link to information on website to the group.

Director Abowd asked how we chose VisionASP to work on the website. Mr. James explained that they originally developed CWSD's website and has worked with us all along.

Ms. Hunt explained changes which have recently been made. We recently changed servers and are checking that all links still work. We also want to do a blog since research shows that the more you update your website, the higher the site goes on search engines. Ms. Hunt is analyzing hits on the website to determine if we are reaching our target audience in the Carson River watershed. Director Rawson noted that she is developing a website about her district to direct to other sites for information. She will include a link to CWSD's website and suggest that Alpine County do so also.

*Director Frensdorff made the motion that the Administrative Committee recommend approval to hire Vision ASP to upgrade CWSD's website. The motion was seconded by Director Erquiaga and unanimously approved by the Administrative Committee.*

**Item #8 - Discussion for possible action to hire a person to reorganize the CWSD library and database management system.** Mr. James explained that the CWSD library was originally set up about seven years ago using a system similar to the State Library but it is complicated to find documents. Debbie Neddenriep has been maintaining the library but her workload has increased this task has gotten behind. We also have been receiving more reports in digital formats, so the whole system needs to be updated and reorganized.

Funding to hire a person for this task would come from the Outside Professional Services account. Director Abowd asked if staff plans to go out for proposals to do this work and bring staff's choice back to the Board for approval. Mr. James noted that since the job is anticipated to cost less than \$20,000, we could sole source and do not have to do a Request for Proposals (RFP).

*Director Erquiaga made the motion that the Administrative Committee recommends hiring a person to reorganize the CWSD library and database management system. The contract and actual costs to do the project will be brought back to the full Board for approval. Director Rawson seconded the motion which was unanimously approved by the Administrative Committee.*

**Item #9 - Discussion for possible action to renew the lease agreement for CWSD offices.** Mr. James explained that our current lease agreement will be up the end of June, and he will be meeting with the building landlord this afternoon. Staff has researched present office lease costs and determined that the price per square foot has gone down since we signed out last lease. He will attempt to negotiate our price down before renewing it.

*Director Frensdorff made the motion that the Administrative Committee recommend that the Board authorize staff to negotiate and renew a three-year agreement for office space and bring the new lease agreement back to the board for approval. The motion was seconded by Director Erquiaga and unanimously approved by the Administrative Committee.*

There were no public comments. There being no further business to come before the Administrative Committee, Director Rawson made the motion to adjourn, and the meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Toni Leffler  
Secretary