

<p style="text-align: center;">CARSON WATER SUBCONSERVANCY DISTRICT ADMINISTRATIVE COMMITTEE</p>

NOTICE OF PUBLIC MEETING

DATE: July 14, 2017
TIME: 4:00 P.M.
LOCATION: Carson Water Subconservancy District Office
777 E. William St., #110A
Carson City, NV

Please Note: A quorum of the CWSD Board of Directors will not be present at this committee meeting. Any action on the part of the committee is for recommendation to the full Board of Directors for ultimate action and will not be considered a formal action of the CWSD Board. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Toni Leffler at (775) 887-7450 (<mailto:toni@cwsd.org>), at least a week in advance so that arrangements can be made.

AGENDA

- 1) Call to order
- 2) Discussion Only: Public comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 3) For Possible Action: Approval of the Administrative Committee minutes from November 29, 2016.
- 4) For Possible Action: Review of the General Manager's annual evaluation results.
- 5) For Discussion Only: Review of the integration of the Alpine County Joint Powers Board with the Nevada CWSD Board at meetings.
- 6) For Possible Action: Review of CWSD's Criteria for Selecting Board Officers.
- 7) For Possible Action: Review of CWSD's Policy for Director Meeting Compensation.
- 8) For Possible Action: Review of CWSD's Criteria for Budget Expenditures.
- 9) For Possible Action: Review of CWSD's Funding Assistance for Regional Water System Policy.
- 10) For Possible Action: Review of CWSD's Debt Management Policy.
- 11) For Possible Action: Review of CWSD's Policy for Investment and Portfolio Management.
- 12) For Possible Action: Review of CWSD's Policy for Property and Equipment Control Inventory.
- 13) For Possible Action: Review of CWSD's Policy for Short Term Loans to the Conservation Districts and Watershed Organizations.
- 14) For Possible Action: Review of CWSD's Resolution 2007-2 Authorizing and Designating Signatories of Depository Agreements, Depository Cards and Deposits, Transfers and Withdrawals of Funds.
- 15) For Possible Action: Review of CWSD's Travel Policy.
- 16) Discussion Only: Public comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 17) Adjournment

Supporting material for this meeting may be requested from Toni Leffler at 775-887-7450 (<mailto:toni@cwsd.org>) and is available at the CWSD offices at 777 E. William St., #110A, Carson City, NV 89701 and on the CWSD website at www.cwsd.org.

In accordance with NRS 241.020, this notice and agenda has been posted at the following locations
:

-Dayton Utilities Complex
34 Lakes Blvd
Dayton, NV

-Minden Inn Office Complex
1594 Esmeralda Avenue
Minden, NV

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

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

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

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

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

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9:00 A.M. on July 10, 2017, he/she posted a copy of the Notice of Public Meeting and Agenda for the July 14, 2017, meeting of the Carson Water Subconservancy District Administrative Committee in accordance with NRS 241.020; said agenda was posted at the following location: _____.

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

MEMORANDUM

TO: Administrative Committee

FROM: Edwin James

DATE: 7-14-17

SUBJECT: Agenda Items Background Information

Item # 4 - For Possible Action: Review of the General Manager's annual evaluation results. At the June Board meeting, the Board was asked to complete and return an annual evaluation of the General Manager. The summarized results are attached.

Item #5 - For Discussion Only: Review of the integration of the Alpine County Joint Powers Board with the Nevada CWSD Board at meetings. A question has been raised regarding the appropriate procedure for incorporating Alpine County through our Joint Powers Agreement into the Nevada CWSD Board meeting. CWSD's attorney, George Benesch, is looking into this issue and will give an update at the meeting.

Items #6 – 15:

Over the past 18 years, CWSD has developed various policies related to the operation of the organization. Over the past couple of years there have been some questions regarding some of the policies. Below is a list of the various policies, some history on why the policy was developed, and the question regarding the policy. The goal of this discussion is to identify and possibly make recommendations for changes to the various policies.

Item #6 - For Possible Action: Review of CWSD's Criteria for Selecting Board Officers.

The criteria for the CWSD Board Officer rotation policy is as follows:

- 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.
- Officer rotation is to occur on even years to coincide with the January following election years.

A question has been raised regarding the criteria used for selecting CWSD Board Officers, specifically whether the "elected official" applies only to those elected to their county boards. For many years, the officers were selected by simple vote of the Board. In May of 2004, after

CWSD Administrative Committee
7-14-17 Meeting Agenda Background

the same Director had been Chairman for several years, the rotation policy was instituted. The idea was to move the Officers positions among the different counties. The reason for the requirement that the Officer had to be an elected official was the perspective that an elected official would provide more authority if there was a need for the Officer to represent CWSD. This really has not been an issue and all Board Members have been called upon to represent CWSD. Staff proposes that this language be dropped from the policy. There may be an issue with the Alpine County representative being able to serve as Treasurer for CWSD which will need to be address by George Benesch.

Item #7 - For Possible Action: Review of CWSD's Policy for Director Meeting

Compensation. The Policy for Director Meeting Compensation defines meeting as "...any meeting or workshop for which the Director physically (*staff emphasis*) 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." A question has been raised about whether Directors should be paid for a meeting they attend in person or by telephone. The purpose for requiring a Director to be physically in attendance at a meeting was originally based on the requirement to hold a Public Hearing on the Tentative Budget on the third Thursday of May. Since CWSD holds its regular Board Meeting the night before the Thursday Public Hearing, the Thursday meeting was just a legal formality and only lasted about five minutes. Since most counties have their board meetings on that Thursday, getting a quorum to come to the Public Hearing meeting was complicated. One year, Director Milz attended the CWSD meeting in the morning and then flew out of the Carson Airport over to Yerington to attend the Lyon County meeting. After that event CWSD determined that Board members could call into the meeting. This made the quorum requirement easier but the board members questioned if it was right to get paid \$80 for a five-minute phone call. Based on this, the Board decided that the Directors had to attend the meeting in person to get paid for the meeting.

Now that the State has changed the requirements on when we can hold the Tentative Budget Hearing, CWSD no longer needs to hold the hearing on Thursday and can hold the hearing at the regular Board Meeting. Based on this change, attending the meeting by phone may not be an issue. Although it may work for Directors to get paid for calling into committee meetings, staff believes Directors should physically attend Board meetings. There is something to be said for face-to-face discussions.

Item #8 - For Possible Action: Review of CWSD's Criteria for Budget Expenditures. Staff is proposing modifying the requirement for Board approval when the expenditure exceeds the approved budget amount by five percent (5%) in any given account. The challenge with this procedure is that the payment may be due before the item can be brought forth to the next Board Meeting. Staff is proposing that anytime expenditures exceed five percent (5%) of a given expense category the General Manager will notify the Directors at the next Board meeting.

Item #9 - For Possible Action: Review of CWSD's Funding Assistance for Regional Water System Policy. With the limited funding available in the Acquisition/Construction Fund and the need for other regional programs, such as waste water management, staff is proposing that this policy be sent to the Regional Water and Flood Committee for a complete review.

CWSD Administrative Committee
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Item #10 - For Possible Action: Review of CWSD's Debt Management Policy. Though the Debt Management Policy has not been called into question, it is prudent that the Board periodically review all policies in case they need to be updated because of changes in law or circumstance. Based on the current funding sources, staff does not anticipate we will ever be able to issue any debt.

Item #11 - For Possible Action: Review of CWSD's Policy for Investment and Portfolio Management. Though this policy has not been called into question, the Board may want to review it periodically. Staff has no proposed changes.

Item #12 - For Possible Action: Review of CWSD's Policy for Property and Equipment Control Inventory. Though this policy has not been called into question, the Board may want to review it periodically. Staff has no proposed changes.

Item #13 - For Possible Action: Review of CWSD's Policy for Short Term Loans to the Conservation Districts and Watershed Organizations. Though this policy has not been called into question, the Board may want to review it periodically. Staff has no proposed changes.

Item #14 – For Possible Action: Review of CWSD's Resolution 2007-2 Authorizing and Designating Signatories of Depository Agreements, Depository Cards and Deposits, Transfers and Withdrawals of Funds. Though this policy has not been called into question, the Board may want to review it periodically. Staff has no proposed changes.

Item #15 - For Possible Action: Review of CWSD's Travel Policy. Though this policy has not been called into question, the Board may want to review it periodically. Staff has no proposed changes.

2017 GENERAL MANAGER EVALUATION
SUMMARY

SCORES:

18

17

12

18

18

18

16

18

18

153 divided by 9 evaluations = **17.00 average rating**

REDUCED RATINGS IN CATEGORIES LISTED BELOW:

- ORGANIZATIONAL SKILLS - Decision quality (1 don't know)
- ORGANIZATION SKILLS - Presentation skills (1 rating)
- OPERATING STYLE - Communication (1 rating)
- OPERATING STYLE - Delegation of work to be done (1 rating; 1 don't know)
- PERSONAL/INTERPERSONAL SKILLS - Being open and receptive (no ratings)
- PERSONAL/INTERPERSONAL SKILLS - Demonstrates flexibility to work with varying groups (no ratings)

GENERAL COMMENTS:

- Nothing to comment on. Job well done!
- Haven't been on Board long enough to evaluate certain questions.
- Great public servant, accomplished manager, and a leader!
- I am very pleased with the work Ed performs and the working together he has accomplished between the counties and other organizations CWSD works with. Ed is very visible at water events and I am pleased to be associated with him as I serve on the CWSD Board.
- Ed is a pleasure to work with.
- I have learned a tremendous amount due to Ed's knowledge base on water and the Carson River.

No fee
Subconservancy District

CONTRACT NO.: CC2001-45
APPROVED: 06-19-2001

JOINT POWERS AGREEMENT
BETWEEN THE CARSON WATER
SUBCONSERVANCY DISTRICT, NEVADA AND
ALPINE COUNTY, CALIFORNIA

THIS AGREEMENT, made and entered into on the date set forth herein, is done pursuant to the Joint Exercise of Powers Act (California Government Code § 6500 *et seq.*) and the Interlocal Cooperation Act (Nevada Revised Statutes § 277.080-277.180) by and between Alpine County, California and the Carson Water Subconservancy District, Nevada.

WHEREAS, the legislature of the State of Nevada has provided certain enumerated powers to the Water Conservation Districts pursuant to NRS Chapter 541; and

WHEREAS, the legislature of the State of Nevada has recognized the specific needs of the Carson river basin and has established and empowered the Carson Water Subconservancy District to meet those needs; and

WHEREAS, Carson Water Subconservancy District was expanded in 1999 to include all of the Carson River watershed located in the State of Nevada; and

WHEREAS, the headwaters of the Carson River and a portion of the Carson River watershed are located in Alpine County, California; and

WHEREAS, the Board of Supervisors of Alpine County and the Board of Directors of the Carson Water Subconservancy District have both recognized that joint and cooperative action on issues of mutual concern affecting the Carson River and its watershed would be productive and beneficial; and

WHEREAS, the Board of Supervisors and Alpine County wish to create a joint powers authority meeting the requirements of Nevada and California law for purposes of undertaking mutually acceptable projects and addressing issues of mutual concern;

NOW THEREFORE, for and in consideration of the mutual promises herein exchanges, the parties agree as follows:

ARTICLE I
(Establishment of Joint Powers Authority)

Section 1. A Joint Powers Authority is hereby established, consisting of the Carson Water Subconservancy District. A political subdivision of the State of Nevada; and Alpine County, a county of the State of California.

Section 2. The Joint Powers Authority shall be named and operate as the Carson River/Alpine County Water Subconservancy, a bi-state Joint Powers Authority.

✓
CARSON WATER SUBCONSERVANCY DISTRICT
777 East William Street, Suite 110A
P. O. Box 2672
Carson City, NV 89701

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Section 3. The Joint Powers Authority established shall be governed and operated by the terms and provisions of this Joint Powers Agreement, and by such Articles, By-laws, and/or Rules and Regulations as may be jointly agreed upon and adopted by the two members. Any such documents shall conform to the applicable laws of the States of Nevada and California. Alpine County shall file the notices required by California Government Code Section 6503.5

ARTICLE II (Composition and Powers of the Board)

Section 1. The Joint Powers Authority shall consist of the Carson Water Subconservancy District and Alpine County. The Joint Powers Authority shall have and be governed by the Board of Directors containing thirteen (13 members), as follows: nine (9) members representing the governmental jurisdictions comprising the Carson Waters Subconservancy District, being three (3) from Douglas, and two (2) each from Carson City, Lyon County and Churchill County; two (2) members representing the Douglas County agricultural community, and two (2) members representing Alpine County. [One (1) of the members who represent each governmental jurisdiction must be an elected official of the governing board of such jurisdiction.]

Section 2. The Joint Powers Authority shall have the power to act on matters within the common powers of either Alpine County or the Carson Water Subconservancy District, which affect and pertain to matters relating to the Carson River and within the Carson River watershed.

Section 3. In exercising its power, the Board of the Joint Powers authority shall not take any action affecting any constituent governmental jurisdiction, or the lands contained within it, or requiring the expenditure of any funds by it, without the consent and affirmative vote of all representatives from such affected governmental jurisdiction. Any such action shall be consistent with the provisions of the Alpine Decree.

Section 4. The Joint Powers Authority agrees that it will consider and if affirmatively approved proceed with the projects set forth in Exhibit A to this agreement. The Board of the Joint Powers Authority may amend Exhibit A without action by the member entities, so long as the procedures set forth in Section 3 are complied with.

ARTICLE III (Hold Harmless, Defense, and Immunities)

Section 1. The parties shall jointly defend any action brought by any third party, whether in law or equity, which arises from this agreement. Each party shall bear its own wages, disability payments, pension payments, and workers compensation costs for any personnel utilized for the provision of services under this agreement. The parties shall retain in full any and all immunities they possess under California and/or Nevada law. Such immunities shall not be deemed or construed to be modified by entry into this agreement or any performance hereunder.

Section 2. The Board of Directors of the Carson Water Subconservancy District and the Board of Supervisors of Alpine County, and any necessary employees thereof, shall cooperate in

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such actions as, in their sole discretion, may be reasonably required to carry out the purpose and intent of this agreement. This shall include the execution of any necessary documents and the granting of any necessary or required consents. The parties shall place their respective insurance companies, pools, or authorities on notice of the services to be provided hereunder. Any agreement creating debts, liability, and obligations of the Agency shall be exclusively those of the Agency and not those of any member jurisdiction.

ARTICLE IV (Miscellaneous Provisions)

Section 1. This agreement shall be effective on the date it has received all legally required approvals. The agreement shall run for five (5) years from and after the last of such approvals, and shall continue to run for five (5) year periods thereafter, unless terminated with the giving of ninety days notice as set forth below.

Section 2. It is not intended or contemplated that, in the performance of this agreement; funds will be received, transferred or otherwise disbursed directly to or by the Joint Powers Authority. Each entity shall establish a procedure to separately account for all funds and costs related to the Joint Powers Authority. Each entity shall be accountable for all funds and reporting of all receipts and disbursements in accordance with the laws of their respective states.

Section 3. Except as otherwise provided herein, this agreement may not be amended, assigned, or delegated, without the express written consent of the governing boards of both parties. This agreement shall inure to the benefit of, and be binding upon, the successors and assigns of the parties; provided, however, that this agreement may be terminated, with or without cause, by either party upon the giving of ninety days written notice to the other party. Any notice required under this agreement shall be deemed given when personally serviced or when sent by registered or certified mail, return receipt requested, and such receipt is received by the canceling party.

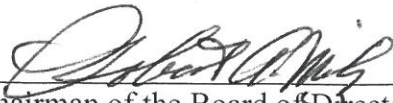
Section 4. The County Auditor of Alpine County shall serve, should such service be required, as the Auditor of the Joint Powers Authority pursuant to California Government Code Section 6505 and shall fulfill the responsibilities set forth in California Government Code Section 6505.5 if required.

Section 5. Any property acquired by the Joint Powers Authority shall upon termination of this agreement, be divided or disposed of by mutual agreement.

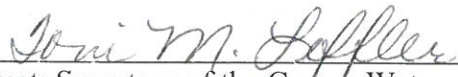
Section 6. This agreement shall consist of the original and any counterparts created for purposes of signature.

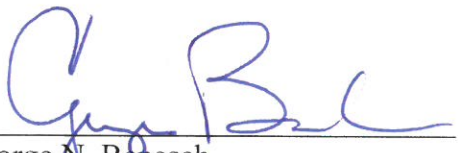
Section 7. This document contains the entire agreement with regard to the matters contained herein and supercedes all previous discussion, representations, and communications between the parties with regard to these matters. Both parties to this agreement having been represented by Counsel, no presumption shall arise from the identity of the drafter.

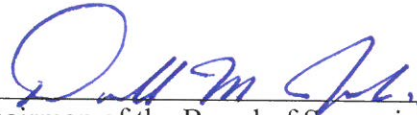
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Chairman of the Board of Directors
Carson Water Subconservancy District

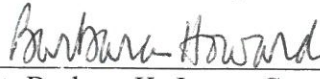
SEAL

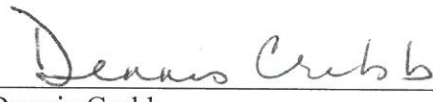

Attest: Secretary of the Carson Water
Subconservancy District


George N. Benesch
Carson Water Subconservancy District


Chairman of the Board of Supervisors
Alpine County
Donald M. Jardine

SEAL


Attest: Barbara K. Jones, County Clerk and ex
ex officio Clerk to the Board of Supervisors,
County of Alpine, State of California
By: Barbara Howard, Assistant County Clerk


Dennis Crabb
County Counsel, Alpine County

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JOINT POWERS AGREEMENT
BETWEEN THE CARSON WATER
SUBCONSERVANCY DISTRICT, NEVADA AND
ALPINE COUNTY, CALIFORNIA

Exhibit A

The following is a list of potential projects the Joint Power Authority (Authority) will be pursuing:

- Work with the Lahontan Water Quality Control Board on the setting and implementation of Total Maximum Daily Loads (TMDL) for Indian Creek Reservoir. The TMDL procedure identifies two primary implementation strategies, control of internal and external loadings which will require BMPs for phosphorous control on public and private lands within the watershed.
- Work with the US Forest Service on public land management issues such as: abandon mines, proposed Wild & Scenic destination, recreation opportunities, noxious weed control and watershed enhancement projects.
- Assist in securing funding for streambank stabilization and restoration projects along the East and West Forks of the Carson River.
- Provide local match funding to the Alpine Chapter of the Upper Carson River CRMP.

REQUESTED BY
Carson Water Subconv Dist
IN OFFICIAL RECORDS OF
DOUGLAS CO. NEVADA

2001 OCT -5 PM 2: 34

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LINDA SLATER
RECORDER
\$ *PAID* *BC* DEPUTY

CARSON WATER SUBCONSERVANCY (CWSD) CRITERIA FOR SELECTING BOARD OFFICERS

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 odd 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

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.

**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.

CARSON WATER SUBCONSERVANCY (CWSD)

CRITERIA FOR BUDGET EXPENDITURES

As of 8/20/14

Policy:

This policy is designed to create criteria for the General Manager's authorization to approve expenditures during a given fiscal year based on the approved budget by the CWSD Board of Directors.

Purpose and Objective:

The purpose of this policy is to establish a common understanding of the authority of the General Manager to approve expenditures during a given fiscal year based on the approved budget established by the CWSD Board of Directors and to clarify what expenditures require additional authorization by the CWSD Board of Directors.

General Procedures, Guidelines, and Responsibilities:

The criteria below set guidelines on the General Manager's authorizations to approve CWSD expenditures:

- Each year the CWSD Board of Directors reviews and approves expenditures for a given fiscal year.
- Based on the approved budget, the General Manager is authorized to approve expenditures for the given accounts.
- If the expenditure exceeds the approved budget amount by five percent (5%) in any given account, the General Manager must receive approval from CWSD Board of Directors to pay the expenditure.
- Any proposed expenditure not included in the authorized budget requires approval by the CWSD Board of Directors.
- Any expenditure, except any routine cost to CWSD, that is associated with the Outside Professional Services account requires approval by the CWSD Board of Directors.
- All transactions and financials must be presented to the Board every month for their review and approval.

Exception to the policy -

- The General Manager is authorized to approve expenditures greater than the approved budget amount if the account is associated with a pass-through grant and as long as the total expenditures do not exceed the grant amount.
- The Board reserves the right to remove any expenditure from this guideline and deal with the same as it deems appropriate under the circumstances.

**CARSON WATER SUBCONSERVANCY DISTRICT
FUNDING ASSISTANCE FOR REGIONAL WATER SYSTEM
POLICY AND PROCEDURE**

Effective 12-15-04

Revised 5-16-07

Revised 7-16-08

POLICY:

This policy of Carson Water Subconservancy District (CWSD) is to determine projects for which CWSD will provide financial assistance to promote the Regional Water System.

PURPOSE AND OBJECTIVE:

To establish uniform guidelines for providing financial assistance to water purveyors that are developing or up-sizing water distribution systems, both potable and non-potable, which can be used in the regional water system throughout the Carson River Watershed. This funding assistance is not to be used for local water facilities enhancement or for future growth by a single water purveyor. This policy only refers to the money deposited in CWSD's Acquisition/Construction Fund.

DEFINITIONS:

"Regional Water System" refers to any water project, potable or non-potable systems, which can be used to accommodate all or a portion of the water needs of two or more water purveyors. Any system capacity developed and funded through this program will be owned by CWSD, unless specified differently by Board action. The Regional Water System can consist of connecting two or more water systems together, enhancing the water supply for the region, up-sizing distribution systems, or providing other facilities necessary to provide emergency back-up supply that ultimately benefits the regional system.

"Water Purveyor's Water System" refers to any water project which a water purveyor needs to provide water to its service area but may be enlarged to transport water to or through for the benefit of a Regional Water System.

GENERAL PROCEDURES, GUIDELINES, AND RESPONSIBILITIES:

Preapproval:

For any project to be funded, a water purveyor must first submit a written request to CWSD asking if their project is eligible for funding. To be eligible the project must already be identified by CWSD as part of the regional water system or the water purveyor can demonstrate that the project will provide a regional benefit. If the project is eligible, CWSD will send a letter to the water purveyor informing them that their project is eligible for possible funding assistance. CWSD reserves the right to accept or reject any project.

General Procedures:

If CWSD accepts the project, both entities will meet to discuss what specific elements of the project are eligible for funding. An estimation of the costs will also be submitted to CWSD. Once the specific elements have been agreed upon, an agreement will be developed and submitted to the water purveyor and CWSD to be ratified by both governing bodies. Items that may be eligible for funding could include:

- A) Costs associated with the design of the Regional Water System.
- B) Costs associated with the construction of the Regional Water System.

Bidding and Funding Procedures:

The following is the procedure for establishing the amount of funds available for paying to up-size a pipeline:

1. The water purveyor will develop the bids for the project. If the project is to up-size the Water Purveyor's Water System, the water purveyor will develop one bid for the Water Purveyor's Water System and an alternate bid for the Regional Water System upgrade. If developing two alternatives is not practical, CWSD can enter into a not-to-exceed agreement.
2. The water purveyor will conduct the bidding process and select the successful bidder.
3. CWSD will have up to 30 days to decide if it will participate in the Regional Water System portion of the project.
4. If CWSD elects to participate financially in the project, CWSD will pay the water purveyor the costs associated with the Regional Water System within 180 days after construction has begun.
5. The water purveyor is financially responsible for all change orders.

For projects that tie water systems together or enhance the water system to the region, the amount of funds available will be negotiated on a case-by-case basis.

Ownership:

The water purveyor that constructs the Regional Water System will own and maintain the facilities. CWSD will own the capacity rights for the portion that represents the Regional Water System, unless specified differently by Board action.

Future Maintenance:

The water purveyor is responsible for all costs associated with maintaining the Regional Water System. The water purveyor is also responsible for creating and maintaining a replacement reserve account for the water system. When CWSD begins to use its capacity, CWSD and the water purveyor will meet to discuss if the water purveyor wants CWSD to help fund the regional water system portion of the replacement costs of the project. These funds will be placed in a replacement reserve account which will be held by the water purveyor. The annual fee will be based on the difference of the incremental cost for replacement of the Water Purveyor's Water System versus the replacement of the Regional Water System. The replacement reserve account can be used to replace damaged or worn-out items.

Modifications to the Policy:

Any modification to this policy must be approved by the Board.

CARSON WATER SUBCONSERVANCY DISTRICT
DEBT MANAGEMENT POLICY
COMPLIANCE WITH NRS 350.0035
AS OF JUNE 30, 1999

Outstanding Debt

The Carson Water Subconservancy District (District) has no outstanding debt.

Debt Management Policy

Based on the District's current three year capital improvement plan, the District plans on no debt in the future since currently expected capital acquisitions are to be funded using current nonoperating revenue.

The following specific information regarding the debt management policies and practices of the District is provided in accordance with NRS 350.0035.

1. Ability to Afford Existing and Future General Obligation Debt. The District has the ability to levy an ad valorem debt tax rate. The actual ad valorem rate levied for 6/30/99 and 6/30/2000 was .03 per \$100.00 of assessed value, which is the current maximum allowed ad valorem rate. As stated above in the debt management policy, the District intends to incur no future debt, based on its present three year capital improvement plan.
2. Capacity to Incur Future General Obligation Debt Without Exceeding the Applicable Debt Limit. The District's statutory debt capacity is determined by the interests of the District and the public interest or necessity for water supply, waterworks, or improvements, and by the majority vote of the qualified electors of the District that have paid a tax on property in the District.
3. General Obligation Debt Per Capita as Compared With the Average for Such Debt of Local Governments in the State. Due to the nature of the District, it is not considered feasible to determine per capita debt comparison. No General Obligation Debt is currently outstanding.
4. General Obligation Debt as a percentage of Assessed Value of All Taxable Property in the Entity. No General Obligation Debt is currently outstanding.
5. Policy Statement Regarding the Manner in Which the District Expects to Sell Its Debt. The District does not currently expect to sell any debt.
6. Sources of Money Projected to be Available to Pay Existing and Future Debt: The District currently does not have outstanding and does not expect to incur future debt, based on its current three year capital improvement plan attached hereto.

RESOLUTION 2008-1

RESOLUTION OF THE CARSON WATER SUBCONSERVANCY DISTRICT ESTABLISHING A POLICY FOR INVESTMENT AND PORTFOLIO MANAGEMENT

WHEREAS, in 2000, Carson Water Subconservancy District (“District”) established a policy for the prudent investment of District funds through Resolution 2000-1;

WHEREAS, the Investment and Portfolio Management policies needs to be revised;

NOW, THEREFORE, BE IT RESOLVED, by the Carson Water Subconservancy District as follows:

Section 1. Scope

- A. This policy applies to activities of the District with regards to the investing of the financial assets of all funds, including the following:

General Fund
Special Revenue funds
Capital project funds
Enterprise funds
Debt Service Funds
Internal Service Funds
Trust and Agency Funds

1. Should bond covenants be more restrictive than this policy, funds will be invested in full compliance with those regulations.

Section 2. Objectives

- A. Safety: Safety of principal is the foremost objective of the District’s investment program. Investments by the General Manager shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio.
- B. Liquidity: The District investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
- C. Return on Investment: The District’s portfolio shall be invested with the objective of obtaining an appropriate market rate of return in relation to the prevailing budgetary and economic environments. This would take into account the

District's investment risk constraints and the cash flow characteristics of the portfolio.

Section 3. Performance Evaluation

- A. The District's investment strategy is defined as minimally active. Although the District may be a daily short term investor, the District has the ability to take advantage of longer term market opportunities as they occur by analyzing projected cash flow. Given this strategy, the basis used by the General Manager to determine whether competitive market yields are being achieved shall be the ninety day United States Treasury bill.

Section 4. Authorization

- A. Funds of the District will be invested in compliance with the provisions of Nevada Revised Statutes, chapter 355.167 through 355.200, and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. Investment of any tax exempt borrowing proceeds and of any Debt Service Fund will comply with the 1986 Tax Reform Bill provisions referring to the Internal Revenue Code Section 148 which deals with arbitrage.

Section 5. Prudence

- A. The standard of prudence to be used by authorized treasury personnel shall be the following "prudent person" standard, as hereafter quoted, and shall be applied while conducting all investment transactions:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Section 6. Authorized Investments

The General Manager, in accordance with the provisions of NRS 355.170, 355.180, and this investment policy, is authorized to invest in:

- A. United States Treasury Bills, Notes, and Bonds;

- B. Negotiable Certificates of Deposit;
 - 1. Issued by commercial banks
 - 2. Issued by insured savings and loan associations
- C. Bankers' Acceptance;
 - 1. Maximum maturity of 180 days
 - 2. Aggregate book value may not exceed 20% of the total book value of the portfolio
- D. Commercial Paper:
 - 1. Maximum maturity of 270 days
 - 2. Rating must be A-1, P-1, or its equivalent or better
 - 3. Aggregate book value may not exceed 20% of the total book value of the portfolio (See Section 10 Diversification A-2)
- F. Money Market Mutual Funds;
 - 1. Are registered with the Securities and Exchange Commission.
 - 2. Rating must be AAA or equivalent by nationally recognized rating service.
 - 3. Invests only in securities issued by the Federal Government or its agencies or in repurchase agreements fully collateralized by such securities.
- G. Time Certificates of Deposit;
 - 1. Collateral requirements (see Section 7 A)

Section 7. Collateralization

- A. Uninsured time certificates of deposit with commercial banks and insured savings and loan associations shall be collateralized in the manner prescribed by NRS 356.020 for depositories accepting District investment funds.

Section 8. Safekeeping/Custody and Delivery

- A. Securities purchased by the General Manager, as well as collateral for both repurchase agreements and time certificates of deposit over the FDIC insurance amount, shall be delivered against payment and held in a custodial safekeeping account with the trust department of a bank acting as a third party custodian. (NRS 355.172)

1. This bank will be designated by the General Manager and all transactions will be evidenced by safekeeping receipts.
2. Time certificates of deposit will be held by the General Manager.

Section 9. Maturities

- A. Liquidity: To the extent possible, investment maturities must match the anticipated cash flow requirements. Portfolio management procedures will provide for the assessment of net cash flow positions for at least a three month period.
- B. Market Risk: market risk relates to the continuous price fluctuations of marketable securities that may result in a loss to the District if cash flow requirements force a premature sale.
 1. Portfolio maturities must be structured to avoid the forced sale of securities in any but the most severe circumstances. To this end, portfolio management procedures will provide for the projection of a "Minimum Liquidity Requirement" for the District's operating fund.
- C. Minimum Liquidity Requirement: This is defined as the total cash flow needed to pay District obligations for a period of four weeks. All securities to be included in the "Minimum Liquidity Requirement" must mature within 28 days.
- D. Intermediate Market Investment: That portion of District funds remaining after deletion of the "Minimum Liquidity Requirement" may be invested in the intermediate market, defined herein as instruments maturing between zero and ten years.
- E. No US bonds, debentures, bills, notes, agency obligations or securities purchased, including those used as collateral for repurchase agreements, may have a maturity date of more than 10 years from the date of purchase.

Section 10. Diversification

- A. Assets held in the investment portfolio shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific class of securities. The following diversification limitations shall be imposed on the portfolio:
 1. With the exception of United States Treasury and government agency securities, no more than 20% of the total book value of the portfolio will be invested in a single security type.

Section 11. Authorized Financial Dealers and Institutions

- A. If authorized by the Board of Directors, the General Manager will maintain a list of approved broker/dealers and financial institutions which are authorized to provide investment services to the District. Authorized broker/dealers will be limited to “primary” dealers or other dealers that qualify under SEC Rule 15C3-1, the Uniform Net Capital Rule.
1. The General Manager shall conduct periodic reviews to identify those firms which offer diverse approaches, access to markets, analysis, and interpretations needed to effectively manage the portfolio. All approved firms are expected to be familiar with the precautions appropriate to public sector investments while also being expected to familiarize themselves with the District’s investment objectives, policies, and constraints.
 2. The General Manager will require that a current financial statement be on file for each broker/dealer and financial institution through which the District invests.
 3. The General Manager shall encourage all financial institutions doing business within the State of Nevada, including those owned by women, minorities, and/or the physically impaired, to make bids or offers for securities contemplated for sale or purchase by the District. Consideration will be given to such institutions when their markets are identical to national firms, while also establishing that equivalent risk, liquidity, maturity, quality, service, and convenience exists between competing firms.

Section 12. Reporting

- A. The General Manager will submit for each month a report to the Board of Directors. It will contain sufficient information to permit an evaluation of the performance of the investment program. The purpose for submitting these reports will be to obtain suggestions for improved future performance, and to verify that authorized District personnel have acted in accordance with the investment policy and written investment procedures.

Section 13. Rescission of Resolution

- A. Upon adoption of this Resolution, Resolution 2000-1 and any proceeding resolution establishing a policy for investment and portfolio management are hereby rescinded to the extent they are inconsistent with this resolution.

ADOPTED this 17 day of December, 2008.

Chairwoman
Carson Water Subconservancy District

ATTEST:

Secretary
Carson Water Subconservancy District

RESOLUTION 99-2

RESOLUTION OF THE CARSON WATER SUBCONSERVANCY DISTRICT ESTABLISHING A POLICY FOR PROPERTY AND EQUIPMENT CONTROL INVENTORY

(REVISED 9-18-13)

WHEREAS, Carson Water Subconservancy District (“District”) needs to establish a policy to maintain appropriate property and equipment inventory controls;

WHEREAS, N.R.S. 354.625 requires the governing body of every local government to establish and maintain adequate property and equipment control records;

WHEREAS, to update and keep current the fixed asset records of Carson Water Subconservancy District, it will be necessary to maintain the system on a quarterly basis for additions, deletions, and transfers, as well as changes in data for existing property and equipment items;

NOW, THEREFORE, BE IT RESOLVED, by the Carson Water Subconservancy District as follows:

Section 1. Equipment to Be Controlled:

Items \$500.00 and over will be considered fixed assets and become part of the financial statements of the District. Items under \$500.00, considered “walk-away items”, will be assigned a number and appear on the inventory as Non-Capital Equipment.

Section 2. Maintenance Procedures:

- A. Additions. For all new or used property and equipment acquired by the District, a property number will be assigned to each item as the invoices are paid and tagged as shown on “Attachment A.” District staff will also add the item to the District’s fixed asset or non-capital equipment record noting the following:

- Property number
- Item description
- Model number
- Serial number
- Date of acquisition
- Cost or value at acquisition (nearest dollar amount)
- Source of acquisition

- B. Surplus Property. As items become obsolete or unnecessary for use by CWSD, staff will prepare a list of items to surplus and delete from the fixed asset or non-capital equipment

inventory. At the nearest meeting the Board of Directors will review the list and direct staff to either dispose of the item(s) or keep the item(s).

- C. Deletions. As items are broken, traded, lost, or otherwise disposed of, staff should prepare a list of items to be deleted from the fixed asset or non-capital equipment inventory. The Board of Directors will review the list and take action as appropriate at the nearest Board meeting.

ADOPTED this 15th day of December, 1999.

Chairman
Carson Water Subconservancy District

ATTEST:

Secretary
Carson Water Subconservancy District

ATTACHMENT A

LOCATION OF PROPERTY TAG

The property tag shall be affixed as follows:

Desks - inside right hand drawer, right side

Chairs - under seat toward back

Tables - bottom corner

Files - inside top drawer, front panel

Shelves & Bookcases - upper right, inside

Laptop Computers - under side, front

Desktop Computer Monitors - under side, front

CPU's - right side toward back

Keyboards - under side, front

Printers - right side toward back

Typewriters - inside lid, right side

Calculators - under side, front

(General Rule - right side, facing inside or under right corner)

6-17-09

CARSON WATER SUBCONSERVANCY (CWSD) POLICY FOR SHORT-TERM LOANS TO THE CONSERVATION DISTRICTS AND WATERSHED ORGANIZATIONS

Policy:

This policy recognizes that the conservation districts and watershed organizations provide a tremendous benefit to the overall watershed through their river restoration projects. Many of these projects are funded by state and/or federal reimbursement grants. Sometimes the time to process the reimbursement payment can create a negative impact on the entity's cash flow. This policy will allow CWSD to provide short term loans to the conservation districts and watershed organizations so that they can pay their contractors in a timely manner. CWSD will be reimbursed once the entity receives the funds from the granting agency.

Purpose and Objective:

To establish a uniform procedure for providing short term loans to the conservation districts and watershed organizations as they are waiting for reimbursement from a state and/or federal grant.

General Procedures, Guidelines, and Responsibilities:

When a conservation district or watershed organization needs a short-term loan, the entity will submit a written request to CWSD with the following information provided:

- A. The purpose of the request.
- B. The amount of the request.
- C. The estimated term of the loan.
- D. Proof the loan will be reimbursed from the state and/or federal grant.

Staff will notify the CWSD Board of Directors of any loans made and when the funds have been reimbursed. Any loan amount, or combination of loans to any given entity, in excess of \$40,000 must first receive approval by the Board. The total maximum amount of loans that may be outstanding at any one time shall not exceed \$120,000.

**RESOLUTION OF THE CARSON WATER SUBCONSERVANCY DISTRICT
AUTHORIZING AND DESIGNATING SIGNATORIES OF
DEPOSITORY AGREEMENTS, DEPOSITORY CARDS AND
DEPOSITS, TRANSFERS AND WITHDRAWALS OF FUNDS**

NOW, THEREFORE, BE IT RESOLVED, by the Carson Water Subconservancy District as follows:

- Section 1. Depository Agreements - Regular Checking Account. All receipts of Carson Water Subconservancy District funds will be deposited into this Checking Account; and all checks will be drawn against this account.
- Section 2. Depository Cards - All Accounts. The persons authorized and directed to execute depository cards for all bank accounts of the Carson Water Subconservancy District are designated as follows:
- A. Carson Water Subconservancy District Officers:
Chair
Vice-Chair
Treasurer
Secretary
- B. Carson Water Subconservancy District Staff
General Manager
Administrative Assistant
- Section 3. Signing of Checks. Checks of Carson Water Subconservancy District may be signed by certain persons as follows. Facsimile signatures are not acceptable.
- A. Any check up to \$40,000 may be signed by any two persons authorized under Section 2 above.
- B. Any check over \$40,000 must be signed by two Carson Water Subconservancy District officers as indicated in Section 2A above;
- Section 4. Credit Card Use. The General Manager will be issued a credit card for incidental Carson Water Subconservancy District expenses. The credit

card shall have a credit limit of \$5,000 or the minimum credit limit of the issuing entity, whichever is higher.

- Section 5. Intra-bank Transfers. Authorization to transfer funds between the Carson Water Subconservancy District checking accounts and the State Investment Pool accounts may be signed by any person listed under Section 2.
- Section 6. Recission of Resolution. Upon adoption of this Resolution, Resolution No. 2002-1 and any preceding resolution authorizing and designating signatories of depository agreements, depository cards and deposits, transfers and withdrawals of funds are hereby rescinded to the extent they are inconsistent with this Resolution.
- Section 7. Expenditures made under the authority of this Resolution shall be included in the monthly Treasurer's Report to the Carson Water Subconservancy District Board.

ADOPTED this 12th day of December, 2007.

*Chairman
Carson Water Subconservancy District*

ATTEST:

*General Manager
Carson Water Subconservancy District*

CARSON WATER SUBCONSERVANCY (CWSD)

TRAVEL POLICY

Adopted 6-21-2000; Revised 3-20-2011, 12-14-2016

Policy:

This policy recognizes that certain travel and related expenses incurred on behalf of CWSD by the Board of Directors and/or its employees are a benefit to CWSD and therefore the Board members and employees are eligible for reasonable and customary reimbursement expenses associated with such travel. This policy is to ensure that travel in the interest of CWSD is fairly and economically administered and that all expenses incurred by Board Members and employees are within established guidelines and provide a thorough audit trail. Travel expenditures must comply with budgetary guidelines.

General Procedures, Guidelines, and Responsibilities:

This policy applies to all Board Members and employees who travel to participate in approved training sessions, workshops, conferences, and seminars.

Any personal travel and associated expenses incurred in conjunction with approved travel on CWSD business will be strictly separate and distinguishable from official, reimbursable CWSD travel expenses. CWSD will not pay for personal travel expenses.

All travel requests, except mileage reimbursement, must be approved by the Board. If a conference, seminar, or workshop occurs before Board approval can be obtained, the Chairperson can authorize attendance and the action will then be ratified at the next Board meeting.

Travel outside the continental United States of America is prohibited without prior approval from the Board.

Transportation Costs:

Mode of transportation will be cost conscious, taking into consideration the value of times required away from the workplace. Transportation will be by the least expensive, practical mode available (i.e., the lesser of airfare or automobile expenses).

With the exception of employees receiving a car allowance, the allowance for travel by private conveyance is the amount per mile allowed by the IRS. The employee will not get reimbursed for mileage to and from the office and their residence. This is considered normal commuting miles. However, if an employee travels on CWSD business that is on their way to their residence or the office, the employee will only get reimbursed the extra mileage greater than their normal commuting miles. The exception is if the travel occurs on a weekend or holiday outside the normal work schedule. In that case the employee work will be reimbursed for all work miles driven.

All travel expenses (airfare, car rental, commuters, etc.) require the submission of original receipts and invoices. It is understood, however, that some public conveyances, such as taxis, buses, and mass transit systems, do not issue receipts. In these cases, reimbursement for expenses incurred will be itemized and certified by the Board Member or employee.

When combining personal and business travel, there must be a clear distinction between business and personal expenses. Board Members and employees will only be reimbursed for business travel. No spousal, dependent, or companion travel expense will be eligible for reimbursement.

Lodging:

Choice of lodging will be cost conscious and located within the proximity of the event or activities to curb transportation costs. Premium lodging is specifically disallowed, but lodging should be safe and sanitary, and CWSD expects to pay a reasonable cost to ensure same. Receipts must be submitted for reimbursement.

Board Members and employees may be accompanied by their spouses, but any cost differential for the additional room occupancy will be the spouse=s personal expense.

Registration:

Registration expenses to attend a conference, seminar, training, etc., will be paid in advance or reimbursed by the CWSD upon submission of the claim, registration form, and agenda.

Meals:

Meal expenses incurred in conjunction with travel will be cost conscious and will be reimbursed for actual expenses. A receipt is required for reimbursement. If a receipt is not available, then reimbursement will be based on a cost of \$15.00 for breakfast, \$16.00 for lunch, and \$28.00 for dinner.

CWSD will only reimburse breakfast if travel begins prior to 6:00 a.m. and dinner if travel extends beyond 7:00 p.m. This excludes Board Meeting nights unless pre-approved by the Chairperson. Per IRS standards, any meal reimbursed in connection with an overnight stay will not be taxable to the employee. However, any meal reimbursed without an overnight stay may be reported as a fringe benefit to the employee.

CWSD will reimburse meal expenses of Board Members and General Manager not taken in conjunction with travel but incurred at any time while conducting CWSD business. Reimbursement will be made after submission of original receipts and at the actual cost.

No spousal or unrelated business guest's meal expense will be eligible for reimbursement by CWSD.

In no case will alcoholic beverage purchase or charitable donations be reimbursed.

Other:

All other requests for reimbursement for travel expenses must be explained in detail and accompanied by the original receipt.