

**CARSON WATER SUBCONSERVANCY DISTRICT  
FINANCE COMMITTEE MEETING  
July 29, 2014, 1:30 A.M.**

**DRAFT Meeting Minutes**

**Directors Present:**

Ray Fierro, Lyon County  
Greg Lynn, Douglas County  
Don Jardine, Alpine County (by teleconference)

**Staff Present:**

Edwin James, General Manager  
Toni Leffler, Secretary

**Others Present:** none

The meeting was called to order at 1:38 p.m. by Director Lynn. The meeting was held in the Conference Room of the Carson Water Subconservancy District, 777 E. William St., #110, Carson City, Nevada. A quorum of the Finance Committee was present.

**Item #3 - Public comment.** None

**Item #3 - Discussion for possible action to establish a policy regarding the General Manager's authority to approve payments for budgeted accounts.** Ed James explained that over the years CWSD developed an informal procedure on what authority the General Manager has in approving payments for budgeted items. Although CWSD has been following these procedures for many years, staff realized that many of the Board members who help set up these procedures are no longer with CWSD and there is no written policy. Mr. James reviewed the proposed policy with the committee members. Director Lynn asked whether addressing expenditures over 5% of a given account is adequate. Mr. James responded that it is enough. Director Fierro noted that the longest the General Manager would have to wait for an opportunity to get Board approval is one month since the Board meets monthly.

*Director Fierro made a motion that the Finance Committee recommend Board approval of the policy for Criteria for Budget Expenditures as presented. Director Jardine seconded the motion which was unanimously approved by the Finance Committee. Mr. James received approval to place the item on the consent agenda at the August Board meeting.*

**Item #4 - Discussion for possible action to provide funding to the Alpine County Aspen Festival.**

Mr. James explained that Dan Kaffer came to the July CWSD Board meeting asking for funding for the Aspen Festival in an amount between \$500-\$5,000. The only money Mr. James saw immediately available in the FY 2014-15 budget was \$500 in the Miscellaneous Expenses account. The Board approved donation of the \$500 plus staff support and requested that the Finance Committee meet to consider additional funding. Mr. James noted that whatever amount the Board approves could be transferred from the Preliminary Planning account to the Miscellaneous Expense account.

Director Lynn suggested that if the event costs \$6,000, CWSD could fund one-half. Director Jardine agreed that was a good idea.

*Director Fierro made the motion that the Finance Committee recommend Board approval of an additional \$2,500 donation to the Aspen Festival, bringing the total donation to \$3,000, plus staff time. Director Lynn seconded the motion which was unanimously approved by the Finance Committee.*

No public comment. There being no further business to come before the Finance Committee, Director Fierro made the motion to adjourn, and the meeting be adjourned at 1:45 p.m.

Respectfully submitted,

Toni Leffler  
Secretary