

<p style="text-align: center;">ADMINISTRATIVE COMMITTEE OF THE CARSON WATER SUBCONSERVANCY DISTRICT</p>
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NOTICE OF PUBLIC MEETING

DATE: April 3, 2019
TIME: 11:00 a.m.
LOCATION: Carson Water Subconservancy District Conference Room
777 E. William St., #110
Carson City, NV 89701

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 CWSD Board of Directors for ultimate action. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Catrina Schambra at (775) 887-7450 (<mailto:catrina@cwsd.org>), at least three (3) days in advance so that arrangements can be made.

AGENDA

- 1) Call to order of the Carson Water Subconservancy District's (CWSD) Administrative Committee
- 2) Roll Call
- 3) For 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.
- 4) For Possible Action: Approval of the Administrative Committee Minutes from November 16, 2018.
- 5) For Possible Action: Review the draft Public Records Request Policy and Request Form.
- 6) For Possible Action: Review the draft Purchasing Policies and Procedures.
- 7) For Possible Action: Review the draft Credit Card Policies and Procedures.
- 8) For Possible Action: Review the draft Fraud, Waste & Abuse Policy.
- 9) For Possible Action: Review the draft Americans with Disabilities Act (ADA) Notice and Grievance Procedure.
- 10) For Possible Action: Discuss revising the Director Meeting Compensation Policy and Procedure.
- 11) For Possible Action: Discuss proposed COLA for FY 2019-2020.
- 12) For Possible Action: Discuss proposed modification to the CWSD Board Agenda.
- 13) For Possible Action: Discuss proposed increase in Administrative Assistant hours from 35 to 40 per week.
- 14) For 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.
- 15) For Possible Action: Adjournment

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (<mailto:catrina@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

-CWSD website:
<http://www.cwsd.org>

-State public meetings website:
<http://notice.nv.gov>

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9:00 A.M. March 28, 2019, he/she posted a copy of the Notice of Public Meeting and Agenda for the April 3, 2019, meeting of the Administrative Committee of the Carson Water Subconservancy District 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: 4-3-19
SUBJECT: Agenda Items Background Information
.....

Agenda Item #5 - For Possible Action: Review the draft Public Records Request Policy and Request Form.

In preparing for our single audit for fiscal year 2018-19 we have been advised that we need to adopt several policies and procedures to be in compliance. Attached is a draft Public Records Request Policy and Request Form.

Agenda Item #6 - For Possible Action: Review the draft Purchasing Policies and Procedures.

Attached is a draft Purchasing Policies and Procedures.

Agenda Item #7 - For Possible Action: Review the draft Credit Card Policies and Procedures.

Attached is a draft Credit Card Policies and Procedures.

Agenda Item #8 - For Possible Action: Review the draft Fraud, Waste & Abuse Policy.

Attached is a draft Fraud, Waste & Abuse Policy.

Agenda Item #9 - For Possible Action: Review the draft Americans with Disabilities Act (ADA) Notice and Grievance Procedure.

Attached is a draft Americans with Disabilities Act (ADA) Notice and Grievance Procedure.

Agenda Item #10 - For Possible Action: Discuss revising the Director Meeting Compensation Policy and Procedure.

In the past, many of the elected officials to CWSD Board were either reimbursed by their county or drove a county car to CWSD Board and Committee meetings. Recently it has been pointed out that the elected officials to CWSD Board are not being reimbursed for attending CWSD Board and Committee meetings. Attached is a proposed change to the Director Meeting Compensation Policy and Procedure to reimburse mileage for all Board Members. Because this policy will have an impact on CWSD budget staff is proposing this change go into effect July 1, 2019. We will need to increase the Travel Budget for next fiscal year. The anticipated increase will be \$5,400.

Agenda Item #11 - For Possible Action: Discuss proposed COLA for FY 2019-2020.

Staff is recommending a 2% COLA for fiscal year 2019-20. This COLA adjustment is in line with many of surrounding counties. This increase was included in the Tentative Budget; however, the Board needs to approve the COLA before the final budget.

CWSD Administrative Committee
4/3/19 Meeting Agenda Background

Agenda Item #12 - For Possible Action: Discuss proposed modification to the CWSD Board Agenda.

To make our meeting agenda flow less cumbersome, the Board directed Mr. James to research a way to streamline the agenda while staying compliant with Open Meeting Law requirements. Per guidance from the Attorney General, it is acceptable for the Board to convene as both the Board of Directors AND Carson River Watershed Committee at the start of the agenda and proceed through the agenda without breaking in and out of committee. Attached is a draft of the proposed new agenda format.

Agenda Item #12 - or Possible Action: Discuss proposed increase in Administrative Assistant hours from 35 to 40 per week.

At the 2019 strategic planning session we discussed ambitious plans for continued community outreach and educational projects. Due to the increased activity and the needed administrative coordinating of events, it would be beneficial to have the support of a fulltime Administrative Assistant. Catrina is willing and eager to expand her role in the administrative duties required of the office, as well as well as being an active supporter and participant in our activities in the watershed.

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
November 16, 2018, 1:30 P.M.**

DRAFT Meeting Minutes

Committee Members Present:

Karen Abowd, Carson City
Carl Erquiaga, Churchill County (by teleconference)
Don Frensdorff, Douglas County (ag)
Ken Gray, Lyon County
David Griffith, Alpine County

Staff Present:

Ed James, General Manager
Toni Leffler, Administrative Assistant

Others Present: none

Ms. Abowd called the meeting of the Administrative Committee to order at 1:33 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 in person and by teleconference.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee minutes from January 24, 2018 and July 9, 2018. Committee Member Griffith requested a correction to the minutes of July 9, 2018 to reflect that he was also in attendance at the January 24, 2018 meeting. The committee agreed on July 9 to hold approval of the January 24 minutes over to the next meeting to give time for Mr. James to research how to proceed with meeting minute approval in the event that there was only one committee member present at both meetings and no one to second the motion for approval. Mr. James' consulted with Patrick King, CWSD's legal counsel, who advised that the meeting minutes may be approved regardless of who was present at the meeting.

Committee Member Griffith made the motion to approve the minutes from the Administrative Committee meetings on January 24, 2018, and July 9, 2018, as amended. The motion was seconded by Committee Member Frensdorff and unanimously approved by the Administrative Committee.

Item #5 - For Possible Action: Approval of updates to the Personnel Policy Manual. Mr. James explained that the auditor informed staff that GASB requires an actuary to determine liability for retiree benefits. Proposed changes to the Personnel Policy Manual were included in the committee package.

POOL/PACT recommended changes to Social Media policy. The entire Social Media policy was

CWSD Administrative Committee
November 16, 2018, *DRAFT* Meeting Minutes

replaced because there were so many changes.

Committee Member Gray made the motion that the Administrative Committee recommend CWSD Board approval of updates to the Personnel Policy Manual. Committee Member Griffith seconded the motion which was unanimously approved by the Administrative Committee.

Item #6 - For Possible Action: Selection of a candidate to receive the 2019 Andy Aldax Carson River Watershed Award. Mr. James explained that there were three nominations for the 2019 Andy Aldax Carson River Watershed Award: Duane Petite, Pamela Petite, and Lynn Zonge.

Committee Member Abowd noted that there was not much information provided about Duane Petite in his nomination and it is unclear how far beyond Gardnerville Elementary School that Pamela Petite's involvement has been. Ms. Abowd mentioned that Lynn Zonge is well-known to be very involved in serving the watershed and is recommended by several "heavy-hitters" of service to the watershed. The other committee members agreed that Duane and Pamela Petite's nominations were not as informative as Lynn Zonge's about the extent of their service to the Carson River Watershed.

Committee Member Frensdorff made the motion that the Administrative Committee recommend that CWSD Board select Lynn Zonge as the recipient of the 2019 Andy Aldax Carson River Watershed Award. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.

Item #7 – For Possible Action: Appointment of the CWSD General Manager to the Carson Truckee Water Conservancy District Board of Directors. Mr. James explained that the Carson Truckee Water Conservancy District (CTWCD) was established in 1958, responsible for proposed upstream projects in the Carson and Truckee River watersheds. The board was made up of representatives from Nevada counties in each watershed. Within a year it was determined that the Carson River needed its own governing board, so the Carson Water Subconservancy District was formed in 1959. In 1980, representatives from the Truckee Carson Irrigation District (TCID), Washoe Storey Conservation District, Truckee Meadows Water Authority (TMWA), and CWSD were added to the CTWCD Board.

Mr. James mentioned that he feels he gives a good overview on water issues to that board, along with his experience working with FEMA and other agencies. The committee members agreed that there was no one better suited to represent CWSD than Mr. James.

Committee Member Gray made the motion that the Administrative Committee recommend CWSD Board authorize the Chairman to sign a letter of recommendation for gubernatorial appointment of the General Manager to the Carson Truckee Water Conservancy District Board of Directors. The motion was seconded by Committee Member Frensdorff and unanimously approved by the Administrative Committee.

Item #8 – For Possible Action: Approval of changes to the Administrative Assistant job

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description. Mr. James explained that the only change to the current job description is to add sentences under Special Conditions: “Employee may be required to work some evenings, weekends, and holidays. Work week may be flexible.”

Committee Member Gray recommended that the first sentence be modified to read: “Employee may work some evenings, weekends and holidays as needed.”

Committee Member Griffith made the motion that the Administrative Committee recommend CWSD Board approval of changes to the Administrative Assistant job description as modified by Committee Member Gray. The motion was seconded by Committee Member Gray and unanimously approved by the Administrative Committee.

Item #9 – For Possible Action: Appointment of Board Officers for 2019 and 2020. Mr. James explained that the rotation for officers is Churchill County, Douglas County, Carson City, then Lyon County. Under the criteria to serve as officers, Director Erquiaga qualifies for and has agreed to serve as Chair; Director Thaler qualifies for and has agreed to serve as Vice Chair; Director Bonkowski qualifies for and has agreed to serve as Treasurer. Mr. James noted that in two years, Directors Thaler and Bonkowski may not be continuing with CWSD.

Committee Member Griffith made the motion that the Administrative Committee recommend CWSD Board approval of Director Erquiaga as Chairperson, Director Thaler as Vice Chair; and Director Bonkowski as Treasurer for 2019 and 2020. The motion was seconded by Committee Member Frensdorff and unanimously approved by the Administrative Committee.

Item #10 – For Possible Action: Discussion regarding the FEMA MAS #9 flood study agreements for: Restudy and Remapping of Pine Nut Drainage Area in Douglas County; Update of HEC-RAS 5.0.3 Version to the 5.0.5 Version for the Carson Valley Physical Map Revision; North Carson City Identification and Mitigation Plan; and South Dayton Area Drainage Master Plan. Mr. James mentioned that CWSD had developed and set out Requests for Proposals for the various projects associated with the FEMA MAS #9 grant. CWSD staff and the county staffs associated with each project reviewed and scored the proposals. From this process:

- HDR was selected to conduct the restudy and remapping for the Pinenut Creek in Douglas County.
- Michael Baker International was selected to conduct the mitigation plan for the north portion of Carson City.
- J.E. Fuller was selected to conduct the Area Drainage Master Plan for the Dayton area south of the Carson River.
- HDR was selected to update the HEC-RAS from version 5.0.3 to 5.0.5 for the Carson Valley reach along the Carson River.

Mr. James mentioned that he and the county representatives met with each consultant to develop a

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Scope of Work, schedule, and costs. The Carson City study and updating the HEC-RAS model has been agreed upon and will be included in the November Board package. The remapping of Pinenut Creek and the South Dayton Area Drainage Master Plan will be brought forward at the December Board meeting.

Mr. James noted that there has been a request that in the future CWSD develop a Request for Qualifications (RFQ) and establish a list of firms who can provide professional services qualifying to do various kinds work. This would expedite the process when selecting a firm for each project. This process will be developed sometime early next year.

Item #11 – Discussion Only: Public Comment - None

Item #12 – Adjournment - *There being no further business to come before the Administrative Committee, Committee Member Gray made the motion to adjourn and the meeting adjourned at 2:14 p.m.*

Respectfully submitted,

Toni Leffler
Secretary

DRAFT

Carson Water Subconservancy District PUBLIC RECORDS REQUEST PROCEDURES POLICY

(April 2019)

I. PURPOSE

To establish the policy and procedures for handling requests from the public for information, data, records, reports, and publications.

II. AUTHORITY

NRS 239

NAC 239

III. REFERENCES

Nevada State Records and Retention Schedules

IV. DEFINITIONS

Public Information - Information, data, and records of the Exchange, unless declared confidential by law, are public information.

V. PROCEDURES

The information, data, and records will be made available for inspection by the public during normal business hours, Monday through Friday 8:00a.m. to 5:00p.m. Pursuant to NRS Chapter 239.0107, the CWSD will acknowledge receipt of a request and provide a status report to the requestor within five business days.

1. Request for public records

A request may be made to the CWSD General Manager by completing the CWSD Public Records Request Form and submitting it either by mail, email, FAX or deliver it directly to the CWSD office at:

Attn: Public Records Request
Carson Water Subconservancy District
777 E William Street, #110A, Carson City, NV 89701

A request should contain details regarding the records being requested, which will focus and expedite the records search. The request should also include the requestor's contact information, preferably with email and physical mailing addresses and a daytime phone number.

A request for public records need not be made on the CWSD public requests form and may be made verbally, as long as the request is not extraordinary and otherwise readily identifiable as a request for public records.

2. Timeframe for Responding to a Request

Pursuant to NRS Chapter 239.0107, the CWSD will acknowledge receipt of a request and provide a status report to the requestor within five business days. The office will provide a staff contact point and, if necessary, ask for clarification so it can expedite the search for records relevant to your needs.

The CWSD General Manager or another appropriate CWSD employee will notify the requestor when the material is ready for inspection. Inspection of such public records must take place in the CWSD office during normal business hours, Monday through Friday, 8:00AM to 5:00PM. If the requestor asks for copies of specific documents while on site, copies will be made by CWSD staff and the requestor will be charged per the CWSD fee schedule.

Records are not always readily accessible and may be located in archived files. To save time, prior to visiting the office to see documents or files that may or may not be on-hand, the CWSD asks that a request be made by either letter, email or FAX before visiting the office.

Due to the volume of requests, records accessibility, staff availability, and legal constraints, the CWSD may need a few days or even weeks to locate and produce requested records.

3. Confidential Records

Records may be deemed as confidential by the CWSD. In such cases, the agency has the burden of establishing confidentiality, and must cite the appropriate legal authority for that confidentiality such as state or federal statute, court order, etc.

4. Protection of Original Documents

At no time should any person inspecting public records be allowed to remove original records from the premises or location stored. Reasonable steps shall be taken to ensure the protection of public records while being inspected including but not limited to supervision, viewing areas, and sign-in sign-out requirements.

5. Extraordinary Use of Personnel or Resources

In accordance with NRS 239.055, if a request for copies or inspection of public books or records will require extraordinary use of personnel or technological resources, including the redaction of personal or other privacy protected information a government entity may charge a reasonable fee to comply with such an extraordinary request. A request that is reasonably estimated to take more than 2 hours of staff time is deemed extraordinary. Extraordinary use fees are defined below.

6. Fees

The CWSD may charge for document searches, certification of documentation, copies and staff time in accordance with NRS 239.052 and 239.055. These fees will be posted in a conspicuous place in the CWSD office. Posting and shipping costs will be reimbursed by the requestor based on the procedure below:

- a. Invoices: Any fees imposed must be invoiced and must detail each of the four costs: staff time, copies, scanning/e-mail/online posting, and postage.
- b. Cost estimates: Before further processing, the requester will be notified in writing and required to remit payment in full. If the final costs are less than estimated, the requester will be reimbursed any difference.
- c. Staff time: In accordance with Nevada Revised Statute 239.055, fees may be charged for extraordinary staff time for processing, researching, copying, legal/technical review, or viewing.
- d. Copying costs:
- Black & White: \$0.10 per page
 - Color: \$0.50 per page.
 - Certified Copies: \$5 per page.
 - Electronic Scanning to E-mail: \$0.10 per page.
- e. Postage/shipping: All shipping will be via USPS unless otherwise requested. Postage and shipping costs will be reimbursed by the requester.
- f. Payment: Checks or money orders must be payable to the "Carson Water Subconservancy District." Full payment of estimated fees is required
- g. Prior to commitment of substantial staff time and effort, full payment of actual fees is required before any records will be provided.
- h. Use of outside copying services. If estimated staff time exceeds four (4) hours, outside vendors/contractors may be utilized under the direction of the CWSD. Actual vendor costs in addition to staff time, if warranted, will be charged to the requester.

7. Failure to Retrieve or Inspect Records

If within thirty days of notification that records are available for inspection or copying the requestor fails to inspect or retrieve the entire set of records or one or more of the installments, as applicable, CWSD shall close the request. The requestor shall be notified in writing of this action. Please note that payment is still required.

Carson Water Subconservancy District

Public Records Request Form

Date: _____

Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____

Carson Water Subconservancy District

Attn: Public Records Request

777 E William St, #110A

Carson City, NV 89701

Phone: (775) 887-7450

FAX: (775) 557-7457

Under the Nevada Open Records Act § 239 et seq., I am requesting an opportunity to inspect or obtain copies of the following public records:

I would like to inspect/obtain these records in the following manner: _____

If there are any fees for searching or copying these records, please inform me of the cost.

If access to the records I am requesting will take longer than a 'reasonable' amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any, or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Name & Preferred Contact Method

Carson Water Subconservancy District

PURCHASING POLICIES AND PROCEDURES MANUAL

(April 2019)

1. PURPOSE

To establish uniform policies and procedures to be used by CWSD employees in the procurement of supplies, services, equipment, public works projects, and professional services.

To establish uniform policies and procedures for vendors who wish to do business with CWSD.

To provide additional controls in the expenditure of public funds.

To ensure that all CWSD employees know and conduct all purchasing-related activities strictly in accordance with all applicable laws, best procurement practices and ethical standards in their acquisition of the goods and services necessary for CWSD operations.

2. POLICY:

For CWSD to purchase goods and services needed to accomplish its mission. The policy is for all CWSD employees who perform any part of the purchasing function to procure needed goods and services in a timely and efficient manner, obtaining the best and most suitable product at least cost to CWSD and in accordance with applicable laws, policies and procedures.

3. PROCEDURES:

The following procedures will be followed for the purchase of supplies, services, public works, and professional services.

The Nevada Revised Statutes describe, and CWSD engages in, three categories of purchasing and related activities:

- A. Supplies and Services
- B. Public Works
- C. Professional Services

Procedures will be described below for each type.

A. Supplies and Services

1. Purchases of \$0- \$5,000

These individual purchases are left to the discretion of the General Manager, as long as the expense is included in the budget. There is no legal requirement to secure more than one price. However, most items in this price range are readily available and competition must be sought when available.

2. Purchases of \$5,000- \$49,999

Verbal price quotations must be secured from at least two vendors capable of providing the commodity or performing the service, if two vendors are available, unless the purchase is otherwise exempted. The quotations must be documented in the contract file.

All purchases or contractual services which will be paid from federal or state funds must be made in compliance with Federal and State law. In the majority of cases the more stringent purchasing policies and procedures of local government will prevail.

As described in NRS 332.115, some contracts by their nature are not adapted to award by competitive bidding and therefore exempt from competitive bidding.

None of the statutory exceptions preclude CWSD from seeking price quotations, Requests for Proposal, or negotiating with providers should there be more than one possible source.

3. Purchases in excess of \$50,000

Written quotations will be secured from at least three vendors capable of performing the service or providing the commodity, if three vendors are available, unless the purchase is otherwise exempted. The quotations must be documented in the contract file.

Except as otherwise provided by law, notice to bid shall be given in the form of an advertisement published in a newspaper of general circulation within the County on all proposed contracts and purchases having an estimated aggregate amount of more than \$50,000. Such advertisements may be published in adjoining counties or states, as necessary, to ensure competitive bidding. (See NRS 332.045.)

The notice must state the nature, character or object of the contract, the time and place where bids will be received and opened and (if applicable) where plans and specifications may be seen. The notice must appear at least once and not less than seven (7) days before the opening of bids. Pending bids shall be available for public inspection and preparation.

Except as otherwise provided, procurement of items or services of \$50,000 or more which are not adaptable to competitive bidding, and where time is not a factor, shall have prior approval by the CWSD Board of Directors at a regularly scheduled meeting.

If more than one qualified supplier is solicited, but only one responsive bid is received, the procurement can be considered competitive. Furthermore, negotiations may then be conducted with the one responding bidder.

B. Public Works

1. Projects \$0-\$25,000

Projects below \$25,000 require the solicitation of at least one informal proposal from a properly licensed contractor.

2. Projects between \$25,000 and \$100,000

If the proposed project is between \$25,000 and \$100,000, CWSD shall solicit at least three informal proposals from properly licensed contractors. Although the law permits informal proposals, approved plans and specifications must be on hand. A public opening of the three proposals is strongly recommended; especially at the higher end of the dollar threshold. The appearance of propriety, honesty, ethics and openness far outweigh the inconvenience of a brief public opening meeting.

3. Projects over \$100,000

If the proposed project exceeds an estimated aggregate sum of \$100,000, CWSD shall conduct a formal advertised bid.

The award recommendation will be presented by CWSD based upon a written recommendation, analysis, and tabulation of the bids submitted. Bid awards will be approved for award by CWSD Board of Directors as they require at a regularly scheduled meeting as a published agenda item.

All projects which will be paid in whole or part from Federal or State funds must comply with Federal and State law. In the majority of cases, the more stringent purchasing policies and procedures of local government will prevail.

The bid plans and specifications shall be prepared in such a manner as to not limit or restrict, directly or indirectly, to one specific concern.

If more than one qualified contractor is solicited, but only one responsive bid is received, the procurement can be considered competitive. Furthermore, negotiations may then be conducted with the one responding bidder.

Notice to bid may be given in the form of an advertisement published in a newspaper of general circulation within the County on a proposed contract having an estimated aggregate amount of less than \$100,000. Such advertisements may also be published in adjoining counties or states, as necessary, to ensure competitive bidding.

For projects estimated at over \$100,000, the notice to bid shall be advertised as described above, in accordance with NRS 338.143.

The notice must state the nature, character or object of the contract, the time and place where bids will be received and opened and (if applicable) where plans and specifications may be seen and obtained. The notice must appear at least once and not less than seven days before the opening of bids. Pending bids shall be available in CWSD office for public inspection and preparation.

If no responsive bids received CWSD may elect to re-bid.

C. Professional Services

Professional services generally consist of work performed by individuals licensed or certified to do that work. They may work independently or within a company, but the certification is of the individual.

The work, training and expertise distinguish one individual from another and therefore one individual in that profession cannot be accurately compared to another of the same profession and certification. Examples include doctors, dentists, attorneys, architects, engineers, certified public accountants, certain types of consultants and others who are professionally licensed or certified.

Professional services are exempt from competitive bidding by NRS 332.115 (1) (b). Generally, their services should not be solicited competitively because of the difficulty in comparing and evaluating competing bids.

Note that, according to NRS 625.530, "The selection of a professional engineer, professional land surveyor or registered architect... must be made on the basis of competence and qualifications... and not on the basis of competitive fees."

It is CWSD policy to select the most qualified professional individual for the job that is required and then attempt to negotiate a fee acceptable to both parties for the work be done.

Carson Water Subconservancy District

(April 2019)

Credit Card Policies and Procedures

Objectives

- To allow CWSD access to efficient and alternative means of payment for approved expenses.
- To improve managerial reporting related to credit card purchases
- To improve efficiency and expense reporting when travel and offsite meetings are required.

Policies

- The CWSD credit card will be issued to the General Manager.
- The CWSD credit card will be used only for business purposes. Personal purchases of any type are not allowed.
- The following purchases are not allowed:
 - Capital equipment and upgrades over \$5,000
 - Construction, renovation/installation
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Purchases involving trade-in of CWSD property
 - Any items deemed inconsistent with the values of the CWSD

- Cash advances on credit cards are not allowed.

Procedures

- A single credit card is issued for CWSD use and is to be kept in a secure location within the CWSD office when not in use.
- Detailed receipts must be retained and submitted to the Administrative Assistant as soon as possible after the transaction, and the card is to be returned immediately after use. In the case of meals and travel expenses, each receipt must include the date, time, names of all persons involved in the purchase, and a brief description of the business purpose of the purchase. All receipts must have similar pertinent information included as well.
- Monthly statements, with attached detailed receipts, must be paid by the Administrative Assistant within 20 days of receipt of the statement to enable timely payment of amounts due.
- All monthly statements submitted for payment must be approved for payment by the General Manager.
- All monthly statements submitted for payment must have the appropriate account number(s) and the associated amounts clearly written on the statement.

Carson Water Subconservancy District

Fraud, Waste & Abuse Policy

(April 2019)

I. Purpose

Carson Water Subconservancy District (CWSD) is committed to the responsible stewardship of our resources, and maintaining a comprehensive plan for detecting, preventing and correcting fraud, waste and abuse. To that end, CWSD encourages any individual who is aware of or suspects acts of fraud, waste or abuse of CWSD resources in any area, by any provider or with any entity that CWSD contracts with, to report such acts to CWSD General Manager. CWSD has zero tolerance for the commission or concealment of acts of fraud, waste or abuse.

II. Definitions

Fraud– An intentional misrepresentation or deception, usually in the form of a false statement, to obtain money or some other unauthorized personal benefit by deliberate deception to the detriment of another party, organization or entity. Fraud is an act that is committed knowingly, willfully, recklessly, or intentionally.

Waste– Incurring unnecessary costs as a result of deficient management, practices, systems or controls; the over-utilization of services (not caused by criminally negligent actions) and the misuse of resources.

Abuse– Incidents or practices that either directly or indirectly results in unnecessary costs to CWSD or other entities, although it is not an intentional misrepresentation. Abuse can also occur with excessive charges, and improper billing practices. Abuse can occur in financial or non-financial settings. Abuse can be a questionable practice, which is inconsistent with accepted CWSD policies.

Examples of fraud, waste and abuse activities include, but are not limited to:

- Forgery or alteration of documents (checks, contracts, grants, invoices, time sheets, leave records, etc.).
- Misrepresentation of information on documents (employment history, time sheets, leave records, travel reimbursement requests, financial records, etc.).
- Theft, unauthorized removal, or willful destruction of CWSD records, property, or the property of other persons (to include the property of employees, vendors, or visitors).
- Theft or misappropriation of funds, equipment, supplies, or any other asset.

- Improprieties in the handling and reporting of financial transactions.
- Serious abuse of CWSD time such as unauthorized time away from work or falsification of work hours reported.
- Authorizing or receiving payments for goods not received or services not performed.
- Vendor kickbacks.
- Misuse of authority for personal gain.
- Any computer-related activity involving the alteration, destruction, forgery, or manipulation of data for fraudulent purposes.
- Inappropriate use of CWSD-provided electronic devices such as computers, telephones, printers or email.
- Falsification of reports to management or external agencies.

III. Procedures

- A Code of Ethics (see Appendix A) has been written which details expected behavior covering various areas. In addition, the Employee Handbook and policy and procedures manuals detail procedures expected to be followed by employees.
- Policies and procedures are revised to reflect changes in regulations and CWSD practices. Policies are included in employee orientation and on-going education.
- Internal and external audits are performed periodically to ensure that CWSD accounting follows standards and regulations.
- CWSD **maintains an "open door" policy and employees are informed on how to** report issues of concern. Communications will be kept confidential to the degree possible while conducting investigations of the concern. All employee concerns will be investigated thoroughly and fairly.
- The general manager and staff will conduct the business and operations of CWSD based on approved policies and procedures.

APPENDIX A

CODE OF ETHICS

Board, committee members, and employees of CWSD should subscribe to the following ethical principles:

- To remain sensitive to and be appreciative of the ethnic, cultural, religious and lifestyle diversity of everyone.
- To respect and protect the confidentiality of information concerning CWSD employees and colleagues. To support staff in bringing constructive criticism of CWSD through appropriate channels and avoiding public conversations regarding employee concerns.
- To recruit, select, orient, educate and evaluate each staff person and to ensure competency based on identified job requirements.
- To support staff in upholding the ethical codes and practices of the various professions and associations representative in our community.
- To avoid behaviors which bring justifiable, critical comments on CWSD by the general public.
- To support, affirm and empower all CWSD employees and colleagues in the community in our care and service to the Carson River Watershed.

Carson Water Subconservancy District

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Carson Water Subconservancy District (CWSD) will not discriminate against qualified individuals with disabilities on the basis of disability in the CWSD's services, programs, or activities.

Employment: CWSD does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: CWSD will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in CWSD programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: CWSD will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all CWSD programs, services, and activities. For example, individuals with service animals are welcomed in CWSD offices, although otherwise animals are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a CWSD program, service, or activity, should contact Catrina Schambra, CWSD Administrative Assistant, at 775-887-7450, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require CWSD to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a CWSD program, service, or activity is not accessible to persons with disabilities should be directed to Catrina Schambra, CWSD Administrative Assistant at 775-887-7450.

CWSD will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Carson Water Subconservancy District

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a Complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Carson Water Subconservancy District (CWSD). CWSD's Personnel Policy governs employment-related complaints of disability discrimination.

The Complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the Complaint, will be made available, upon request, for persons with disabilities.

The Complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Catrina Schambra, Administrative Assistant
Carson Water Subconservancy District
777 William Street, #110A
Carson City, NV 89701

Within 15 calendar days after receipt of the Complaint, Catrina Schambra, or her designee, will speak to or meet with the complainant (whichever the complainant desires) to discuss the Complaint and the possible resolutions. Within 15 calendar days of the meeting, Catrina Schambra or her designee, will respond in writing, and, where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of CWSD and may offer options for substantive resolution of the Complaint.

If the response by Catrina Schambra, or her designee, does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response, to the General Manager, Ed James, or his designee.

Within 15 calendar days after receipt of the appeal, the General Manager, Ed James, or his designee, will speak to, or meet with the complainant (whichever the complainant desires) to discuss the Complaint and possible resolutions. Within 15 calendar days after the meeting, Ed James, or his designee, will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the Complaint.

All written complaints received by the Catrina Schambra, or her designee, appeals to the General Manager, Ed James, or his designee, and responses from these two offices will be retained by CWSD for at least three years.

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

(as of 7-19-00)
(revised 6-17-09)
(revised 2-19-14)
(revised 10-18-17)
[\(revised 4-17-19\)](#)

Policy:

The policy of Carson Water Subconservancy District (CWSD) is to allow Directors to be compensated for meetings and workshops when it is anticipated that the organization will derive a benefit therefrom and the Board has specified the need for Director participation or official representation of the District [and as allowed under NRS.541.110.-](#)

Purpose and Objective:

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

To establish procedures and responsibilities regarding 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 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:

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

1. Official meeting of CWSD –Board of Directors;

CWSD DIRECTOR MEETING COMPENSATION POLICY & PROCEDURES

2

(as of 7-19-00, revised 6-17-09, revised 2-19-14, revised 10-18-17, [revised 4-17-19](#))

2. Official Committees meeting of –CWSD Board
3. Meeting at which the Board has requested the Director to represent the CWSD; or
4. Meeting which the Chairman of CWSD 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 CWSD within established guidelines, allow Directors to receive compensation for conducting CWSD 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 CWSD and it is the CWSD's obligation to be cost conscious. Director fee must comply with budgetary guidelines.

Transportation Costs:

~~–All [non-elected](#) Directors can request –reimbursement for actual travel expenses for attending a qualifying meeting as mentioned above. The reimbursement rate will be–the amount per mile allowed by the IRS. [Mileage to Board and Committee Meetings will be calculated based on the distance from the Board Member's domicile to the meeting place. For other qualifying meetings Director must submit a "Request for Travel Reimbursement" form.](#) Elected Officials ~~who are Directors and~~ who are [eligible for travel](#) reimbursement [for travel](#) from their appointing county or [travel in county vehicle will not request agency should apply for](#) reimbursement from ~~that entity first before applying to~~ CWSD. ~~If travel reimbursement is no longer available through an appointing county or other agency, an elected official Director will submit a "Request for Travel Reimbursement" form to receive reimbursement.~~~~

**CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS
AND CARSON RIVER WATERSHED COMMITTEE**

NOTICE OF PUBLIC MEETING

DATE: March 20, 2019
TIME: 6:30 P.M.
LOCATION: NAI Alliance Conference Room
1000 N. Division St., Ste. 202
Carson City, NV 89701

AGENDA

Please Note: The Carson Water Subconservancy District (CWSD) Board may: 1) take agenda items out of order; 2) combine two or more items for consideration; and/or 3) remove an item from the agenda or delay discussion related to an item at any time. All votes will be conducted by CWSD Board of Directors. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Catrina Schambra at (775)887-7450 (<mailto:catrina@cwsd.org>), at least three days in advance so that arrangements can be made.

1. Call to Order the CWSD Board of Directors/[Carson River Watershed Committee](#)
2. Roll Call
3. Pledge of Allegiance
4. For 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.
5. For Possible Action: Approval of Agenda
6. For Possible Action: Approval of the Board Meeting Minutes of February 20, 2019.

CONSENT AGENDA

Please Note: 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.

7. For Possible Action: Approval of Treasurer's Report for February 2019.
8. For Possible Action: Payment of Bills for February 2019.
9. For Possible Action: Approve CONTRACT #2018 – 11A: Funding from Carson Water Subconservancy District to the Dayton Valley Conservation District for Post-flood Repairs Project MCR 002, 030, 046, 111C, and 010C; in an amount not to exceed \$75,000.

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

**RECESS TO CONVENE AS THE
CARSON RIVER WATERSHED COMMITTEE**

- ~~10. Roll Call~~
- ~~11. For 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.~~
- ~~12-10. For Possible Action/Recommendation:~~ Discuss the Tentative Fiscal Year 2019-20 budgets.

Carson Water Subconservancy District Board of Directors and
Carson River Watershed Committee
3/20/19 Meeting Agenda

- ~~13-11. For Possible ActionRecommendation: Discussion regarding the 2019 Nevada Legislative Session.~~
- ~~14-12. For Possible ActionRecommendation: Discuss and provide input on final draft of the Amicus Brief for the Walker Lake hearing.~~
- ~~15-13. For Discussion Only: A presentation by the CWSD AmeriCorps Intern on the interactive Watershed Map~~
- ~~16-14. For Discussion Only: A presentation by Rob Holley with the Dayton Valley Conservation District regarding their river projects.~~
- ~~17-15. For Discussion Only: Provide an update on the 2019 Water Year.~~
- ~~18. For 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.~~

ADJOURN TO RECONVENE AS
THE CARSON WATER SUBCONSERVANCY DISTRICT BOARD OF DIRECTORS

- ~~19. For Possible Action: Approve CWSD Tentative Fiscal Year 2019-20 Budgets.~~
- ~~20. For Possible Action: Provide direction to CWSD Staff regarding the 2019 Nevada Legislative Session.~~
- ~~21. For Possible Action: Approve the final draft of the Amicus Brief for the Walker Lake hearing.~~
- ~~22-16. For Discussion Only: Staff Reports - General Manager
- Legal
- Correspondence~~
- ~~23-17. For Discussion Only: Directors and Committee Members Reports~~
- ~~24. For Discussion Only: Update on activities in Alpine County.~~
- ~~25. For Discussion Only: Update on activities in Storey County.~~
- ~~26-18. For 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.~~
- ~~27-19. For Possible Action: Adjournment~~

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (<mailto:catrina@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

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

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

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

-Minden Inn Office Complex
1594 Esmeralda Avenue
Minden, NV

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

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

-CWSD website:
<http://www.cwsd.org>

| Carson Water Subconservancy District Board of Directors and
Carson River Watershed Committee
3/20/19 Meeting Agenda

-State public meetings website:
<http://notice.nv.gov>

SAMPLE

Carson Water Subconservancy District Board of Directors and
Carson River Watershed Committee
3/20/19 Meeting Agenda

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9:00 A.M. on March 13, 2019, he/she posted a copy of the Notice of Public Meeting and Agenda for the March 20, 2019, regular meeting of the Carson Water Subconservancy District and the Carson River Watershed Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

_____.

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

SAMPLE