

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

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 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 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 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