

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

NOTICE OF PUBLIC MEETING

DATE: April 17, 2019
TIME: 6:30 P.M.
LOCATION: Lyon County Utilities Conference Room
34 Lakes Blvd., Suite 103
Dayton, NV 89403

The meeting will be preceded by a tour of Dayton Valley Conservation District river restoration projects, meeting at 1st & 10 Bar and Grill, 240 Dayton Valley Rd., Dayton, Nevada, at 3:00 p.m. and dinner at 5:00 p.m. at the 1st & 10 Bar and Grill, 240 Dayton Valley Rd., Dayton, Nevada. A quorum of the CWSD Directors may be present at the events preceding the board meeting but no action will be taken.

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. 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 (catrina@cwsd.org), at least two business days in advance so that arrangements can be made.

1. Call to Order the CWSD Board of Directors
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 March 18, 2019 and March 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 March 2019.
8. For Possible Action: Payment of Bills for March 2019.
9. For Possible Action: Approval of the Public Records Request Policy and Request Form.
10. For Possible Action: Approval of the Purchasing Policies and Procedures.
11. For Possible Action: Approval of the Credit Card Policies and Procedures.
12. For Possible Action: Approval of the Fraud, Waste & Abuse Policy.

13. For Possible Action: Approval of the Americans with Disabilities Act (ADA) Notice and Grievance Procedure.
14. For Possible Action: Approval of the revised Director Meeting Compensation Policy and Procedure.
15. For Possible Action: Approval of a 2 Percent COLA Adjustment for FY 2019-2020.
16. For Possible Action: Approval to dispose of various pieces of outdated or non-functioning office equipment.
17. For Possible Action: Approval of increase in Administrative Assistant hours from 35 to 40 per week.
18. For Possible Action: Approval of the Amendment to Agreement #2017-18 with NEON for time extension and increase the funding by \$21,500.
19. For Possible Action: Approval of the Amendment to Agreement #2018-3 with River Wranglers to increase the funding by an amount not-to-exceed \$1,500.

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

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

20. Roll Call
21. 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.
22. For Discussion Only: A presentation by Rob Holley with the Dayton Valley Conservation District regarding their river projects.
23. For Possible Recommendation: Discussion regarding changes to the Carson River Watershed Committee Policy.
24. For Possible Recommendation: Discussion regarding proposed modification to the CWSD Board Agenda.
25. For Possible Recommendation: Discussion regarding the 2019 Nevada Legislative Session.
26. For Possible Recommendation: Discussion regarding draft Indirect Cost Policy.
27. For Possible Recommendation: Discussion regarding draft Fringe Benefit Calculation Policy.
28. 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**

29. For Possible Action: Approve changes to the Carson River Watershed Committee Policy.
30. For Possible Action: Approve proposed modification to the CWSD Board Agenda.

31. For Possible Action: Approve Indirect Cost Policy.
 32. For Possible Action: Approve Benefit Calculation Policy.
 33. For Discussion Only: Staff Reports - General Manager
- Legal
- Correspondence
 34. For Discussion Only: Directors Reports
 35. For Discussion Only: Update on activities in Alpine County.
 36. For Discussion Only: Update on activities in Storey County.
 37. 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.
 38. For Possible Action: Adjournment
-

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (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. on April 11, 2019, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the April 17, 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:** _____

AGENDA ITEM #6

**MINUTES OF LAST
BOARD MEETING**

CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS AND
CARSON RIVER WATERSHED COMMITTEE
Biannual Strategic Planning Session
March 18, 2019, 9am – 2pm
DRAFT Minutes

Vice Chairman Thaler called the meeting of the Carson Water Subconservancy District (CWSD) to order at 9:06 a.m. in the Conference Room of NAI Alliance, 1000 N. Division St. #202, Carson City, NV. Roll call of the CWSD Board was taken and a quorum was determined to be present.

CWSD Directors present:

Brad Bonkowski, Treasurer
Stacey Giomi, Director
Ken Gray, Director
Jack Jacobs, Director
Barry Penzel, Director
Ernie Schank, Director
Fred Stodieck, Director
Steve Thaler, Vice Chairman
Mike Workman, Director

Staff present:

Shane Fryer, Watershed Program Manager
Edwin James, General Manager
Patrick King, Legal Counsel
Catrina Schambra, Administrative Assistant/Secretary to the Board
Debbie Neddenriep, Water Resource Specialist II

Others present:

Christie James, Strategy Session Facilitator

The Pledge of Allegiance was led by Vice Chairman Thaler.

Item #4 – Discussion Only: Public Comment – NONE.

Item #5 – For Possible Action: Approval of Agenda - Treasurer Bonkowski made the motion to approve the agenda. The motion was seconded by Director Gray and unanimously approved by the CWSD Board.

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

Item #6 – Roll Call – Vice Chairman Thaler convened the Carson River Watershed Committee and a roll call was taken. Attendance as reported above.

Item #7 – Discussion Only: Public Comment – Ed James explained the purpose of the meeting: setting our priorities and goals for 2019-20; he then introduced Christie James as our meeting facilitator. Mrs. James pointed out the goal of team building as well and started with introductions around the table.

Item #8 – Discussion Only: Discussion/ Strategic Planning Session – Mr. James began discussion with an overview and review of the CWSD by showing a video presentation while giving a verbal history of our creation in 1959 to where we are today.

There was discussion of past Board actions that brought us to current practices and if we still need to follow the direction of past Board policy if it no longer serves our current positions. Specifically, the need to recess, convene to Carson River Watershed Committee, and then adjourn back to CWSD Board of Directors on every meeting agenda. Board members agreed it was complicated and cumbersome and asked that staff research if it was truly necessary to continue this practice to meet the Open Meeting Law.

Mr. James moved on to a discussion of CWSD Funding Accounts that included graphs of income, expenses, and administrative costs to illustrate how CWSD spends its money. There was a discussion of the Floodplain Management Fund and the Acquisition/Construction Fund: their purpose and how they are used. There was a lengthy discussion of grants and their role in our projects. Board members gave suggestions in how they would like to see the reports in the future, specifically that the graphs be more detailed with their funding sources (including ad valorem taxes) and a 5-year summary for these funds versus the current year report as presented. The board would like to see a policy to make building these funds a priority, and to prioritize the types of projects we will accept in using these funds. There was also agreement that we cannot earmark funds indefinitely for delayed or derailed projects.

[Break at 10:30 and team building exercise, then back to agenda at 11:07.]

Shane Fryer gave a PowerPoint presentation that highlighted our programs. He spoke about invasive plant species, which is a current problem we are addressing. He explained and showed examples of our community outreach programs, wildlife, historical impacts, upstream issues and the living river strategy. His presentation included video of his drone mapping of the river and he talked about its possible applications in our future projects. The Board was excited regarding the potential of using drones in lots of areas of our program, including checking and inspecting projects tied to CWSD grants.

Debbie Neddenriep gave an “Integrated Watershed Program Management” presentation of who we are and what we do. She explained our outreach and educational programs, and how we fund them by working with our funding partners to maximize our use of monies from CWSD, State of Nevada and FEMA grants. She also shared informational brochures produced by CWSD

including Carson River Coalition (CRC), Carson River Watershed: A bi-state, multi-count watershed, and the Carson River Watershed Map that's available in English and Spanish.

[11:45 lunch break at with another team building exercise, then back to agenda at 12:18]

Mr. James presented a list of the most current past practices of the CWSD Board in the areas of water law, funding priorities, accounting, Board meetings and leadership. He also showed the group the results of the last Strategic Planning Session in 2017.

There was discussion of the Alpine Decree and its importance to the Carson River. Director Schank stressed the need to educate the public. He fears that it is something we need to defend or else we may be "federalized" like the Truckee River. He says the Alpine Decree is the best thing for us and people need to know why. The Board agreed that this should be a priority educational outreach.

Director Schank also suggested that we shorten our goal list from the 2017 model and put the Physical Health of the Carson River as number one.

There was discussion of the idea of creating an inventory of Carson River projects with specifics: date, who owns, who built, etc. This would be a timeline to include restoration projects, all individual entities involved; and in case of flood, who is responsible for rebuilding in the case of an emergency? There was consensus that this needs to be down with all the information compiled in one place and that CWSD should take the lead on this project. It was suggested that we start year one with the planning to inventory diversions by segments.

Treasurer Bonkowski suggested a 4-step plan: (1) Set a policy on how long a project can hold money before it is released back to general fund. This would be specified in the contract of the grant and money would be forfeited if not used by set date. (2) Set a policy for regularly transferring funds to the Flood Management and the Acquisition/Construction accounts. (3) Implement a longer planning horizon. Instead of one year at a time start planning 5-years out. (4) How and when can we do this? We must update our asset management plan.

Director Penzel proposes that we do a 5-year plan as the state requires of Douglas County. Budget Year 2019-2020 will soon, be approved and we start now looking at years 2-5. He also agrees we need to defend the Alpine Decree and prove its relevance, and that we start the inventory this year.

Director Bonkowski thinks that entities requesting funding should be told that this year (2019-20) the new rules are: their project must be completed in 3 years or the money is forfeited, and they must give us the information for our inventory of projects. Mr. James mentioned that we have started requiring this information. He will bring a copy of the form to the Board meeting.

Mr. James says that he feels he needs to reconnect with the water purveyors. There has been a large turnover. He also mentioned the need to reevaluate the regional water system needs and costs.

Vice Chairman Thaler says educational outreach is still very important because people don't know the history and reasons why things were done. Director Giomi agrees that an Alpine Decree presentation to the public should be a main goal to be done this year.

Director Bonkowski suggests we bring back ideas to the Board as Action Items so we can set policy to get us started. This would be for the April agenda. It was consensus that these items would include a policy on data collection, use and implementation; policy to transfer funds to special accounts; policy establishing clear guidelines for evaluating requests for funding and accountability for CWSD grants; Alpine Decree educational outreach.

Director Schank suggests we plan another Water Summit at the Governor's mansion to include local and state legislators, state engineers, water purveyors, etc.

Item #9 – Discussion Only: Public Comment – NONE.

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

Item #10 – For Possible Action: Discussion Regarding Strategic Planning Session – NONE.

Item #11 – Discussion Only: Public Comment – NONE.

There being no further business to come before the Board, Vice Chairman Thaler made a motion to adjourn the meeting and it was adjourned at 2:02 p.m.

Respectfully submitted,

Catrina Schambra
Secretary to the Board

CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS AND
CARSON RIVER WATERSHED COMMITTEE MEETING
March 20, 2019, 6:30 P.M.

DRAFT Minutes

Chairman Erquiaga called the meeting of the Carson Water Subconservancy District (CWSD) to order at 6:31 p.m. in the Conference Room of NAI Alliance, 1000 N. Division St. #202, Carson City, NV. Roll call of the CWSD Board was taken and a quorum was determined to be present.

CWSD Directors present:

Brad Bonkowski, Treasurer
Carl Erquiaga, Chairman
Stacey Giomi, Director
Ken Gray, Director
Jack Jacobs, Director
Barry Penzel, Director
Ernie Schank, Director
Fred Stodieck, Director
Steve Thaler, Vice Chairman
Mike Workman, Director

Others present:

Justin Bedocs, Watershed Program Specialist
Shane Fryer, Watershed Program Manager
David Griffith, Committee Member
Edwin James, General Manager
Don Jardine, Committee Member
Catrina Schambra, Administrative Assistant/Secretary to the Board
Debbie Neddenriep, Water Resource Specialist II
Austin Osborne, Committee Member
Bettina Scherer, public

The Pledge of Allegiance was led by Chairman Erquiaga.

Item #4 – Discussion Only: Public Comment – None.

Item #5 – For Possible Action: Approval of Agenda. Mr. James noted that we would need to remove Item #16 as Rob Holley was not able to attend tonight's meeting. *Vice Chairman Thaler made the motion to approve the agenda as amended. The motion was seconded by Director Gray and unanimously approved by the CWSD Board.*

Item #6 – For Possible Action: Approval of the Board Meeting Minutes of February 20, 2019. Corrections to minutes: (1) Item #5 motion was amended as - Director Bonkowski made the motion to approve the agenda. The motion was seconded by Director Jacobs and unanimously approved by the CWSD Board; and (2) Item #13 – motion was amended as -

Director Thaler made the motion to approve increase in housing stipend to AmeriCorps employee Justin Bedocs. The motion was seconded by Director Gray and unanimously approved by the Committee.

Director Bonkowski made the motion to approve the Board Meeting Minutes of February 20, 2019 amended as noted above. The motion was seconded by Director Gray and unanimously approved by the Board.

CONSENT AGENDA

Item #7 – For Possible Action: Approval of Treasurer’s Report for February 2019.

Item #8 – For Possible Action: Payment of Bills for February 2019.

Item #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 \$75,000.2019.

Director Penzel made the motion to approve Items #7-9 of the Consent Agenda. The motion was seconded by Director Schank and unanimously approved by the CWSD Board.

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

RECESS TO CONVENE AS THE CARSON RIVER WATERSHED COMMITTEE

Item #10 – Roll Call – Chairman Erquiaga convened the Carson River Watershed Committee and a roll call was taken.

Committee Members present:

CWSD Directors as present in roll call above
David Griffith, Alpine County
Don Jardine, Alpine County
Austin Osborne, Storey County

Item #11 – Discussion Only: Public Comment – None

Item #12 – Discuss the Tentative Fiscal Year 2019-20 budgets. Ed James explained the color-coding of the tentative budget spreadsheet and that the projected tax income was a conservative estimate while actual tax numbers will be available on March 25. The actual proposed budget was decided by Finance Committee meeting of February 28, 2019. He also explained the difference between “Projects” (actual work on ground, i.e. Conservation District Noxious Weed Abatement) and “Programs” (i.e. educational program and Douglas County and Carson City Pipeline payments). The recommendation by the Finance committee is to approve as presented.

Director Penzel asked when the Board will approve the final budgets. Mr. James stated the final budget will be presented at the May Board meeting.

Director Schank made the motion to approve the 2019-2020 Tentative Budgets. The motion was seconded by Director Penzel and unanimously approved by the Committee.

Item #13 – For Possible Recommendation: Discussion regarding the 2019 Nevada

Legislative Session. Mr. James reported that there are a lot of bills being heard. AB84 is the only one we are active in. He has asked that “Water Conservancy District” be added to the language in AB84 for entities eligible to receive funding. The bill has not been heard yet, and this will be a friendly amendment to change the language.

The State Engineering water bills were heard for over 2 hours of opposition, and no one in favor of the bill. Mr. James has been meeting with State Engineer regarding the water bills.

Mr. James feels a lot of the water bills will go nowhere. CWSD is remaining neutral in this. His suggestion is to have the State Engineer bring together water experts to discuss and frame the issues. Once this is done, the State Engineer would take these ideas to the counties. We need to get everyone educated before going to the legislature for any real movement to happen.

Director Schank says that turnover is a problem. New legislative reps know nothing about water. Mr. James says with the legislative session is so short, we need to get head of the curve.

No action was taken on this item.

Item #14 – For Possible Recommendation: Discuss and provide input on final draft of the Amicus Brief for the Walker Lake hearing.

Ed James reports Patrick King is not present tonight. The draft brief is in the Board package. There are several counties that are interested in joining CWSD Amicus Brief. CWSD must submit its brief by April 12, 2019. Mr. James says we need to give authorization to Patrick King to move forward with this action.

Director Schank made the motion to approve the brief as to form and leave Mr. King latitude to accept other cities in a joint action, if necessary, before the filing date. The motion was seconded by Director Penzel and unanimously approved by the Committee.

Item #15 – For Discussion Only: A presentation by the CWSD AmeriCorps Intern on the interactive Watershed Map

- Justin Bedocs discussed and demonstrated the integrated interactive Watershed Map that he created for the CWSD website. The Board members and everyone else in attendance were really impressed and excited about this new tool for CWSD. There were several recommendations for its use:

- Direct Mail to Teachers
- Social media Outreach
- Connect with Sierra Journey
- Booths at school events
- Children’s Museums
- Teacher Conventions

Item #16 - For Discussion Only: A presentation by Rob Holley with the Dayton Valley Conservation District regarding their river projects. - *Item pulled from agenda.*

Item #17 - For Discussion Only: Provide an update on the 2019 Water Year – Ed James reported on 2019 Water Year and showed graphs comparing it to the flooding event of 2017. February 2019 is officially the highest recorded year for precipitation in our watershed.

Item #18– Public Comment - None

**ADJOURN TO RECONVENE AS THE CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS (7:38 pm)**

Item #19 - For Possible Action: Approve CWSD Tentative Fiscal Year 2019-20 Budgets.

Item #20 - For Possible Action: Provide direction to CWSD Staff regarding the 2019 Nevada Legislative Session.

Item #21 - For Possible Action: Approve the final draft of the Amicus Brief for the Walker Lake hearing.

Based on Carson River Watershed Committee recommendation of agenda items #19 and #21, Director Schank made the motion to approve #19 and #21 as recommended. The motion was seconded by Director Penzel and unanimously approved by the Board.

Item #22 – Staff Reports –

General Manager: Mr. James announced a Carson River Float is being planned for May, but the date has yet to be determined.

Legal: He also shared that he is meeting with the Attorney General Friday, 3/22/19 to address modifying our meeting agenda layout to streamline our meetings while still meeting Open Meeting Law and procedural requirements.

Correspondence: Debbie Neddenriep's article from the front page of **FEMA CTP Collaboration Monthly** was shared with the Board of Directors.

Item #25 – Directors Reports: None

Item #26 – Alpine County Reports: Don Jardine gave update on \$100,000 in grant funds; last meeting all Leviathan scientists were in attendance; cleanup of hazmat dump; West Fork nonpoint source; California adopted local agency management plan; renewed timber waiver, which regulates US Forest Service; South Lake Tahoe (at South Y) there is a Hazmat spill, a local drycleaners are suspected -some water wells were contaminated.

Item #27– Storey County Reports: Austin Osborne reported that the new water pipes are working great. They are making progress with the EPA on the Gold Hill sewer system. They are looking at building a small sewer treatment plant. Right now they are pumping the septic system monthly.

Item #24 – Public Comment: None

There being no further business to come before the Board, Director Erquiaga adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Catrina Schambra
Secretary to the Board

DRAFT

AGENDA ITEM #7

TREASURER'S REPORT

Balance Sheet

As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1010-00 · Cash in Checking - B of A	84,296.43
1011-00 · Petty Cash	100.00
1014-00 · Local Gov't Inv. Pool-Regular	852,016.72
1029-00 · Bank of America-Savings	149.05
Total Checking/Savings	936,562.20
Other Current Assets	
1055-00 · Payroll Deposit - Carson City	500.00
Total Other Current Assets	500.00
Total Current Assets	937,062.20
TOTAL ASSETS	937,062.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3307-00 · CC Payroll Due	2,000.00
3360-00 · Accrued Vacation	33,836.79
3362-00 · Accrued sick leave	48,198.10
Total Other Current Liabilities	84,034.89
Total Current Liabilities	84,034.89
Total Liabilities	84,034.89
Equity	
4000-00 · Fund Balance	634,042.43
Net Income	218,984.88
Total Equity	853,027.31
TOTAL LIABILITIES & EQUITY	937,062.20

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss YTD Comparison

Accrual Basis

March 2019

	Mar 19	Jul '18 - Mar 19
Ordinary Income/Expense		
Income		
5008-00 · Alpine Co. Joint Powers contrib		9,800.00
5009-00 · Churchill County Ad Valorem		111,220.01
5010-00 · Lyon County Ad Valorem		116,326.36
5011-00 · Douglas County Ad Valorem	63,104.28	502,887.75
5012-00 · Carson City Ad Valorem	35,987.02	323,699.12
5031-00 · Interest Income-LGIP Reg.	1,587.00	11,028.78
5045-00 · Interest Income-B of A Savings	0.01	0.08
5050-00 · Watershed Coordinator		
5050-02 · BLM Grant-Watershed Coord.		1,208.82
5050-12 · NDEP-WS Coordinator 2018		43,765.12
Total 5050-00 · Watershed Coordinator		44,973.94
5058-00 · 208 Water Quality Plan		
5058-04 · NDEP-LID Implementation 2018-19		5,643.60
Total 5058-00 · 208 Water Quality Plan		5,643.60
5060-00 · Misc. Income		
5060-02 · Watershed Tour		5,740.00
5060-00 · Misc. Income - Other		15.00
Total 5060-00 · Misc. Income		5,755.00
5063-00 · Environmental Education Program		
5063-05 · NDEP-Env.Ed.Coord. 2017-18		
5063-06 · NDEP-Env.Ed.Coord. 2018-19		6,976.63
Total 5063-00 · Environmental Education Program		6,976.63
5082-00 · Alpine Co.-CASGEM Grant		615.04
5083-00 · Al.Co.-Mesa GW Monitoring Grant		793.79
5095-00 · NDEP-WS Literacy Implementation		
5096-00 · NFWF-Weed Mgmt.		
5097-00 · BLM-Weed Mgmt. Grant		
5098-00 · FEMA -MAS #7	22,739.76	78,383.60
5099-00 · NDEP-WS Lit.Implement.-Phase 3		36,768.00
6000-00 · FEMA-MAS #8		
6000-02 · StCo-Dayton Vly ADMP		15,000.00
6000-00 · FEMA-MAS #8 - Other	30,627.46	162,111.17
Total 6000-00 · FEMA-MAS #8	30,627.46	177,111.17
6002-00 · NDA Weed Mgmt-Starthistle		15,486.75
6003-00 · FEMA-MAS #9	28,565.07	67,157.76
Total Income	182,610.60	1,514,627.38
Expense		
7015-00 · Salaries & Wages	28,380.81	287,520.89
7020-00 · Employee Benefits	10,127.24	107,019.15
7021-00 · Workers Comp Ins.		586.71
7101-00 · Director's Fees		
7101-01 · Director Benefits	15.08	93.87
7101-02 · Director's Fees-Alpine Co.	320.00	960.00
7101-00 · Director's Fees - Other	1,040.00	6,401.16
Total 7101-00 · Director's Fees	1,375.08	7,455.03
7102-00 · Insurance		4,958.95
7103-00 · Office Supplies	288.72	2,598.31
7104-00 · Postage	36.33	585.00
7105-00 · Rent		25,941.71
7106-00 · Telephone/Internet	362.44	2,761.96
7107-00 · Travel-transport/meals/lodging		
7107-02 CWSD Admin Mileage	44.89	44.89

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss YTD Comparison

Accrual Basis

March 2019

	Mar 19	Jul '18 - Mar 19
7107-01 · Car Allowance	566.42	5,211.06
7107-00 · Travel-transport/meals/lodging - Other	736.45	2,681.08
Total 7107-00 · Travel-transport/meals/lodging	1,347.76	7,937.03
7108-00 · Dues & Publications	105.00	957.00
7109-00 · Miscellaneous Expense		71.80
7110-00 · Seminars & Education		610.00
7111-00 · Office Equipment	134.99	773.99
7112-00 · Bank Charges		2.00
7114-00 · Outside Professional Services		5,608.18
7115-00 · Accounting		9,250.00
7116-00 · Legal	5,500.00	20,500.00
7117-00 · Lost Lakes Expenses		556.98
7120-00 · Integrated Watershed Programs		
7120-07 · Watershed Tour		1,701.62
7120-31 · NDEP-WS Program Exp. 2018		
7120-32 · WS Program 2018-Match	50.76	50.76
7120-31 · NDEP-WS Program Exp. 2018 - Other	206.91	2,132.70
Total 7120-31 · NDEP-WS Program Exp. 2018	257.67	2,183.46
7120-00 · Integrated Watershed Programs - Other	25.00	25.00
Total 7120-00 · Integrated Watershed Programs	282.67	3,910.08
7125-00 · Environmental Ed.Coord.Exp.		
7125-03 · Env. Ed. Coord. Exp. 2017-18		6,626.77
Total 7125-00 · Environmental Ed.Coord.Exp.		6,626.77
7215-00 · Sierra NV Journeys-Family Night		
7332-00 · Carson River Work Days		
7332-03 · CR Work Days 2017-18		
7332-04 · CR Work Days 2018-19		7,191.70
Total 7332-00 · Carson River Work Days		7,191.70
7337-00 · Carson River Restoration		
7337-01 · Upper Carson River Grant.		
7337-19 · CVCD-Bioengineering, 2018-20		5,916.49
7337-91 · CVCD-Cradlebaugh #1, 2018-19		18,398.72
Total 7337-01 · Upper Carson River Grant.		24,315.21
7337-03 · Dayton Valley Conserv		
7337-33 · DVCD--Restoration Proj. 2017-19		33,495.48
Total 7337-03 · Dayton Valley Conserv		33,495.48
7337-04 · Lahontan Conserv.Dist		
7337-41 · LCD-Clearing & Snagging		
Total 7337-04 · Lahontan Conserv.Dist		
Total 7337-00 · Carson River Restoration		57,810.69
7404-00 · Noxious Weeds Control-CR Wtrshd		
7404-01 · Noxious Weed Control-Alpine Co.		
7404-03 · Noxious Weed Control-CarsonCity		
7404-04 · Noxious Weed Control-Lyon Co.		15,000.00
7404-05 · Noxious Weed Control-Churchill		
Total 7404-00 · Noxious Weeds Control-CR Wtrshd		15,000.00
7406-00 · 208 Water Quality Mgmt. Plan		
7406-03 · LID Implementation 2018-19		5,292.91
Total 7406-00 · 208 Water Quality Mgmt. Plan		5,292.91
7429-00 · NDEP-Wtrshd Lit.Implementation		2,979.14

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss YTD Comparison

Accrual Basis

March 2019

	Mar 19	Jul '18 - Mar 19
7430-00 · NFWF - Weed Mgmt.	26.15	66.61
7431-00 · BLM - Weed Mgmt.		15.74
7432-00 · FEMA MAS #7		
7432-01 · Voltaire Cyn.(Cardno)	8,251.32	70,112.57
7432-02 · Johnson Ln. ADMP (JE Fuller)		10.48
7432-04 · Discovery/FMP Update(MB)		
7432-00 · FEMA MAS #7 - Other	1.99	301.83
Total 7432-00 · FEMA MAS #7	8,253.31	70,424.88
7433-00 · NDEP-WS Lit.Impl.-Phase 3		
7433-01 · WS Lit. 3-Match		3,189.50
7433-00 · NDEP-WS Lit.Impl.-Phase 3 - Other	443.51	37,428.24
Total 7433-00 · NDEP-WS Lit.Impl.-Phase 3	443.51	40,617.74
7434-00 · FEMA MAS #8		
7434-01 · Dayton ADMP(JE Fuller)	26,263.10	158,109.10
7434-02 · Update Floodplain Ord.(Loveberg)	1,480.75	9,060.75
7434-03 · Public Outreach-FAW		11,040.71
7434-04 · School Outreach(River Wranglers)	819.92	1,767.22
7434-00 · FEMA MAS #8 - Other	138.23	300.79
Total 7434-00 · FEMA MAS #8	28,702.00	180,278.57
7436-00 · NDA Weed Mgmt - Starthistle		
7436-01 · CC - Starthistle Mgmt.		4,200.74
7436-02 · DVCD - Starthistle Mgmt.		8,005.02
7436-00 · NDA Weed Mgmt - Starthistle - Other		161.52
Total 7436-00 · NDA Weed Mgmt - Starthistle		12,367.28
7437-00 · FEMA MAS #9		
7437-05 · HEC-RAS Modeling		9,761.06
7437-01 · South Dayton Valley ADMP(JEF)	12,546.60	41,213.00
7437-02 · North CC ADMP (MB)	3,162.00	6,324.00
7437-03 · Pinenut Cr. Restudy-Remap.(HDR)	4,788.22	4,788.22
7437-00 · FEMA MAS #9 - Other	8.82	87.31
Total 7437-00 · FEMA MAS #9	20,505.64	62,173.59
7438-00 · BOR WaterSMART Market Program		50.76
7500-00 · USGS Stream Gage Contract		
7500-02 · Stream Gages 2017-19		39,202.58
Total 7500-00 · USGS Stream Gage Contract		39,202.58
7508-00 · USGS Do.Co.WQ & GW Monitoring		
7508-02 · DoCo WQ/GW Mon. 2017-19		4,188.00
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring		4,188.00
7524-00 · USGS-GW Lvl & WQ in Ch.Co.		
7524-01 · USGS-GW Lvl & WQ-ChCo 2014-18		1,116.00
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22		2,858.00
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.		3,974.00
7526-00 · USGS-Eagle/Dayton/Ch.Vly.Mon.		6,280.50
7527-00 · USGS-Arsenic Data Collection-CV		
7527-01 · USGS-CV Arsenic Study 2018-19		11,418.33
Total 7527-00 · USGS-Arsenic Data Collection-CV		11,418.33
7528-00 · USGS-Mercury/Arsenic/Lead Mon.		9,666.67
7600-00 · Alpine County Projects		
7600-05 · Alpine Watershed Programs		25,000.00
7600-09 · Al.Co.-CASGEM		5.71
7600-10 · Al.Co.-Mesa GW Monitoring		4.83

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss YTD Comparison

Accrual Basis

March 2019

	Mar 19	Jul '18 - Mar 19
Total 7600-00 · Alpine County Projects		25,010.54
7610-00 · Douglas County Projects		
7610-10 · Do.Co.Reg.Pipeline Debt Service		62,500.00
Total 7610-00 · Douglas County Projects		62,500.00
7620-00 · Carson City Projects		
7620-11 · CC Reg.Pipeline Debt Service		62,500.00
Total 7620-00 · Carson City Projects		62,500.00
7640-00 · Churchill County Projects		
7640-09 · Lahontan Vly.Wtr.Lvl.Measure.		8,189.50
7640-16 · Dixie Vly.Wtr.Lvl.Measurement		12,211.23
Total 7640-00 · Churchill County Projects		20,400.73
Total Expense	105,871.65	1,195,642.50
Net Ordinary Income	76,738.95	318,984.88
Other Income/Expense		
Other Income		
8009-00 · Trans. In-Floodplain Mgmt. Fd.		
Total Other Income		
Other Expense		
8002-00 · Transfer Out-Acq/Const Fund		50,000.00
8014-00 · Trans. Out-Floodplain Mgmt. Fd.		50,000.00
Total Other Expense		100,000.00
Net Other Income		-100,000.00
Net Income	76,738.95	218,984.88

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss Budget vs. Actual

Accrual Basis

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5008-00 · Alpine Co. Joint Powers contrib	9,800.00	9,800.00		100.0%
5009-00 · Churchill County Ad Valorem	111,220.01	201,065.00	-89,844.99	55.3%
5010-00 · Lyon County Ad Valorem	116,326.36	166,458.00	-50,131.64	69.9%
5011-00 · Douglas County Ad Valorem	502,887.75	551,915.00	-49,027.25	91.1%
5012-00 · Carson City Ad Valorem	323,699.12	412,592.00	-88,892.88	78.5%
5022-00 · Water Lease - Mud Lake		55,000.00	-55,000.00	
5031-00 · Interest Income-LGIP Reg.	11,028.78	9,500.00	1,528.78	116.1%
5045-00 · Interest Income-B of A Savings	0.08	6.00	-5.92	1.3%
5050-00 · Watershed Coordinator				
5050-12 · NDEP-WS Coordinator 2018	43,765.12	121,400.00	-77,634.88	36.1%
Total 5050-00 · Watershed Coordinator	44,973.94	121,400.00	-76,426.06	37.0%
5058-00 · 208 Water Quality Plan				
5058-04 · NDEP-LID Implementation 2018-19	5,643.60	17,850.00	-12,206.40	31.6%
Total 5058-00 · 208 Water Quality Plan	5,643.60	17,850.00	-12,206.40	31.6%
5060-00 · Misc. Income				
5060-02 · Watershed Tour	5,740.00	6,000.00	-260.00	95.7%
Total 5060-00 · Misc. Income	5,755.00	6,000.00	-245.00	95.9%
5063-00 · Environmental Education Program				
5063-06 · NDEP-Env.Ed.Coord. 2018-19	6,976.63	5,100.00	1,876.63	136.8%
Total 5063-00 · Environmental Education Program	6,976.63	5,100.00	1,876.63	136.8%
5082-00 · Alpine Co.-CASGEM Grant	615.04	300.00	315.04	205.0%
5083-00 · Al.Co.-Mesa GW Monitoring Grant	793.79	300.00	493.79	264.6%
5095-00 · NDEP-WS Literacy Implementation		26,300.00	-26,300.00	
5096-00 · NFWF-Weed Mgmt.		17,240.00	-17,240.00	
5097-00 · BLM-Weed Mgmt. Grant		750.00	-750.00	
5098-00 · FEMA -MAS #7	78,383.60	82,650.00	-4,266.40	94.8%
5099-00 · NDEP-WS Lit.Implement.-Phase 3	36,768.00	17,670.00	19,098.00	208.1%
6000-00 · FEMA-MAS #8	177,111.17	247,890.00	-70,778.83	71.4%
6002-00 · NDA Weed Mgmt-Starthistle	15,486.75	2,050.00	13,436.75	755.5%
6003-00 · FEMA-MAS #9	67,157.76		67,157.76	100.0%
Total Income	1,514,627.38	1,951,836.00	-437,208.62	77.6%
Expense				
7015-00 · Salaries & Wages	287,520.89	385,000.00	-97,479.11	74.7%
7020-00 · Employee Benefits	107,019.15	145,500.00	-38,480.85	73.6%
7021-00 · Workers Comp Ins.	586.71	1,100.00	-513.29	53.3%
7101-00 · Director's Fees	7,455.03	14,500.00	-7,044.97	51.4%
7102-00 · Insurance	4,958.95	6,000.00	-1,041.05	82.6%
7103-00 · Office Supplies	2,598.31	2,500.00	98.31	103.9%
7104-00 · Postage	585.00	850.00	-265.00	68.8%
7105-00 · Rent	25,941.71	26,555.00	-613.29	97.7%
7106-00 · Telephone/Internet	2,761.96	3,800.00	-1,038.04	72.7%
7107-00 · Travel-transport/meals/lodging	7,937.03	14,000.00	-6,062.97	56.7%
7108-00 · Dues & Publications	957.00	1,100.00	-143.00	87.0%
7109-00 · Miscellaneous Expense	71.80	1,000.00	-928.20	7.2%
7110-00 · Seminars & Education	610.00	3,000.00	-2,390.00	20.3%
7111-00 · Office Equipment	773.99	3,000.00	-2,226.01	25.8%
7112-00 · Bank Charges	2.00	100.00	-98.00	2.0%
7114-00 · Outside Professional Services	5,608.18	10,000.00	-4,391.82	56.1%
7115-00 · Accounting	9,250.00	16,000.00	-6,750.00	57.8%
7116-00 · Legal	20,500.00	40,700.00	-20,200.00	50.4%
7117-00 · Lost Lakes Expenses	556.98	11,500.00	-10,943.02	4.8%
7118-00 · Mud Lake O & M		1,000.00	-1,000.00	

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss Budget vs. Actual

Accrual Basis

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
7120-00 · Integrated Watershed Programs				
7120-07 · Watershed Tour	1,701.62	6,000.00	-4,298.38	28.4%
7120-31 · NDEP-WS Program Exp. 2018	2,183.46	9,850.00	-7,666.54	22.2%
Total 7120-00 · Integrated Watershed Programs	3,910.08	15,850.00	-11,939.92	24.7%
7125-00 · Environmental Ed.Coord.Exp.				
7125-03 · Env. Ed. Coord. Exp. 2017-18	6,626.77	4,800.00	1,826.77	138.1%
Total 7125-00 · Environmental Ed.Coord.Exp.	6,626.77	4,800.00	1,826.77	138.1%
7215-00 · Sierra NV Journeys-Family Night		3,000.00	-3,000.00	
7332-00 · Carson River Work Days				
7332-04 · CR Work Days 2018-19	7,191.70	26,000.00	-18,808.30	27.7%
Total 7332-00 · Carson River Work Days	7,191.70	26,000.00	-18,808.30	27.7%
7337-00 · Carson River Restoration				
7337-01 · Upper Carson River Grant.				
7337-19 · CVCD-Bioengineering, 2018-20	5,916.49	50,000.00	-44,083.51	11.8%
7337-91 · CVCD-Cradlebaugh #1, 2018-19	18,398.72	100,000.00	-81,601.28	18.4%
Total 7337-01 · Upper Carson River Grant.	24,315.21	150,000.00	-125,684.79	16.2%
7337-03 · Dayton Valley Conserv				
7337-33 · DVCD--Restoration Proj. 2017-19	33,495.48	75,000.00	-41,504.52	44.7%
Total 7337-03 · Dayton Valley Conserv	33,495.48	75,000.00	-41,504.52	44.7%
7337-04 · Lahontan Conserv.Dist				
7337-41 · LCD-Clearing & Snagging		20,000.00	-20,000.00	
Total 7337-04 · Lahontan Conserv.Dist		20,000.00	-20,000.00	
Total 7337-00 · Carson River Restoration	57,810.69	245,000.00	-187,189.31	23.6%
7404-00 · Noxious Weeds Control-CR Wtrshd				
7404-01 · Noxious Weed Control-Alpine Co.		15,000.00	-15,000.00	
7404-02 · Noxious Weed Control-Douglas Co		15,000.00	-15,000.00	
7404-03 · Noxious Weed Control-CarsonCity		15,000.00	-15,000.00	
7404-04 · Noxious Weed Control-Lyon Co.	15,000.00	15,000.00		100.0%
7404-05 · Noxious Weed Control-Churchill		15,000.00	-15,000.00	
Total 7404-00 · Noxious Weeds Control-CR Wtrshd	15,000.00	75,000.00	-60,000.00	20.0%
7406-00 · 208 Water Quality Mgmt. Plan	5,292.91	30,080.00	-24,787.09	17.6%
7429-00 · NDEP-Wtrshd Lit.Implementation	2,979.14	25,510.00	-22,530.86	11.7%
7430-00 · NFWF - Weed Mgmt.	66.61	15,240.00	-15,173.39	0.4%
7432-00 · FEMA MAS #7	70,424.88	75,800.00	-5,375.12	92.9%
7433-00 · NDEP-WS Lit.Impl.-Phase 3	40,617.74	25,260.00	15,357.74	160.8%
7434-00 · FEMA MAS #8	180,278.57	225,160.00	-44,881.43	80.1%
7436-00 · NDA Weed Mgmt - Starthistle	12,367.28	1,000.00	11,367.28	1,236.7%
7437-00 · FEMA MAS #9	62,173.59		62,173.59	100.0%
7500-00 · USGS Stream Gage Contract				
7500-02 · Stream Gages 2017-19	39,202.58	78,405.00	-39,202.42	50.0%
Total 7500-00 · USGS Stream Gage Contract	39,202.58	78,405.00	-39,202.42	50.0%
7508-00 · USGS Do.Co.WQ & GW Monitoring				
7508-02 · DoCo WQ/GW Mon. 2017-19	4,188.00	16,890.00	-12,702.00	24.8%
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring	4,188.00	16,890.00	-12,702.00	24.8%
7524-00 · USGS-GW Lvl & WQ in Ch.Co.				
7524-01 · USGS-GW Lvl & WQ-ChCo 2014-18	1,116.00		1,116.00	100.0%
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22	2,858.00	5,630.00	-2,772.00	50.8%

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/08/19

Profit & Loss Budget vs. Actual

Accrual Basis

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.	3,974.00	5,630.00	-1,656.00	70.6%
7526-00 · USGS-Eagle/Dayton/Ch.Vly.Mon.	6,280.50	27,680.00	-21,399.50	22.7%
7527-00 · USGS-Arsenic Data Collection-CV				
7527-01 · USGS-CV Arsenic Study 2018-19	11,418.33	28,055.00	-16,636.67	40.7%
Total 7527-00 · USGS-Arsenic Data Collection-CV	11,418.33	28,055.00	-16,636.67	40.7%
7528-00 · USGS-Mercury/Arsenic/Lead Mon.	9,666.67	15,000.00	-5,333.33	64.4%
7600-00 · Alpine County Projects				
7600-05 · Alpine Watershed Programs	25,000.00	25,000.00		100.0%
7600-09 · Al.Co.-CASGEM	5.71	10.00	-4.29	57.1%
7600-10 · Al.Co.-Mesa GW Monitoring	4.83	10.00	-5.17	48.3%
Total 7600-00 · Alpine County Projects	25,010.54	25,020.00	-9.46	100.0%
7610-00 · Douglas County Projects				
7610-10 · Do.Co.Reg.Pipeline Debt Service	62,500.00	125,000.00	-62,500.00	50.0%
Total 7610-00 · Douglas County Projects	62,500.00	125,000.00	-62,500.00	50.0%
7620-00 · Carson City Projects				
7620-11 · CC Reg.Pipeline Debt Service	62,500.00	125,000.00	-62,500.00	50.0%
Total 7620-00 · Carson City Projects	62,500.00	125,000.00	-62,500.00	50.0%
7640-00 · Churchill County Projects				
7640-09 · Lahontan Vly.Wtr.Lvl.Measure.	8,189.50	18,000.00	-9,810.50	45.5%
7640-16 · Dixie Vly.Wtr.Lvl.Measurement	12,211.23	24,400.00	-12,188.77	50.0%
Total 7640-00 · Churchill County Projects	20,400.73	42,400.00	-21,999.27	48.1%
Total Expense	1,195,642.50	1,943,985.00	-748,342.50	61.5%
Net Ordinary Income	318,984.88	7,851.00	311,133.88	4,063.0%
Other Income/Expense				
Other Income				
8005-00 · Beginning Equity		593,258.29	-593,258.29	
Total Other Income		593,258.29	-593,258.29	
Other Expense				
8002-00 · Transfer Out-Acq/Const Fund	50,000.00	50,000.00		100.0%
8008-00 · Preliminary Planning		405,000.00	-405,000.00	
8014-00 · Trans. Out-Floodplain Mgmt. Fd.	50,000.00	50,000.00		100.0%
Total Other Expense	100,000.00	505,000.00	-405,000.00	19.8%
Net Other Income	-100,000.00	88,258.29	-188,258.29	-113.3%
Net Income	218,984.88	96,109.29	122,875.59	227.8%

CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

04/08/19

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1013-01 · Local Gov't Inv.Pool-Reserve	761,371.53
Total Checking/Savings	761,371.53
Total Current Assets	761,371.53
TOTAL ASSETS	761,371.53
LIABILITIES & EQUITY	
Equity	
4000-01 · Fund Balance - Capital Project	699,152.73
Net Income	62,218.80
Total Equity	761,371.53
TOTAL LIABILITIES & EQUITY	761,371.53

Profit & Loss YTD Comparison

March 2019

	Mar 19	Jul '18 - Mar 19
Ordinary Income/Expense		
Income		
5032-01 · Interest Income - LGIP Res.	1,503.89	12,218.80
Total Income	1,503.89	12,218.80
Net Ordinary Income	1,503.89	12,218.80
Other Income/Expense		
Other Income		
8001-01 · Transfer In-General Fund		50,000.00
Total Other Income		50,000.00
Net Other Income		50,000.00
Net Income	1,503.89	62,218.80

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-01 · Interest Income - LGIP Res.	12,218.80	9,660.00	2,558.80	126.5%
Total Income	12,218.80	9,660.00	2,558.80	126.5%
Expense				
7341-01 · Upsize LyCo/Stagecoach Pipeline		250,000.00	-250,000.00	
7342-01 · Upstream Storage Evaluation		70,000.00	-70,000.00	
7343-01 · Construction Projects		400,000.00	-400,000.00	
Total Expense		720,000.00	-720,000.00	
Net Ordinary Income	12,218.80	-710,340.00	722,558.80	-1.7%
Other Income/Expense				
Other Income				
8000-01 · Beginning Equity		698,161.00	-698,161.00	
8001-01 · Transfer In-General Fund	50,000.00	50,000.00		100.0%
Total Other Income	50,000.00	748,161.00	-698,161.00	6.7%
Net Other Income	50,000.00	748,161.00	-698,161.00	6.7%
Net Income	62,218.80	37,821.00	24,397.80	164.5%

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04/08/19

Cash Basis

Floodplain Management Fund
Balance Sheet
As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1013-03 · LGIP - Floodplain	404,272.40
Total Checking/Savings	404,272.40
Total Current Assets	404,272.40
TOTAL ASSETS	404,272.40
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	361,012.84
Net Income	43,259.56
Total Equity	404,272.40
TOTAL LIABILITIES & EQUITY	404,272.40

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04/08/19

Cash Basis

Floodplain Management Fund

Profit & Loss YTD Comparison

March 2019

	Mar 19	Jul '18 - Mar 19
Ordinary Income/Expense		
Income		
5032-03 · Int. Inc.-LGIP-Floodplain	803.04	6,390.46
Total Income	803.04	6,390.46
Expense		
7210-03 · CVCD-2017 Flood Damage Assess.	0.00	5,445.89
7212-03 · CVCD-2017 Flood Permit/Repairs	0.00	5,402.90
7214-03 · ChCo Floodplain Evaluation	-2,282.11	-2,282.11
Total Expense	-2,282.11	8,566.68
Net Ordinary Income	3,085.15	-2,176.22
Other Income/Expense		
Other Income		
8001-03 · Trans. In- General Fund	0.00	50,000.00
Total Other Income	0.00	50,000.00
Other Expense		
8002-03 · Trans.Out-General Fund	4,564.22	4,564.22
Total Other Expense	4,564.22	4,564.22
Net Other Income	-4,564.22	45,435.78
Net Income	<u>-1,479.07</u>	<u>43,259.56</u>

Floodplain Management Fund

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-03 · Int. Inc.-LGIP-Floodplain	6,390.46	5,350.00	1,040.46	119.4%
Total Income	6,390.46	5,350.00	1,040.46	119.4%
Expense				
7203-03 · Reg. Flood Preliminary Planning	0.00	190,000.00	-190,000.00	0.0%
7206-03 · Flood Project Along SR88-Minden	0.00	40,000.00	-40,000.00	0.0%
7210-03 · CVCD-2017 Flood Damage Assess.	5,445.89			
7212-03 · CVCD-2017 Flood Permit/Repairs	5,402.90	70,000.00	-64,597.10	7.7%
7213-03 · DVCD-2017 Flood Permit/Repairs	0.00	30,000.00	-30,000.00	0.0%
7214-03 · ChCo Floodplain Evaluation	-2,282.11	40,000.00	-42,282.11	-5.7%
Total Expense	8,566.68	370,000.00	-361,433.32	2.3%
Net Ordinary Income	-2,176.22	-364,650.00	362,473.78	0.6%
Other Income/Expense				
Other Income				
8000-03 · Beginning Equity	0.00	356,264.00	-356,264.00	0.0%
8001-03 · Trans. In- General Fund	50,000.00	50,000.00	0.00	100.0%
Total Other Income	50,000.00	406,264.00	-356,264.00	12.3%
Other Expense				
8002-03 · Trans.Out-General Fund	4,564.22			
Total Other Expense	4,564.22			
Net Other Income	45,435.78	406,264.00	-360,828.22	11.2%
Net Income	43,259.56	41,614.00	1,645.56	104.0%

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**Reconciliation Summary**

1010-00 · Cash in Checking - B of A, Period Ending 03/31/2019

	Mar 31, 19
Beginning Balance	146,754.30
Cleared Transactions	
Checks and Payments - 35 items	-229,683.11
Deposits and Credits - 8 items	169,176.31
Total Cleared Transactions	-60,506.80
Cleared Balance	86,247.50
Uncleared Transactions	
Checks and Payments - 16 items	-1,951.07
Total Uncleared Transactions	-1,951.07
Register Balance as of 03/31/2019	84,296.43
New Transactions	
Checks and Payments - 4 items	-74,901.00
Deposits and Credits - 2 items	44,327.87
Total New Transactions	-30,573.13
Ending Balance	53,723.30

CWSD Petty Cash Transaction Record
March 2019

<u>Date</u>	<u>G/L No.</u>	<u>Description</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
		Petty Cash Beginning Balance			\$100.00
3/13/19	7104-00	Carson City Post Office	(\$36.33)		\$63.67
	Postage	Board Package Mailing			
3/18/19	7107-00	Smith's	(\$5.98)		\$57.69
	Meals	Strategic Planning Session Refreshments			
3/20/19	7103-00	Ed James		\$7.25	\$64.94
	Office Supplies	Personal copies @ 145 x \$.05			
3/29/19	1011-00	Replenish Petty Cash		\$35.06	\$100.00
	Petty Cash	Check #9473			

Date: 3/29/19 Prepared by: *C Scham*
 Approved by: *Edwin James*

:cat

AGENDA ITEM #8

PAYMENT OF BILLS

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/19

Reconciliation Detail

1010-00 · Cash in Checking - B of A, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						146,754.30
Cleared Transactions						
Checks and Payments - 35 items						
Check	12/07/2018	9334	Donald Frensdorff	X	-37.70	-37.70
Check	12/31/2018	9359	Toni Leffler	X	-23.16	-60.86
Check	01/29/2019	9388	Churchill County	X	-8,383.48	-8,444.34
Check	01/29/2019	9389	Churchill County	X	-3,974.00	-12,418.34
Check	02/25/2019	9425	Carson City	X	-37,132.66	-49,551.00
Check	02/25/2019	9426	Cardno, Inc.	X	-13,740.00	-63,291.00
Check	02/26/2019	9427	HDR Engineering, Inc.	X	-9,761.06	-73,052.06
Check	02/26/2019	9428	Bank of America	X	-1,048.19	-74,100.25
Check	02/27/2019	9429	U.S. Geological Sur...	X	-6,280.50	-80,380.75
Check	02/28/2019	9430	Euronev, Ltd.	X	-2,965.00	-83,345.75
Check	02/28/2019	9431	Edwin James	X	-37.09	-83,382.84
Check	03/01/2019	9434	JE Fuller Hydrology ...	X	-26,263.10	-109,645.94
Check	03/01/2019	9433	JE Fuller Hydrology ...	X	-12,546.60	-122,192.54
Check	03/01/2019	9436	Ernest Schank	X	-146.84	-122,339.38
Check	03/01/2019	9438	Mike Workman	X	-27.84	-122,367.22
Check	03/01/2019	9435	Jack Jacobs	X	-20.76	-122,387.98
Check	03/01/2019	9437	Steve Thaler	X	-17.51	-122,405.49
Check	03/05/2019	9439	HDR Engineering, Inc.	X	-2,568.40	-124,973.89
Check	03/05/2019	9440	Robert Loveberg	X	-1,480.75	-126,454.64
Check	03/07/2019	9442	Carson City	X	-20,344.13	-146,798.77
Check	03/07/2019	9441	Charter Communica...	X	-299.94	-147,098.71
Check	03/07/2019	9443	Konica Minolta Busi...	X	-124.07	-147,222.78
Check	03/11/2019	9444	Michael Baker Intern...	X	-3,162.00	-150,384.78
Check	03/11/2019	9445	cash	X	-77.15	-150,461.93
Check	03/14/2019	9446	Local Govt Investme...	X	-40,000.00	-190,461.93
Check	03/14/2019	9447	HDR Engineering, Inc.	X	-2,282.11	-192,744.04
Check	03/18/2019	9450	Cardno, Inc.	X	-8,251.32	-200,995.36
Check	03/18/2019	9449	King & Russo, Ltd.	X	-5,500.00	-206,495.36
Check	03/18/2019	9448	Resource Concepts,...	X	-438.75	-206,934.11
Check	03/19/2019	9452	Edwin James	X	-146.54	-207,080.65
Check	03/20/2019	9454	Office Depot Busine...	X	-386.96	-207,467.61
Check	03/21/2019	9456	Carson City	X	-19,785.42	-227,253.03
Check	03/21/2019	9455	Nevada Appeal	X	-50.76	-227,303.79
Check	03/22/2019	9457	HDR Engineering, Inc.	X	-2,219.82	-229,523.61
Check	03/22/2019	9458	Bank of America	X	-159.50	-229,683.11
Total Checks and Payments					-229,683.11	-229,683.11
Deposits and Credits - 8 items						
Deposit	03/05/2019			X	35,987.02	35,987.02
Deposit	03/11/2019			X	63,149.82	99,136.84
Deposit	03/15/2019			X	2,282.11	101,418.95
Check	03/18/2019	9451	VOID	X		101,418.95
Deposit	03/25/2019			X	8,564.83	109,983.78
Deposit	03/25/2019			X	28,565.07	138,548.85
Deposit	03/25/2019			X	30,627.46	169,176.31
Check	03/28/2019	9461	VOID	X		169,176.31
Total Deposits and Credits					169,176.31	169,176.31
Total Cleared Transactions					-60,506.80	-60,506.80
Cleared Balance					-60,506.80	86,247.50
Uncleared Transactions						
Checks and Payments - 16 items						
Check	03/01/2019	9432	David Griffith		-160.00	-160.00
Check	03/20/2019	9453	River Wranglers		-819.92	-979.92
Check	03/28/2019	9462	Ernest Schank		-146.84	-1,126.76
Check	03/28/2019	9460	Donald Jardine		-80.00	-1,206.76
Check	03/28/2019	9459	David Griffith		-80.00	-1,286.76
Check	03/28/2019	9466	Jack Jacobs		-41.52	-1,328.28
Check	03/28/2019	9463	Fred Stodieck		-40.84	-1,369.12
Check	03/28/2019	9464	Steve Thaler		-35.02	-1,404.14
Check	03/28/2019	9465	Mike Workman		-27.84	-1,431.98
Check	03/29/2019	9468	Brenda Hunt		-128.76	-1,560.74

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/19

Reconciliation Detail**1010-00 · Cash in Checking - B of A, Period Ending 03/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Check	03/29/2019	9469	Deborah Neddenriep		-127.60	-1,688.34
Check	03/29/2019	9471	American Water Wo...		-105.00	-1,793.34
Check	03/29/2019	9470	Shane Fryer		-61.48	-1,854.82
Check	03/29/2019	9467	Catrina Schambra		-36.19	-1,891.01
Check	03/29/2019	9473	cash		-35.06	-1,926.07
Check	03/29/2019	9472	Carson City Historic...		-25.00	-1,951.07
Total Checks and Payments					-1,951.07	-1,951.07
Total Uncleared Transactions					-1,951.07	-1,951.07
Register Balance as of 03/31/2019					-62,457.87	84,296.43
New Transactions						
Checks and Payments - 4 items						
Check	04/05/2019	9476	JE Fuller Hydrology ...		-36,557.20	-36,557.20
Check	04/05/2019	9477	JE Fuller Hydrology ...		-34,318.80	-70,876.00
Check	04/05/2019	9474	Euronev, Ltd.		-2,965.00	-73,841.00
Check	04/05/2019	9475	Robert Loveberg		-1,060.00	-74,901.00
Total Checks and Payments					-74,901.00	-74,901.00
Deposits and Credits - 2 items						
Deposit	04/03/2019				44,327.87	44,327.87
Deposit	04/05/2019					44,327.87
Total Deposits and Credits					44,327.87	44,327.87
Total New Transactions					-30,573.13	-30,573.13
Ending Balance					-93,031.00	53,723.30

AGENDA ITEM #9

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #9 – For Possible Action: Approval of the Public Records Request Policy and Request Form.

DISCUSSION: In preparing for our single audit for fiscal year 2018-19 we were advised by our accountant that we needed to adopt several policies and procedures to be in regulatory compliance. On April 3, 2019 the Administrative Committee met to review these proposed policies and voted to recommend the attached draft Public Records Request Policy and Request Form to the Board for adoption. The Administrative Committee meeting notes are also attached.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the proposed the Public Records Request Policy and Request Form as presented.

**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
ADMINISTRATIVE COMMITTEE
April 3, 2019, 11 a.m.**

DRAFT Meeting Minutes

Committee Members Present:

Carl Erquiaga, Churchill County
Stacey Giomi, Carson City
David Griffith, Alpine, County
Steve Thaler, Douglas County

Staff Present:

Ed James, General Manager
Catrina Schambra, Administrative Assistant

Others Present:

Austin Osborne, Alpine County
Patrick King, CWSD Attorney

Committee Member Erquiaga called the meeting of the Administrative Committee to order at 11:09 a.m. in the Conference Room of Carson Water Subconservancy, 777 East William Street, Suite 110A, Carson City, Nevada. Roll call was taken and a quorum of the Administrative Committee was present.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee minutes from November 16, 2018.

Committee Member Griffith made the motion to approve the minutes from the Administrative Committee meetings on November 16, 2018. The motion was seconded by Committee Member Thaler and unanimously approved by the Administrative Committee.

Mr. James explained to the committee that we will be undergoing a single audit this year and our accountant has advised us that we need to adopt several policies and procedures to be in compliance.

Per the request of Mr. Osborne, we will be address item #12 first, and then proceed in the regular order of agenda.

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

Agenda. Mr. James reported that he and Mr. King had met with the Attorney General's representative and asked how we can streamline our agenda and stay within 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. He directed committee members to see the draft of the proposed new agenda format.

Committee Member Griffith first clarified that his concerns were not with any current Board members, but he was worried that a future Board may take this new format to push things through without adequate input from Storey and Alpines counties. His fear is that they would be relegated to mere public status and lose their voice on the Board. Mr. James stated he doesn't see that happening and noted that nothing can be approved without the affirmative vote of six Nevada Directors.

Mr. King stated the Attorney General says the only Board members who can vote are the statute regulated voters. It is necessary that the public not be confused by who can vote and who can't. Convening both the Board and the Committee at the same time allows Alpine and Storey Counties to be able to actively participate in all discussions. He feels this does not equate them to public, as is Committee Member Griffith's fear.

Mr. King reported that Mr. James made it perfectly clear to the Attorney General that his intent is to make every Board Member and every Committee Member have an equal voice at all discussions at Board meetings. Committee Member Giomi suggested that CWSD develop a policy that states the Watershed Committee Members have an equal voice in all discussions.

There was a robust discussion of the pro, cons and concerns of those affected. Committee Member Thaler asked, is there any appetite to take this to the Legislature? Mr. James suggests that there may be forces out there who would try to confuse the issue. Committee Member Thaler thinks that time has passed and maybe it is time to move forward.

Committee Member Giomi sees no problem in moving forward with this in the next Legislative session. He believes CWSD's record stands for itself.

Committee Member Giomi made the motion to recommend approval of the changes to the agenda as presented and to direct staff to develop policy to mandate that all receive an equal voice on the Board. The motion was seconded by Committee Member Thaler and unanimously approved by the Administrative Committee.

Item #5 - For Possible Action: Review the draft Public Records Request Policy and Request Form. Committee Member Griffith questioned if there should be something added regarding requesting of pictures. After a brief discussion, it was determined to not be necessary.

Committee Member Giomi made the motion to approve the draft Public Records Request Policy and Request Form as presented. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.

Item #6 - For Possible Action: Review the draft Purchasing Policies and Procedures. The committee agreed to change text from "verbal" and "informal" to "written" in each occurrence. Also, to add "local government" in all areas describing where funds are paid from; deleted sentence "In the majority of cases, the more stringent purchasing policies and procedures of local

government will prevail.” on page 2, second paragraph, and page 3, fifth paragraph; Moved paragraph eight, to paragraph three on page 3; and moved combined paragraph nine as the second sentence in paragraph three, page 3.

Committee Member Thaler made the motion to approve the draft Purchasing Policies and Procedures as amended. The motion was seconded by Committee Member Giomi and unanimously approved by the Administrative Committee.

Item #7 - For Possible Action: Review the draft Credit Card Policies and Procedures. The committee agreed to change the second bullet on page 2 to read “A single credit card is issued for CWSD use.”; and to add a last bullet to page 2 that reads, “If individual makes an erroneous charge, not used for CWSD business purposes, they will be responsible to repay erroneous charge.”

Committee Member Griffith made the motion to approve the draft Credit Card Policies and Procedures as amended. The motion was seconded by Committee Member Giomi and unanimously approved by the Administrative Committee.

Item #8 - For Possible Action: Review the draft Fraud, Waste & Abuse Policy. The committee agreed to add “or Chairperson” to the second sentence of the first paragraph.

Committee Member Thaler made the motion to approve the draft Fraud, Waste & Abuse Policy as revised. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.

Item #9 - For Possible Action: Review the draft Americans with Disabilities Act (ADA) Notice and Grievance Procedure. The committee agreed to make changes to both that make forms generic (with no names included in contact directions) and to change “48 hours” to “2 business days” as notice for assistance before a scheduled event. Direction was given to staff to confirm changes are within the legal requirements prior to revising the forms. [NOTE: Catrina confirmed both changes to be legal and appropriate with the ADA Coordinator for Carson City on April 4, 2019]

Committee Member Giomi made the motion to approve the draft Americans with Disabilities Act (ADA) Notice and Grievance Procedure as revised, based on confirmation of legality of changes. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.

Item #10 - For Possible Action: Discuss revising the Director Meeting Compensation Policy and Procedure. Mr. James explained how 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. The proposed change to the Director Meeting Compensation Policy and Procedure is to reimburse mileage for all Board Members. Because this policy will have an impact on CWSD budget, he is proposing this change go into effect July 1, 2019. He also noted that we will need to increase the Travel

Budget for next fiscal year. The anticipated increase will be \$5,400.

Committee Member Griffith made the motion to approve the Director Meeting Compensation Policy and Procedure as revised. The motion was seconded by Committee Member Thaler and unanimously approved by the Administrative Committee.

Item #11 - For Possible Action: Discuss proposed COLA for FY 2019-2020. Mr. James recommended a 2% COLA for fiscal year 2019-20. He explained this COLA adjustment is in line with many of surrounding counties. This increase was included in the Tentative Budget, but the Board needs to approve this before the final budget.

Committee Member Giomi made the motion to approve the proposed 2019-2020 COLA increase as presented. The motion was seconded by Committee Member Thaler and unanimously approved by the Administrative Committee.

Item #13 - For Possible Action: Discuss proposed increase in Administrative Assistant hours from 35 to 40 per week. Mr. James explained the background for the request and why he thinks it would best serve CWSD to increase the Administrative hours back up to 40 hours per week moving forward. The increase to the budget for 2019-2020 would be about \$6000, but some of those hours would be paid under grants. He explained that Catrina is willing, able and eager to participate in community outreach and educational events and will be a great resource for CWSD in these areas.

Committee Member Thaler made the motion to approve the proposed increase in Administrative Assistant hours from 35 hours per week to 40 hours per week. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.

Item #14 – Discussion Only: Public Comment – None

Item #15 – Adjournment - *There being no further business to come before the Administrative Committee, Committee Member Erquiaga adjourned the meeting at 12:07 p.m.*

Respectfully submitted,

Catrina Schambra
Secretary to the Board

AGENDA ITEM #10

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #10 – For Possible Action: Approval of the Purchasing Policies and Procedures.

DISCUSSION: In preparing for our single audit for fiscal year 2018-19 we were advised by our accountant that we needed to adopt several policies and procedures to be in regulatory compliance. On April 3, 2019 the Administrative Committee met to review these proposed policies and voted to recommend the attached draft Purchasing Policies and Procedures to the Board for adoption. The Administrative Committee meeting notes are attached to Agenda Item #9.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the Purchasing Policies and Procedures as presented.

**Carson Water Subconservancy District
PURCHASING POLICIES AND PROCEDURES**

(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

Written 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 local government, state or federal funds must be made in compliance with Federal and State law.

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

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

Projects below \$25,000 require the solicitation of at least one written 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.

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.

3. Projects over \$100,000

If the proposed project exceeds an estimated aggregate sum of \$100,000, CWSD shall conduct a formal advertised bid. For projects estimated at over \$100,000, the notice to bid shall be advertised as described above, in accordance with NRS 338.143.

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 local government, state or federal funds must comply with Federal and State law.

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.

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 to be done.

AGENDA ITEM #11

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #11 – For Possible Action: Approval of the Credit Card Policies and Procedures.

DISCUSSION: In preparing for our single audit for fiscal year 2018-19 we were advised by our accountant that we needed to adopt several policies and procedures to be in regulatory compliance. On April 3, 2019 the Administrative Committee met to review these proposed policies and voted to recommend the attached draft Credit Card Policies and Procedures to the Board for adoption. The Administrative Committee meeting notes are attached to Agenda Item #9.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the Credit Card Policies and Procedures as presented.

Carson Water Subconservancy District Credit Card Policies and Procedures (April 2019)

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.
- 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.
- If individual makes an erroneous charge, not used for CWSD business purposes, they will be responsible to repay erroneous charge.

AGENDA ITEM #12

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #12 – For Possible Action: Approval of the Fraud, Waste & Abuse Policy.

DISCUSSION: In preparing for our single audit for fiscal year 2018-19 we were advised by our accountant that we needed to adopt several policies and procedures to be in regulatory compliance. On April 3, 2019 the Administrative Committee met to review these proposed policies and voted to recommend the attached draft Fraud, Waste & Abuse Policy to the Board for adoption. The Administrative Committee meeting notes are attached to Agenda Item #9.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the Fraud, Waste & Abuse Policy as presented.

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 or Chairperson. 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.

AGENDA ITEM #13

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #13 – For Possible Action: Approval of the Americans with Disabilities Act (ADA) Notice and Grievance Procedure.

DISCUSSION: In preparing for our single audit for fiscal year 2018-19 we were advised by our accountant that we needed to adopt several policies and procedures to be in regulatory compliance. On April 3, 2019 the Administrative Committee met to review these proposed policies and voted to recommend the attached draft Americans with Disabilities Act (ADA) Notice and Grievance Procedure to the Board for adoption. The Administrative Committee meeting notes are attached to Agenda Item #9.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the Americans with Disabilities Act (ADA) Notice and Grievance Procedure as presented.

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 the CWSD Administrative Assistant at 775-887-7450 as soon as possible, but no later than 2 business days 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 the 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 based on 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:

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

Within 15 calendar days after receipt of the Complaint, the CWSD Administrative Assistant 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, the CWSD Administrative Assistant 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 the CWSD Administrative Assistant 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 CWSD General Manager at the address above.

Within 15 calendar days after receipt of the appeal, the CWSD General Manager 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, the CWSD General Manager 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 CWSD Administrative Assistant, appeals to the CWSD General Manager, and responses from them to complainants will be retained by CWSD for at least three years.

AGENDA ITEM #14

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #14 – For Possible Action: Approval of the revised Director Meeting Compensation Policy and Procedure.

DISCUSSION: 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.

Staff also modified some of the policy language to make it more readable.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the Meeting Compensation Policy and Procedure as presented.

CARSON WATER SUBCONSERVANCY DISTRICT
DIRECTOR MEETING COMPENSATION
POLICY AND PROCEDURE
(revised 4-17-19)

Policy:

This policy of Carson Water Subconservancy District (CWSD) allows Directors to be compensated for meetings and workshops when it is anticipated that the organization will derive a benefit from the Director participation or official representation of CWSD and as allowed under NRS.541.110.

Purpose and Objective:

1. To establish uniform policy guidelines for Director compensation for attendance at meetings and workshops.
2. 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.
3. 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;
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.

It is primary to remember that taxpayers are paying for the Director’s participation in meeting and representing the CWSD and it is the CWSD’s obligation to be cost conscious. Director fees must comply with budgetary guidelines.

Transportation Costs:

All 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 Director’s domicile to the meeting place. For other qualifying meetings, the Director must submit a “Request for Travel Reimbursement” form. Elected Officials who receive reimbursement for travel from their appointing county or travel in county vehicle will notify CWSD staff and will not be reimbursed from CWSD.

AGENDA ITEM #15

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #15 – For Possible Action: Approval of a 2 %COLA Adjustment for FY 2019-2020

DISCUSSION: Staff recommended to the Administrative Committee a 2% COLA adjustment 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.

The Administrative Committee recommended that in the future the COLA adjustment should be presented to the Finance Committee for approval.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the proposed 2% COLA for FY 2019-2020 as presented.

AGENDA ITEM #16

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #16 – For Possible Action: Approval to dispose of various pieces of outdated and non-functioning office equipment.

DISCUSSION: Last month the main phone (Administrative Assistant desk) of our 4-line/5-phone system stopped working. In the effort to replace the affected phone it was discovered that the phone system itself is obsolete and there are no current AT&T multi-line systems that are compatible. The entire 5-phone/4-line system was replaced with new equipment. There was also an old unused answering machine found on a shelf that we like to dispose of. Staff would like to throw away the broken phone and donate the rest of the equipment to Computer Corps.

<u>Equipment Item/Model Number</u>	<u>Inventory Number</u>	<u>Date</u>	<u>Cost</u>
AT&T 4-line Desk Phone Model #944	Inv. Control #00015	6/1/99	\$149.99
AT&T 4-line Desk Phone Model #944	Inv. Control #00074	5/17/02	\$ 99.99
AT&T 4-line Desk Phone Model #944	Inv. Control #00078	6/1/99	\$ 99.99
AT&T 4-line Desk Phone Model #944	Inv. Control #00079	6/1/99	\$ 99.99
AT&T 4-line Desk Phone Model #944	Inv. Control #00080	6/1/99	\$ 99.99
AT&T 2-line Answering System #1722	Inv. Control #00065	6/1/99	\$ 99.99

STAFF RECOMMENDATION: Approve the disposal/donation of surplus phones and answering machine as described above.

AGENDA ITEM #17

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #17 – For Possible Action: Approval to increase in Administrative Assistant hours from 35 to 40 per week

DISCUSSION: At the 2019 strategic planning session the Directors 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.

Most of her increased costs will be covered by various grants administered by CWSD.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve the proposal to increase the Administrative Assistant hours from 35 to 40 hours per week as presented.

AGENDA ITEM #18

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #18 – For Possible Action: Approval of the date and funding extension of Agency Agreement #2017-18 with Neon to December 31, 2019.

DISCUSSION: CWSD has received additional funding and a time extension from Nevada Department of Environmental Protection (NDEP) for the Carson River Healthy Watershed Campaign. This funding will allow us to produce a "Walk through the Carson River Watershed Video" and conduct a public awareness campaign. This addendum will extend the current agreement to December 31, 2019, and a carryover of any unused funds. An additional \$21,500.00 will be added to Neon's budget.

All the increased costs will be covered by the NDEP Watershed III Grant managed by CWSD.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Approve amendment to Agency Agreement #2017-18 with Neon as presented.

**AMENDMENT TO AGENCY AGREEMENT #2017-18
Addressing Time Extension and Funding from Subconservancy District
to Neon Agency to Develop the "Carson River Healthy
Watershed Campaign"**

WHEREAS, on August 24, 2017, the CARSON WATER SUBCONSERVANCY DISTRICT (hereinafter referred to "CWSD") and NEON AGENCY (hereinafter referred to as "NEON") entered into an Agency Agreement (hereinafter "Agency Agreement #2017-18") addressing funding from CWSD to NEON (Carson River Healthy Watershed Campaign"); and

WHEREAS, CWSD has received additional funding and a time extension from Nevada Department of Environmental Protection for the Carson River Healthy Watershed Campaign; and

WHEREAS, it has been determined that Agency Agreement #2017-18 needs to be extended through December 31, 2019, with a carryover of unused funds; and

WHEREAS, it has been determined that an additional \$21,500.00 be added to Agency Agreement #2017-18 with NEON.

NOW, THEREFORE IT IS AGREED:

1. Agency Agreement #2017-18 shall be extended and terminate on December 31, 2019, with a carryover of unused funds.
2. An additional \$21,500.00 will be provided to Agency Agreement #2017-18 with NEON.
3. All other terms of Agency Agreement #2017-18 shall remain in full force and effect.

/////

IN WITNESS WHEREOF, the parties have executed this Addendum on the day
and year written below.

DATE_____

DATE_____

NEON Agency

CARSON WATER
SUBCONSERVANCY DISTRICT

Randy Pease, Managing Director

Steven Thaler ,Vice Chairman

AGENDA ITEM #19

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item # 19 – For Possible Recommendation: Approval of the Amendment to Agreement #2018-3 with River Wranglers to increase the funding by an amount not-to-exceed \$1,500.

DISCUSSION: On January 17, 2018, the CWSD and River Wranglers entered into Agreement #2018-3 to provide funding for Flood Awareness Outreach to schools. CWSD has some remaining funds from the FEMA to enable River Wranglers to conduct some additional Flood Awareness Outreach. Staff is recommending that an additional \$1,500 be added to Agreement #2018-3 for a total amount not to exceed \$5,500.

STAFF RECOMMENDATION: Approve the Amendment to Agreement #2018-3 as presented.

AMENDMENT TO AGREEMENT #2018-3

Addressing Funding from Carson Water Subconservancy District to River Wranglers for Flood Awareness Outreach to School Located in the Carson River Watershed

WHEREAS, CWSD has received a grant from the U.S. Federal Emergency Management Agency (FEMA) for Mapping Activity Statement (MAS) #8, a portion of which is to be used for Flood Awareness Outreach to Schools Located in the Carson River Watershed; and

WHEREAS, on January 17, 2018, the CARSON WATER SUBCONSERVANCY DISTRICT (hereinafter referred to "CWSD") and RIVER WRANGLERS (hereinafter referred to as "RW") entered into an Agency Agreement (hereinafter "Agreement #2018-3") addressing funding from CWSD to RW ("Flood Awareness Outreach to Schools "); and

WHEREAS, CWSD has some remaining funds from the FEMA to enable RW to conduct some additional Flood Awareness Outreach, and

WHEREAS, it has been determined that an additional \$1,500 be added to Agreement #2018-3 for a total amount not to exceed \$5,500.00.

NOW THEREFORE, in consideration of the premises and of the mutual covenants herein contained, it is mutually agreed by and between the parties as follow:

1. The maximum amount of funds available under this Agreement will not exceed \$5,500.00.
2. All other terms and conditions of the Agreement #2018-3 will remain the same.

IN WITNESS WHEREOF, the parties have executed this Addendum on the day and year first written above.

DATED: _____

RIVER WRANGLERS

Dan Kaffer, President

DATED: _____

CARSON WATER
SUBCONSERVANCY DISTRICT

Steven Thaler, Vice Chairman

DRAFT

AGENDA ITEM #20

CARSON RIVER WATERSHED COMMITTEE

ROLL CALL

AGENDA ITEM #21

CARSON RIVER WATERSHED COMMITTEE

PUBLIC COMMENT

AGENDA ITEM #22

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #22 – For Discussion Only: A presentation by Rob Holley with the Dayton Valley Conservation District regarding their river projects.

DISCUSSION: Rob Holley with the Dayton Valley Conservation District (DVCD) will give a brief overview of the various projects the DVCD has been working on over the past few years and future projects.

STAFF RECOMMENDATION: Receive and file.

AGENDA ITEM #23

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #23 – For Possible Recommendation: Discuss proposed changes to the CWSD Carson River Watershed Committee Policy

DISCUSSION: During the discussion of the Administrative Committee it was unanimously agreed that the CWSD Carson River Watershed Committee Policy be revised to stipulate that all voices are equal on the Board. There was concern that future Boards may not adhere to our shared value of respect for all Board members. Therefore, the committee agreed it was wise to put forth a policy memorializing our intent that every voice is equal and will be heard. Attached is the proposed revision to this policy.

STAFF & ADMINISTRATIVE COMMITTEE RECOMMENDATION: Recommend approval to revise the Carson River Watershed Committee Policy as presented.

CARSON WATER SUBCONSERVANCY DISTRICT CARSON RIVER WATERSHED COMMITTEE POLICY

(Revised 4-17-19)

Policy Purpose and Objective:

The purpose of this policy is to establish that Carson River Watershed Committee Members are ensured the equal opportunity to participate in the discussion and deliberations of all issues and items brought forth to CWSD Board Meetings; and establish a process of selecting individuals to serve on the Carson River Watershed Committee. The objective of the committee is to review information and make recommendations to the Carson Water Subconservancy District (CWSD) Board.

Make-up and voting of the Committee:

The Carson River Watershed Committee will consist of the CWSD Directors, Alpine County representatives, and other members as approved by the CWSD Board. The committee will only meet as part of the regular CWSD Board meetings. The committee will review items related to the watershed and make recommendations to the CWSD Board. Any recommendation brought forth to the CWSD Board by the Carson River Watershed Committee will require a majority vote of the committee.

Compensation for Attending the Carson River Watershed Committee:

Since the Carson River Watershed Committee will only meet as part of the regular CWSD Board meeting, CWSD Directors will not receive additional compensation for attending the committee meeting.

AGENDA ITEM #24

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #24 – For Possible Recommendation: Discussion regarding proposed modification to the CWSD Board agenda.

DISCUSSION: To make the 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. CWSD's attorney, Patrick King, and Mr. James met with the Attorney General staff. Per guidance from the Attorney General staff, it was proposed that the Board 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. However, only Nevada Directors could vote on action items. To clarify this point additional language is proposed to be added to the paragraph below the agenda stating: "All votes will be conducted by CWSD Board of Directors." Attached is a sample draft of the proposed new agenda format.

STAFF AND ADMINISTRATIVE COMMITTEE RECOMMENDATION: Recommend approval to modify the CWSD Board Agenda as presented.

**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 (catrina@cwsd.org), at least two business 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****

10. For Possible Action: Discuss the Tentative Fiscal Year 2019-20 budgets.
11. For Possible Action: Discussion regarding the 2019 Nevada Legislative Session.
12. For Possible Action: Discuss and provide input on final draft of the Amicus Brief for the Walker Lake hearing.

13. For Discussion Only: A presentation by the CWSD AmeriCorps Intern on the interactive Watershed Map
 14. For Discussion Only: A presentation by Rob Holley with the Dayton Valley Conservation District regarding their river projects.
 15. For Discussion Only: Provide an update on the 2019 Water Year.
 16. For Discussion Only: Staff Reports
 - General Manager
 - Legal
 - Correspondence
 17. For Discussion Only: Directors and Committee Members Reports
 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.
 19. For Possible Action: Adjournment
-

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (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. on April 10, 2019, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the April 17, 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:** _____

AGENDA ITEM #25

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #25 – For Possible Recommendation: Discussion regarding the 2019 Nevada Legislative Session.

DISCUSSION: Attached for your information is a summary of the water bills being heard at the Nevada Legislative Session. At the Board meeting, Staff will review various bills they have been monitoring.

STAFF RECOMMENDATION: Provide direction as appropriate.

As of 3/24/19

Assembly Bills

AB51 Existing law declares that it is the policy of this State to manage conjunctively all waters of this State, regardless of the source of water. (NRS 533.024) Section 3 of this bill requires the State Engineer to adopt regulations related to the conjunctive management of groundwater and surface water. The regulations may include, without limitation: (1) requirements or guidelines for establishing mitigation plans; (2) the creation of a program for the conjunctive management of groundwater and surface water in a particular hydrographic basin to mitigate conflicts between groundwater and surface water users; and (3) any other provision necessary to conjunctively manage groundwater and surface water, determine the amount of conflict between groundwater and surface water users or resolve a conflict between groundwater and surface water users. Section 4 of this bill authorizes the State Engineer to levy certain special assessments related to a program for the conjunctive management of groundwater and surface water. Section 7 of this bill provides that the partial abatements of property taxes does not apply to any such special assessment, consistent with other assessments levied against groundwater and surface water users. Section 5 of this bill provides that a right to groundwater or surface water that is not being used because of a program for the conjunctive management of groundwater or surface water is not subject to forfeiture or abandonment for as long as the program is in effect.

AB30 Existing law requires the State Engineer to reject an application for a permit to appropriate water to beneficial use if there is no unappropriated water at the source of supply or if the proposed use or change of use of the water conflicts with existing rights or protectable interests in existing domestic wells or threatens to prove detrimental to the public interest. (NRS 533.370) Section 1 of this bill provides that before rejecting an application because the proposed use or change conflicts with existing rights or protectable interests, the State Engineer may consider certain proposals to avoid or eliminate the conflict. Section 1 authorizes the State Engineer to approve the application for such a permit on the conditions that before the water is appropriated for beneficial use: (1) every measure or action included in the proposal that the State Engineer determines is necessary to avoid or eliminate the conflict is taken; and (2) the conflict is avoided or eliminated. Sections 2-9 of this bill make conforming changes.

AB62 Upon approving an application for a permit to appropriate water, existing law authorizes the State Engineer to extend, under certain circumstances, the deadline by which construction related to the appropriation of water or the application of water to a beneficial use must be completed or made. With limited exceptions, any number of extensions may be granted, but a single extension may not exceed 5 years. (NRS 533.380, 533.390, 533.410) Section 2 of this bill revises the provisions relating to extending the deadline by which construction related to the appropriation of water must be completed. If a permit has been issued for a project that includes the municipal use of water, the State Engineer may grant one or more extensions, but the total number of extensions may not extend the construction deadline for more than 15 years. If a permit has been issued for a project that is not a municipal use and that includes the diversion of 2 or more cubic feet of water per second or the cultivation of at least 100 acres of land, the State Engineer may grant one or more extensions, but the total number of extensions may not extend the construction deadline for more than 10 years. If a permit has been issued for any other purpose, the State Engineer may grant one or more extensions, but the total number of extensions may not extend the construction deadline for more than 5 years. Section 2 also authorizes the State Engineer to suspend the limitation of time for the completion of construction set forth in a permit or any extension if the permit holder submits sufficient proof to the State Engineer demonstrating that the person has been unable to complete the work because of certain pending administrative or court actions. Sections 1 and 3 of this bill make conforming changes.

AB70 The Open Meeting Law requires a public body to ensure that members of the public body and the public present at a meeting can hear or observe and participate in the meeting if any member of the public body is present by means of teleconference or videoconference. (NRS 241.010) Section 2 of this bill provides instead that if a member of the public body attends a meeting of the public body by means of teleconference or videoconference, the chair of the public body must ensure that members of the public body and the public can hear or observe each member attending by teleconference or videoconference. Section 4 of this bill makes a conforming change. Section 2 authorizes, under certain circumstances, a member of the public who is the subject of an action item on an agenda of a public meeting to attend and participate in the meeting by teleconference or videoconference. Existing law sets forth the circumstances when a public body is required to comply with the Open Meeting Law. Under existing law, a public body may gather to receive information from an attorney employed or retained by the public body regarding certain matters without complying with the Open Meeting Law. (NRS 241.015) Section 3 of this bill clarifies that any action taken by a public body arising out of any such gathering must be taken in a meeting held in compliance with the Open Meeting Law. Section 5 of this bill authorizes, under certain circumstances, a public body to gather to receive training regarding its legal obligations without complying with the Open Meeting Law. Section 5 requires, under certain circumstances, a subcommittee or working group of a public body to comply with the provisions of the Open Meeting Law. The Open Meeting Law requires a public body to make supporting material for a meeting of the public body available to the public upon request. (NRS 241.020) Section 5 defines the term "supporting material." The Open Meeting Law sets forth the minimum public notice required for meetings of public bodies, including the posting of an agenda. (NRS 241.020) Section 6 of this bill requires that an agenda include an item on which action may be taken by the public body to approve the agenda before proceeding with any other action item. Section 6 also requires the chair of the public body to end the meeting if a quorum does not approve the agenda. Existing law requires a public body to keep written minutes of each of its meetings and provides that minutes of a meeting are public records that must be made available for inspection. (NRS 241.035) Section 7 of this bill requires a public body to have draft minutes of a meeting available for inspection within 30 working days after adjournment of the meeting until the public body approves the minutes. Sections 13-36 of this bill make conforming changes. Existing law requires a public body to have a meeting recorded on audiotape or transcribed by a court reporter. (NRS 241.035) Section 7 provides that a transcript prepared by a court reporter qualifies as written minutes of the public body. Existing law provides that if a public body takes certain corrective action within 30 days after an alleged violation, the Attorney General may decide not to commence prosecution of the alleged violation. If the public body takes such corrective action, the deadline for the Attorney General to file a lawsuit against the public body to take corrective action is extended by 30 days. (NRS 241.0365) Section 8 of this bill extends by 60 days the deadline by which such law suits may be filed when the public body takes certain corrective action. Existing law authorizes the Attorney General or a member of the public to sue a public body: (1) within 60 days after an alleged violation to have an action by the public body declared void; or (2) within 120 days after an alleged violation to require the public body to comply with the Open Meeting Law. (NRS 241.037) Section 9 of this bill tolls the statutes of limitations for filing these actions if the Attorney General issues a finding that a violation of the Open Meeting Law occurred before the expiration of the statutes of limitations. Under existing law, the Attorney General is required to investigate and prosecute any violation of the Open Meeting Law. (NRS 241.039) Section 10 of this bill: (1) requires the Attorney General to investigate and prosecute a violation of the Open Meeting Law if a complaint is filed not later than 120 days after the alleged violation; and (2) gives the Attorney General discretion to investigate and prosecute a violation of the Open Meeting Law if a complaint is filed more than 120 days after the alleged violation. Section 10 requires: (1) the Attorney General to issue certain findings upon completion of an investigation; and (2) a public body to submit a response to the findings of the Attorney General not later than 14 days after receipt of the Attorney General's findings. Existing law makes each member of a public body who attends a meeting where action is taken in violation of the Open Meeting Law with knowledge of the fact that the meeting is in violation guilty of a misdemeanor and subject to a civil penalty of \$500. (NRS 241.040) Section 12 of this bill provides instead that each member of a public body who: (1) attends a meeting where any violation of the Open Meeting Law occurs; and (2) has knowledge of the violation is guilty of a misdemeanor and subject to an administrative fine, the amount of which is graduated for multiple offenses. Section 12 also creates an exception to these penalties and

finances where the member violated the Open Meeting Law based on legal advice provided by an attorney employed or retained by the public body.

AB93 Existing law requires the Department of Motor Vehicles to deposit certain fees collected in connection with the issuance and renewal of special license plates for the support of the preservation and restoration of the natural environment of the Lake Tahoe Basin with the State Treasurer for credit to the Account for License Plates for the Support of the Preservation and Restoration of the Natural Environment of the Lake Tahoe Basin. (NRS 482.37933) Existing law also authorizes the Administrator of the Division of State Lands of the State Department of Conservation and Natural Resources to provide grants from the Account to other public agencies to use for the support of programs for the preservation and restoration of the natural environment of the Lake Tahoe Basin. (NRS 321.5951) This bill authorizes the Administrator to provide grants from the Account to nonprofit organizations to use for the support of programs for the preservation and restoration of the natural environment of the Lake Tahoe Basin.

AB98 Existing law requires the Tahoe-Douglas Visitor's Authority to use a portion of the proceeds of the occupancy tax paid by vendors located in the Tahoe Township of Douglas County exclusively for: (1) the advertising, publicizing and promotion of tourism and recreation; and (2) the planning, construction and operation of a convention center in the Township. (Section 26 of chapter 496, Statutes of Nevada 1997, at p. 2378) This bill clarifies that the convention center may be used for other events in addition to conventions.

AB95 Existing law requires the State Engineer to conduct investigations in any basin or portion thereof where it appears that the average annual replenishment to the groundwater supply may not be adequate for the needs of all permittees and vested rights claimants. If the State Engineer confirms that the average annual replenishment to the groundwater supply may not be adequate, he or she may order that withdrawals, including withdrawals from domestic wells, be restricted to conform to priority rights. (NRS 534.110) Existing law: (1) authorizes the State Engineer to designate as a critical management area any groundwater basin in which withdrawals of groundwater consistently exceed the perennial yield of the basin; and (2) requires the State Engineer to designate as a critical management area any groundwater basin in which withdrawals of groundwater consistently exceed the perennial yield of the basin upon receipt of a petition for such designation. If a groundwater basin is designated as a critical management area for at least 10 consecutive years, the State Engineer is required to order that withdrawals, including withdrawals from domestic wells, be restricted to conform to priority rights. (NRS 534.110) This bill provides that if the State Engineer orders that withdrawals be restricted to conform to priority rights in any of these groundwater basins, he or she must limit the restriction on withdrawals from domestic wells to allow a domestic well to continue to withdraw 0.5 acre-feet of water per year if the owner of the domestic well installs or has installed a water meter to record the withdrawal.

AB163 - Existing law requires each supplier of water to adopt a plan of water conservation, which must be submitted to the Water Planning Section of the Division of Water Resources of the State Department of Conservation and Natural Resources. The plan of water conservation must also be updated and submitted to the Section every 5 years. (NRS 540.131, 540.141) Section 1 of this bill requires each supplier of water to submit the results of a water loss audit with the plan of water conservation or update to the plan. Once a supplier has submitted the results of a water loss audit, section 1 requires the supplier of water to submit with any future update to the plan of water conservation: (1) a comparison between the results of the most recent audit and the audit previously submitted; and (2) an analysis of any progress made towards certain goals which must be established in the plan of water conservation for water leakage. Section 3 of this bill revises the provisions which must be included in a plan or a joint plan of water conservation to include establishing goals for acceptable levels of water leakage. Existing law establishes certain minimum standards for plumbing fixtures in new construction, expansions and renovations in residential, commercial or industrial structures, certain public buildings financed by a public body, manufactured buildings and homes and mobile homes. (NRS 278.582, 338.193, 461.175, 489.706) Sections 4-7 of this bill revise these requirements to instead require that

new construction, expansions and renovations on these structures must install toilets, shower apparatuses, faucets and urinals that have been certified under the WaterSense program established by the United States Environmental Protection Agency.

AB220 The Environmental Improvement Program was implemented in 1997 to carry out projects to improve the environment in the Lake Tahoe Basin. The costs of the Program are apportioned among the Federal Government, the States of Nevada and California and local governments and owners of private property in both states. In 1999, the Nevada Legislature authorized the issuance of not more than \$53.2 million in general obligation bonds to pay for a significant portion of Nevada's share of the costs of the first phase of the Program. (Chapter 514, Statutes of Nevada 1999, p. 2626) In 2009, the Nevada Legislature authorized the issuance of not more than \$100 million in general obligation bonds to pay for Nevada's share of the costs of the second phase of the Program. Issuance of those bonds requires the approval of the Legislature or the Interim Finance Committee. (Chapter 431, Statutes of Nevada 2009, p. 2417) The Nevada Legislature in 2009 also required the issuance of not more than \$4,420,000 of such bonds to provide money to carry out certain environmental improvement projects included in the second phase of the Program. (Chapter 431, Statutes of Nevada 2009, p. 2416) In 2011, the Nevada Legislature required the issuance of not more than \$12 million of the \$100 million in general obligation bonds authorized in 2009 to provide additional money to carry out environmental improvement projects included in the second phase of the Program. (Chapter 437, Statutes of Nevada 2011, p. 2638) This bill requires the issuance of not more than \$8 million of the \$100 million in general obligation bonds authorized in 2009 to provide money to carry out certain environmental improvement projects included in the second phase of the Environmental Improvement Program.

AB233 Under current law, a county is required to levy a special assessment annually, or at such time as needed, upon all taxable property situated within the confines of a particular water basin designated by the State Engineer to pay certain salaries and expenses of well supervisors, assistants and the Well Drillers' Advisory Board if certain license fees are not sufficient. (NRS 534.040) This bill authorizes a county to instead pay those salaries and expenses by appropriating money from the general fund of the county if the amount of the special assessment upon a property owner is less than the cost of collecting the assessment.

AB265 This bill requires the Desert Research Institute to conduct a study concerning water treatment and recycling and to submit a report of its findings and any recommendations for legislation to the 81st Session of the Nevada Legislature.

Senate Bills

SB47 Existing law provides that the Administrator of the Division of State Lands of the State Department of Conservation and Natural Resources also serves as the ex officio State Land Registrar. (NRS 232.110) Existing law relating to the use of state lands uses the terms "Administrator of the Division of State Lands of the State Department of Conservation and Natural Resources, as ex officio State Land Registrar" and "State Land Registrar" interchangeably. Sections 1-8 of this bill make technical changes so the term "State Land Registrar" is used in such provisions. Existing law requires, with limited exceptions, a person to secure a permit from the State Land Registrar before performing any work below the high water mark of a navigable river. (NRS 322.1007) Section 9 of this bill clarifies when authorization from the State Land Registrar is required to proceed with such work and authorizes the State Land Registrar to adopt regulations related to performing such work. Under existing law, the State Land Registrar is required to charge fees in certain amounts for: (1) dredging or filling; or (2) constructing or installing certain structures in a navigable body of water. (NRS 322.130) Section 10 of this bill requires the State Land Registrar to establish the amount of these fees by regulation. Section 12 of this bill provides that the existing fees remain in effect until the State Land Registrar establishes such fees by regulation. Under existing law, the proceeds of certain fees for authorization to use certain state

lands must be paid to the State General Fund. (NRS 322.160) Section 11 of this bill provides that the proceeds of rents and royalties for authorization to use certain state lands must also be paid to the State General Fund. Under existing law, the proceeds of certain fees relating to navigable bodies of water that are in excess of \$65,000 must be accounted for separately and used by the State Land Registrar to carry out programs to preserve, protect, restore and enhance the natural environment of the Lake Tahoe Basin. (NRS 322.160) Section 11 provides that such proceeds must be accounted for in an interest-bearing account and that the money in that account does not revert to the State General Fund at the end of the fiscal year. Under existing law, the State Land Registrar charges a fee for a permit for the use of a pier or other related facility on a navigable body of water. (NRS 322.120) Existing law also requires the State Land Registrar to grant a credit towards the fee under certain circumstances. (NRS 322.125) Section 13 of this bill eliminates the requirement for the State Land Registrar to grant such a credit.

SB76 In 1922, seven states, including Nevada, entered into the Colorado River Compact to allocate among the joining states the water rights to the Colorado River and its tributaries in the Colorado River Basin. The United States Congress passed the Boulder Canyon Project Act in 1928, 43 U.S.C. §§ 617 et seq., to provide for the construction of works along the Colorado River, including the Hoover Dam, and to approve the Colorado River Compact. In 1935, the Nevada Legislature created the Colorado River Commission of Nevada and charged the Colorado River Commission with securing and protecting Nevada's rights and interests in the waters of the Colorado River and in hydroelectric power generated on the Colorado River. (NRS 538.041-538.251) Various federal laws have modified the allocation of hydroelectric power delivered from the Hoover Dam since its construction. Most recently, the United States Congress passed the Hoover Power Allocation Act of 2011, 43 U.S.C. §§ 619 et seq., which created a resource pool of capacity and associated firm energy for new customers in certain geographical areas of Nevada, California and Arizona that previously did not receive power from the Hoover Dam. The Act directed the Colorado River Commission to allocate a certain amount of capacity and associated firm energy from the resource pool to new customers in Nevada under contracts that became effective on October 1, 2017. Existing Nevada law authorizes the Colorado River Commission to sell electricity and provide transmission service or distribution service without being subject to the jurisdiction of the Public Utilities Commission of Nevada only to meet the existing and future requirements of: (1) customers who the Colorado River Commission was serving or had a contract to serve on July 16, 1997; (2) the Southern Nevada Water Authority and its member agencies for their water and wastewater operations; and (3) certain customers who received an allocation of capacity and associated firm energy from the resource pool for new customers created pursuant to the Hoover Power Allocation Act of 2011. (NRS 704.787) This bill authorizes the Colorado River Commission to sell electricity and provide transmission service or distribution service without being subject to the jurisdiction of the Public Utilities Commission of Nevada to meet the existing and future requirements of certain new customers to whom the Colorado River Commission reallocates capacity and associated firm energy which was originally allocated to a customer who the Colorado River Commission was serving or had a contract to serve on July 16, 1997.

SB140 Under existing law, any person who wishes to appropriate any waters of this State must apply to the State Engineer for a permit to do so and the State Engineer must reject an application under certain circumstances, including when there is no unappropriated water available in the proposed source of supply. (NRS 533.325, 533.370, 533.371) Section 1 of this bill requires the State Engineer, in any basin in which there is water available for appropriation on July 1, 2019, to reserve 10 percent of the total remaining water. The water reserved by the State Engineer may only be used on a temporary basis in an emergency, including if the basin is under a declaration of drought. Consistent with this requirement, sections 3 and 4 of this bill require the State Engineer to reject an application for a permit to appropriate water if the water from the proposed source of supply has been reserved under section 1. Section 2 of this bill makes conforming changes.

SB250 Existing law authorizes the State Engineer to require the dedication of a right to appropriate water in certain circumstances before approving a parcel map. (NRS 534.120) Existing law also authorizes the governing body of a county or city to adopt ordinances to regulate land, which may include an ordinance that requires the dedication of a right to appropriate water before approving the development, division or subdivision of a parcel of land. (NRS 278.020) Sections 1 and 3 of this bill

provide that any right to appropriate water that has been dedicated to a public entity in order to ensure a sufficient supply of water to certain parcels must remain so dedicated and must not be sold, leased or otherwise used for a purpose other than ensuring a sufficient water supply for such parcels until the modification or redevelopment of such parcels.

SB433 Existing law sets forth the California-Nevada Compact for Jurisdiction on Interstate Waters, an interstate agreement between the States of California and Nevada pursuant to which courts and law enforcement officers in either state may arrest, prosecute and try offenders for certain prohibited conduct committed on Lake Tahoe or Topaz Lake. (NRS 171.077) Sections 1 and 2 of this bill change the name of the California-Nevada Compact for Jurisdiction on Interstate Waters to the California-Nevada Compact for Jurisdiction on Lake Tahoe and Topaz Lake. Section 2 grants law enforcement officers of the States of California or Nevada concurrent jurisdiction to arrest offenders for certain prohibited conduct on any land mass within 10 miles of Lake Tahoe or Topaz Lake. Section 2 provides that certain claims brought against officers or employees of the States of California or Nevada or an agency or political subdivision thereof are subject to the conditions and limitations on civil actions established by the state of that officer or employee. Section 4 of this bill provides that these changes become effective if the State of California enacts amendments to the Compact that are substantially identical.

SJR7 This Resolution does not have a digest.

SJR5 This Resolution does not have a digest.

<u>Bill</u>	<u>BDR</u>	<u>Requester</u>	<u>Title</u>	<u>Description</u>	<u>Status</u>	<u>Hearings</u>	<u>Next Meeting</u>
As of 3/31/19	By:	Karen Garaventa Baggett		Contact: Cell 775-721-2233 / Email - kgaraventa@ charter.net			
DISCLAIMER: This is summary is informational only. Although reasonable care has been taken to ensure that the information on this spreadsheet is accurate, correct and complete, no guarantee, warranty or representation, express or implied, is given to the accuracy, correctness or completeness of the content of this summary.							
<u>Assembly Bills:</u>							
AB30	48-214	Division of Water Resources of the State Department of Conservation and Natural Resources	Revises provisions governing the appropriation of water.	AN ACT relating to water; authorizing the State Engineer, under certain circumstances, to consider the approval of a proposal to avoid or eliminate conflicts between an applicant for a permit to appropriate water and the existing holders of water rights and owners of domestic wells; and providing other matters properly relating thereto.	Minutes Not Yet Available	A/ NRAM on Feb 27, 2019 at 4:00 PM	A/ NRAM on April 3, 2019 at 4:00 PM Work Session
AB51	48-213	Division of Water Resources of the State Department of Conservation and Natural Resources	Revises provisions governing the management of hydrologically connected groundwater and surface water resources.	AN ACT relating to water; requiring the State Engineer to adopt regulations relating to the conjunctive management of groundwater and surface water; authorizing the State Engineer to impose certain special assessments related to a program for the conjunctive management of groundwater and surface water; providing that certain water rights are not subject to abandonment or forfeiture; and providing other matters properly relating thereto.	Minutes Not Yet Available	A/ NRAM on Feb 27, 2019 at 4:00 PM	None Scheduled
AB62	48-215	Division of Water Resources of the State Department of Conservation and Natural Resources	Revises provisions related to water. (BDR 48-215)	AN ACT relating to water; revising the time period for which the State Engineer may grant an extension for the completion of work for the diversion of water; authorizing, under certain circumstances, the State Engineer to suspend the limitation of time for the completion of work set forth in a permit or an extension previously granted; and providing other matters properly relating thereto.	Minutes Not Yet Available	A/ NRAM on March 13, 2019 at 4:00 PM	A/ NRAM on April 3, 2019 at 4:00 PM Work Session
AB70	19-421	Assembly Comm. On Government Affairs	Revises provisions governing the Open Meeting Law	AN ACT relating to meetings of public bodies; making various changes relating to meetings of public bodies; providing a penalty; and providing other matters properly relating thereto.	Minutes Not Yet Available	A / GA 3/6/19 @ 8:30 AM	None Scheduled

<u><i>Bill</i></u>	<u><i>BDR</i></u>	<u><i>Requester</i></u>	<u><i>Title</i></u>	<u><i>Description</i></u>	<u><i>Status</i></u>	<u><i>Hearings</i></u>	<u><i>Next Meeting</i></u>
<u>AB93</u>	26-437	Legislative Committee for the Review and Oversight of the Tahoe Regional Planning Agency and the Marlette Lake Water System (NRS 218E.555)	Revises provisions relating to the Account for License Plates for the Support of the Preservation and Restoration of the Natural Environment of the Lake Tahoe Basin.	AN ACT relating to license plates; authorizing the Administrator of the Division of State Lands of the State Department of Conservation and Natural Resources to provide grants to nonprofit organizations from the Account for License Plates for the Support of the Preservation and Restoration of the Natural Environment of the Lake Tahoe Basin; and providing other matters properly relating thereto.	Not heard	A/NRAM on March 18, 2019 at 4:00 PM	None Scheduled
<u>AB95</u>	48-504	Legislative Committee on Public Lands (NRS 218E.510)	Revises provisions relating to water.	AN ACT relating to water; requiring the State Engineer to continue to allow withdrawals of groundwater from domestic wells under certain circumstances in groundwater basins where withdrawals have been restricted to conform to priority rights; and providing other matters properly relating thereto.	Amend and do pass as amended	A/NRAM on March 18, 2019 at 4:00 PM	None Scheduled
<u>AB98</u>	S-440	Legislative Committee for the Review and Oversight of the Tahoe Regional Planning Agency and the Marlette Lake Water System (NRS 218E.555)	Revises provisions relating to the convention center to be built and operated by the Tahoe-Douglas Visitor's Authority.	AN ACT relating to the Tahoe-Douglas Visitor's Authority; clarifying the uses of the convention center for which the Authority is required to use certain tax proceeds to plan, construct and operate; and providing other matters properly relating thereto.	Do Pass	A/ G&I held on 2/19/19 @ 1:30 PM	None Scheduled
<u>AB163</u>	48-798	Assemblyman Watts	Revises provisions governing water conservation.	AN ACT relating to water; revising certain requirements relating to a plan of water conservation; revising minimum standards for plumbing fixtures in new construction and expansions and renovations in certain structures; and providing other matters properly relating thereto.	Minutes Not Yet Available	A/NRAM on March 25, 2019 at 4:00 PM	A/ NRAM on April 1, 2019 at 4:00 PM <i>Work Session</i>
<u>AB220</u>	S-435	Legislative Committee for the Review and Oversight of the Tahoe Regional Planning Agency and the Marlette Lake Water System (NRS 218E.555)	Provides for the release of the next phase of bonds to carry out Nevada's portion of the Environmental Improvement Program for Lake Tahoe for the 2019-2021 biennium.	AN ACT relating to the Lake Tahoe Basin; requiring the issuance of general obligation bonds to carry out certain environmental improvement projects included in the second phase of the Environmental Improvement Program for the Lake Tahoe Basin; and providing other matters properly relating thereto.	A/W&M - no jurisdiction / A/GA - do pass	Hearings held in A/W&M & A/GA on 3/22/19	None Scheduled
<u>AB233</u>	48-45	Assembly Kramer & Hardy / Senate Goicoechea & Parks	Revises provisions governing certain assessments on water.	AN ACT relating to water; revising provisions governing certain assessments on water users; and providing other matters properly relating thereto.	Minutes Not Yet Available	A/NRAM on March 27, 2019 at 4:00 PM	None Scheduled

<u>Bill</u>	<u>BDR</u>	<u>Requester</u>	<u>Title</u>	<u>Description</u>	<u>Status</u>	<u>Hearings</u>	<u>Next Meeting</u>
AB265	S-901	Assembly- Sarah Peters, Heidi Swank, Howard Watts; Senate - Chris Brooks, Pete Goicoechea; Co - Senate Melanie Scheible	Requires the Desert Research Institute to conduct a study concerning water treatment and recycling.	AN ACT relating to water; requiring the Desert Research Institute to conduct a study concerning water treatment and recycling; and providing other matters properly relating thereto.	Minutes Not Yet Available	A/NRAM on March 27, 2019 at 4:00 PM	A/ NRAM on April 3, 2019 at 4:00 PM <i>Work Session</i>
<u>Senate Bills:</u>							
SB47	26-216	Senate Committee on Natural Resources	Revises provisions relating to state lands. (BDR 26-216)	AN ACT relating to state lands; clarifying when an authorization from the State Land Registrar is required to perform work below the high water mark of a navigable river; requiring the State Land Registrar to establish by regulation fees for such authorization and for permits related to dredging, filling and installing certain structures; revising provisions relating to the accounting and use of the proceeds of certain fees for the use of state lands; eliminating the requirement that the State Land Registrar grant credit towards fees paid for the commercial use of state land; making various other changes relating to state lands; and providing other matters properly relating thereto.			None Scheduled
SB76	58-207	Colorado River Commission of Nevada	Revises provisions governing the provision of services by the Colorado River Commission.	AN ACT relating to energy; authorizing the Colorado River Commission of Nevada to sell electricity and provide transmission service and distribution service to certain new customers who receive a reallocation of capacity and associated firm energy which was originally allocated to certain existing customers; and providing other matters properly relating thereto.			None Scheduled
SB140	48-541	Senate Committee on Natural Resources	Revises provisions relating to appropriations of water in water basins.	AN ACT relating to water; requiring the State Engineer to reserve a certain percentage of the remaining water available for appropriation in certain basins; prohibiting the appropriation of such water; authorizing the use of such water in certain circumstances; and providing other matters properly relating thereto.	Hearings in S/ NR- Heard, no action & S / GA - Mentioned - no jurisdiction	Hearings in S/ NR on 2/28/19 & S / GA on 3/15/19	None Scheduled

<u><i>Bill</i></u>	<u><i>BDR</i></u>	<u><i>Requester</i></u>	<u><i>Title</i></u>	<u><i>Description</i></u>	<u><i>Status</i></u>	<u><i>Hearings</i></u>	<u><i>Next Meeting</i></u>
<u>SB232</u>	48-664	Senator Settlemeyer	Revises provisions relating to water dedicated for projects.	AN ACT relating to irrigation districts; authorizing the trustee or trustees to designate a beneficiary of a trust to vote in certain elections, sign certain petitions and run for certain offices of an irrigation district; and providing other matters properly relating thereto.	Do Pass	S/ NR on 3/7/19	None Scheduled
<u>SB250</u>	48-664	Senators Settlemeyer, Goicoechea, & Hardy	Revises provisions relating to the dedication of water rights.	AN ACT relating to water; limiting the use of certain rights to appropriate water which have been dedicated to certain public entities; and providing other matters properly relating thereto.		Hearing not held	
SB433	439	Legislative Committee for the Review and Oversight of the Tahoe Regional Planning Agency and the Marlette Lake Water System (NRS 218E.555)	Revises provisions relating to the concurrent jurisdiction of California and Nevada on Lake Tahoe and Topaz Lake.	AN ACT relating to the California-Nevada Compact for Jurisdiction on Interstate Waters; revising and extending the provisions of the Compact; and providing other matters properly relating thereto.	Read first time. Referred to Committee on Judiciary		None Scheduled
<u>BDRs...</u>							
SCR5	438	Senate Committee on Legislative Operations and Elections	Expresses support for the role of science in the Lake Tahoe Basin and recognizes the role of the Tahoe Bi-State Executive Committee and the Tahoe Science Advisory Council in guiding environmental preservation, protection, restoration and enhancement efforts in the Lake Tahoe Basin. (BDR R-438)	Expressing support for the role of science in preserving the environmental and ecological conditions in the Lake Tahoe Basin and recognizing the role of the Tahoe Bi-State Executive Committee and the Tahoe Science Advisory Council in providing scientific resources to help guide decision making and planning regarding natural resources and implementation of environmental improvement projects in the Lake Tahoe Basin.	Do Pass	S/NR on March 28, 2019 at 4:00 PM	None Scheduled
SJR7	441	Senate Committee on Legislative Operations and Elections	ACR: Expresses support for finding innovative transportation solutions in the Lake Tahoe Basin and for the efforts of the Bi-State Transportation Consultation Group.	Expressing support for finding innovative transportation solutions in the Lake Tahoe Basin and for the efforts of the Bi-State Working Group on Transportation.			S / G&I on April 2, 2019 at 1:30 PM
	44	Assemblyman Oscarson	Revises provisions governing water.		Minutes not yet available		

<u>Bill</u>	<u>BDR</u>	<u>Requester</u>	<u>Title</u>	<u>Description</u>	<u>Status</u>	<u>Hearings</u>	<u>Next Meeting</u>
	901	Assemblywoman Peters	Makes various changes relating to water.				
	1177	Office of Finance in the Office of the Governor	Makes appropriations from the State General Fund to the Department of Agriculture for water conservation projects and the purchase and replacement of laboratory equipment.		Introduced on 2/22/19		
	1238	Office of Finance in the Office of the Governor	Makes a supplemental appropriation from the State General Fund to the Division of Water Resources of the State Department of Conservation and Natural Resources for terminal leave payout costs.		Introduced on 2/22/19		
	1243	Office of Finance in the Office of the Governor	Creates the Advisory Board of Water Resources Planning and Drought Resiliency.		Introduced on 2/22/19		

AGENDA ITEM #26

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item # 26 – For Possible Recommendation: Discussion regarding draft Indirect Cost Rate Policy.

DISCUSSION: When CWSD Staff met with the auditor there was some discussion if CWSD needed a policy regarding indirect cost rate. Although it is still not clear if CWSD needs a policy for calculating indirect cost rate, Staff believes it does not hurt to have an Indirect Cost Rate Policy. Attached is a draft policy.

STAFF RECOMMENDATION: Recommend approval of the Indirect Cost Rate Policy.

CARSON WATER SUBCONSERVANCY DISTRICT INDIRECT COST RATE POLICY

April 2019

Process and Policy Purpose:

In accordance with Title 2 of the Code of Federal Regulations Part 200 (2 CFR 200), Carson Water Subconservancy District has established a process for calculating indirect costs. The purpose of this policy is to identifying costs and activities which would be included in the calculation of indirect cost rate.

Definitions:

Direct Costs - Those costs that can be identified specifically with a particular sponsored project and which can be directly assigned to such activities, relatively easily, and with a high degree of accuracy. For example, all grant projects, funding obligation such as regional pipeline, studies, and project assistance.

Indirect Costs – Those costs that incurred for common or joint objectives, and which cannot be allocated readily and specifically to a particular sponsored project. Example are: Director fees, Workers Comp, conferences, rent, telephone/internet, insurance, postage (not associated with a program), office supplies, auditor, attorney, and dues/miscellaneous/training. Include in the indirect calculation is staff salary and benefits that are not associated with actives defined in Direct Costs.

Calculation and Certification of Indirect Costs:

At the beginning of each calendar year the indirect costs will be calculated based on the prior audit report. CWSD will used the attached indirect costs sample to calculate the indirect rate for that given year. Each year staff will fill out the attached Certification of Indirect Costs.

Review Process:

Every four years, starting 2017, CWSD will contact and review the indirect process with the lead federal agency to verify the calculating process.

Examples of Exhibits to Support Indirect Cost Rate Proposals

Exhibit A
Example - Personnel Cost Worksheet
Fill in: Final or Provisional & Organization's Fiscal year

Position	Annual Salary (A)	FICA (B)	State UI (C)	Worker's Comp. (D)	Health Insurance (E)	Retirement (F)	Total Benefits	Total Personnel Costs
	a						b	(a+b)
Executive Director	\$ 60,000	\$ 4,311	\$ 240	\$ 600	\$ 2,400	\$ 4,800	\$ 12,351	\$ 72,351
Administrative Assistant	22,000	1,683	240	220	2,400	1,760	6,303	28,303
Controller	45,000	3,443	240	450	2,400	3,600	10,133	55,133
Accountant (3)	90,000	6,885	720	900	7,200	7,200	22,905	112,905
Program Planner (4)	120,000	9,180	960	1,200	9,600	9,600	30,540	150,540
Field Operations Director	35,000	2,678	240	350	2,400	2,800	8,468	43,468
Area Coordinator *	15,000	1,148	240	150	1,400	1,200	4,138	19,138
Program Specialist (2)	25,000	1,913	480	250	4,800	2,000	9,443	34,443
Personnel Director	40,000	3,060	240	400	2,400	3,200	9,300	49,300
Personnel Clerk (3)	60,000	4,590	720	600	7,200	4,800	17,910	77,910
MIS Director	45,000	3,443	240	450	2,400	3,600	10,133	55,133
Head Start Director	45,000	3,443	240	450	2,400	3,600	10,133	55,133
Data Entry Clerk *	12,000	918	240	120	1,200	960	3,438	15,438
All Other Positions **	700,000	53,550	12,000	7,000	120,000	56,000	248,550	948,550
TOTAL	\$ 1,314,000	\$ 100,245	\$ 17,040	\$ 13,140	\$ 168,200	\$ 105,120	\$ 403,745	\$ 1,717,745

(A) In this example, vacation, holiday, sick leave, and other paid absences were included in salaries and claimed on other grants, contracts, or agreements, as part of salary costs. Separate claims for these absences are not made. Refer to Exhibit C.

(B) FICA taxable wages were computed at 6.2% of \$55,500 per employee, and 1.45% based on \$130,200 per employee.

(C) State unemployment compensation taxable wages were computed on the 1st \$8,000 for 71 employees at 3% (\$8,000 x 71 x 3% = \$17,040)

(D) Worker's compensation was estimated at 1% of salaries (1% x \$1,314,000 = \$13,140).

(E) Health insurance was computed at \$200 per month per employee.

(F) Retirement was computed at 8% of an employee's annual salary.
Example: Executive Director's annual salary: \$60,000 x 8% = \$4,800.

* This represents employees who will work less than a twelve month period due to a grant/contract not being reviewed.

** These positions have been consolidated for illustrative purposes only; all personnel positions that require charging time to more than one cost objective must be identified separately on this exhibit.

Note: Salaries and fringes included in this exhibit are for illustrative purposes only.

Exhibit A-1

<u>Heading from Exhibit A</u>	<u>Explanation</u>
Position	All staff salaries.
Annual Salary	Actual or estimated salary amount for the year depending on type of proposal (final or provisional).
FICA	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Should be computed in accordance with the applicable rates This is the organization's share.
State Unemployment Compensation	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Should be computed in accordance with the applicable rates This is the organization's share.
Worker's Compensation	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Cost should be obtainable from the insurance policy or agent.
Health Insurance	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Cost should be obtainable from the insurance policy or agent.
Retirement	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Cost should be based on the organization's retirement plan.

Exhibit B
Example - Allocation of Personnel Worksheet
Fill in: Final or Provisional & Organization's Fiscal year

Position	Annual Salary	Indirect Costs	Direct Costs (a+b)	Federal Programs			Non-Federal Programs		
				a			b		
				U.S. Dept. of Labor	U.S. Dept. of HHS	U.S. Dept. of Education	State Service Delivery Agency	Fundraising	Private Foundation Commercial
Executive Director	\$60,000	\$54,000	\$6,000					\$6,000	
Administrative Assistant	22,000	22,000							
Controller	45,000	45,000							
Accountant	90,000	90,000							
Program Planner (4)	120,000	12,000	108,000	\$72,000	\$12,000	\$18,000	\$6,000		
<i>% of Distribution</i>	<i>100%</i>	<i>10%</i>	<i>90%</i>	<i>60%</i>	<i>10%</i>	<i>15%</i>	<i>5%</i>		
Field Operations Director	35,000	5,250	29,750	8,750	5,250	8,750	5,250		\$1,750
<i>% of Distribution</i>	<i>100%</i>	<i>15%</i>	<i>85%</i>	<i>25%</i>	<i>15%</i>	<i>25%</i>	<i>15%</i>		
Area Coordinator *	15,000		15,000				15,000		
Program Specialist	25,000		25,000	20,000	5,000				
<i>% of Distribution</i>	<i>100%</i>		<i>100%</i>	<i>80%</i>	<i>20%</i>				
Personnel Director	40,000	40,000							
Personnel Clerk (3)	60,000	60,000							
MIS Director	45,000	45,000							
Head Start Director	45,000		45,000	9,000	36,000				
<i>% of Distribution</i>	<i>100%</i>		<i>100%</i>	<i>20%</i>	<i>80%</i>				
Data Entry Clerk *	12,000		12,000	9,000		3,000			
All Other Positions **	700,000		700,000	280,000	105,000	175,000	105,000		35,000
TOTAL	\$1,314,000	\$373,250	\$940,750	\$398,750	\$163,250	\$204,750	\$131,250	\$6,000	\$36,750

* This represents an employee who will work less than a twelve month period.

** These positions have been consolidated for illustrative purposes only. All personnel positions that require time to be charged to more than one cost objective must be identified separately in this worksheet.

Note: The salaries included in this exhibit are for illustrative purposes only.

Exhibit C

Example - Statement of Employee Benefits

Fill in: Final or Provisional & Organization's Fiscal year

	<u>Method A</u>	<u>Method B</u>
Annual Leave Earned		\$50,384
Sick Leave Taken		25,269
Holidays		<u>50,384</u>
Subtotal - Release Time		\$126,037 a
FICA	\$100,245	\$100,245
State Unemployment Compensation	17,040	17,040
Worker's Compensation Insurance	13,140	13,140
Medical Insurance	168,200	168,200
Pension	<u>105,120</u>	<u>105,120</u>
SubTotal	\$403,745	\$403,745 b
Total Employee Fringe Benefits	\$403,745	\$529,782 (a+b)
Allocation Base:		
Total Salaries	\$1,314,000	\$1,314,000
Less: Release Time		<u>126,037</u>
Chargeable Salaries		\$1,187,963
<u>Employee Fringe Benefit Rate</u>		
Fringe Benefits	\$403,745	\$529,782
Allocation Base	\$1,314,000	\$1,187,963
Fringe Rate	30.73%	44.60%

NOTE:

Method A - For estimating purposes on budgets, grantees/contractors include release time as personnel salary costs; i.e. total salary.

Method B - The fringe benefit pool includes time for vacation, holiday, and sick leave and is distributed through a fringe benefit rate.

The decision to use either method will depend on the grantee/contractor's accounting system and time distribution system.

EXHIBIT D

Example - Statement of Total Costs - All Funds - and Distribution of Indirect Costs to the Cost Centers using two Sample Methods of Allocation ⁽⁶⁾ (3 STEPS) Simplified Allocation Method

Fill in: Final or Provisional & Organization's Fiscal year

STEP 1 - Do Statement...					Federal Programs			Non-Federal
Budget Category	Total Costs	Less: Direct Exclusions and Indirect Unallowable Costs	Indirect Costs (3)	"Modified" Total Direct Costs (MTDCs)	Total Federal Programs	Dept. of Labor	Other Federal Programs	Total Non-Federal Programs
	A = B+C+D	B	C	D = E+F	E			F
Salaries	\$1,314,000		\$373,250	\$940,750	\$766,750	\$515,000	\$251,750	\$174,000
Fringe Benefits (30.73%)	403,746		114,686	289,060	235,596	158,242	77,354	53,464
Total Personnel Costs	1,717,746		487,936	1,229,810	1,002,346	673,242	329,104	227,464
Consultant Services	26,000		14,000	12,000	10,300	10,300		1,700
Staff Travel	94,000		20,000	74,000	67,300	43,600	23,700	6,700
Bad Debts	10,000	\$10,000 (1)						
Office Rent	170,000		170,000					
Consumable Supplies	161,000		11,000	150,000	22,500	15,000	7,500	127,500
Subcontracts	175,000	107,000 (2)		68,000	10,200	8,200	2,000	57,800
Purchase, Lease of Equipment	82,000	22,100 (2)	59,900					
Telephone	109,400		55,000	54,400	8,200	6,200	2,000	46,200
Entertainment	1,800	1,800 (1)						
Printing and Reproduction	48,000		11,000	37,000	5,500	3,500	2,000	31,500
Insurance and Bonding	42,000		42,000					
Postage and Delivery	34,000		5,100	28,900	4,300	2,300	2,000	24,600
Depreciation	28,800		8,800	20,000	3,000	2,000	1,000	17,000
Emergency Assistance	54,000	54,000 (2)						
Training Materials	82,000			82,000	12,300	10,000	2,300	69,700
Participant Support Costs	184,000	184,000 (2)						
Total Non-Personnel Costs	\$1,302,000	\$378,900	\$396,800	\$526,300	\$143,600	\$101,100	\$42,500	\$382,700
TOTAL	\$3,019,746 (4)	\$378,900	\$884,736	\$1,756,110	\$1,145,946	\$774,342	\$371,604	\$610,164

STEP 2 - Rate Calculation...			STEP 3 - Distribution to the Cost Centers					
Indirect Cost Rate Calculation*			Distribution of Indirect Costs (ICs) - (5)					
			a			b	Total a+b	
Indirect Costs	\$884,736	Method A (6)	Allocation Base	1,002,346	673,242	329,104	227,464	1,229,810
Method A - Total Direct Salaries & Benefits	1,229,810		Times Indirect Rate	71.94%	71.94%	71.94%	71.94%	
Indirect Rate	71.94%		Equals Allocable Share of ICs	\$721,096	\$484,336	\$236,760	\$163,640	\$884,736
Indirect Costs	\$884,736	Method B (6)	Allocation Base	1,145,946	\$774,342	\$371,604	610,164	1,756,110
Method B - MTDCs	\$1,756,110		Times Indirect Rate	50.38%	50.38%	50.38%	50.38%	
Indirect Rate	50.38%		Equals Allocable Share of ICs	\$577,333	\$390,117	\$187,216	\$307,403	\$884,736
Difference between A & B (A-B)				\$143,764	\$94,219	\$49,545	(\$143,764)	

(1) and (2) - Refer to notes of Exhibit E for explanations.

(3) This column must be split to show multiple rate structures (G&A, onsite, offsite, if applicable).

(4) Must reconcile to the Financial Statements.

(5) Is the result of multiplying the indirect rate times the allocation base for each cost center.

(6) For example purposes only. Other allocation methods may be proposed as long as it provides and equitable and rational distribution of indirect costs. Contact DCD for more details.

Note: The costs included in this exhibit are for illustrative purposes only.

AGENDA ITEM #27

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item # 27 – For Possible Recommendation: Discussion regarding draft Fringe Benefit Calculation Policy.

DISCUSSION: When CWSD Staff met with the auditor there was some discussion if CWSD needed a policy regarding how fringe benefits are calculated. The auditor recommended that CWSD use a consistent method in calculating fringe benefits and it be applied to all grants. We will be using the same calculation model we use to determine our indirect costs. Attached is a draft Fringe Benefit Calculation Policy.

STAFF RECOMMENDATION: Recommend approval of the Fringe Benefit Calculation Policy.

CARSON WATER SUBCONSERVANCY DISTRICT FRINGE BENEFIT COST CALCULATION POLICY

(April 17, 2019)

Process and Policy Purpose:

In accordance with Title 2 of the Code of Federal Regulations Part 200 (2 CFR 200), Carson Water Subconservancy District has established a process for calculating fringe benefit costs. The purpose of this policy is to identify costs which would be included in the calculation of benefit costs.

Definitions:

Fringe Benefits include: health insurance, retirement, car allowance, Medicare, holiday pay, sick leave, and vacation leave.

Calculation and Certification of Indirect Costs:

At the beginning of each calendar year the benefit costs will be calculated based on the prior year audit report. CWSD will use the attached Sample Indirect Costs Calculation: Exhibit C, Method B. This percentage will be the same for all employees for that given calendar year.

Review Process:

Starting 2017 and every four years thereafter, CWSD will contact and review the benefit process with the lead federal agency to verify the calculating process.

Examples of Exhibits to Support Indirect Cost Rate Proposals

Exhibit A
Example - Personnel Cost Worksheet
Fill in: Final or Provisional & Organization's Fiscal year

Position	Annual Salary (A)	FICA (B)	State UI (C)	Worker's Comp. (D)	Health Insurance (E)	Retirement (F)	Total Benefits	Total Personnel Costs
	a						b	(a+b)
Executive Director	\$ 60,000	\$ 4,311	\$ 240	\$ 600	\$ 2,400	\$ 4,800	\$ 12,351	\$ 72,351
Administrative Assistant	22,000	1,683	240	220	2,400	1,760	6,303	28,303
Controller	45,000	3,443	240	450	2,400	3,600	10,133	55,133
Accountant (3)	90,000	6,885	720	900	7,200	7,200	22,905	112,905
Program Planner (4)	120,000	9,180	960	1,200	9,600	9,600	30,540	150,540
Field Operations Director	35,000	2,678	240	350	2,400	2,800	8,468	43,468
Area Coordinator *	15,000	1,148	240	150	1,400	1,200	4,138	19,138
Program Specialist (2)	25,000	1,913	480	250	4,800	2,000	9,443	34,443
Personnel Director	40,000	3,060	240	400	2,400	3,200	9,300	49,300
Personnel Clerk (3)	60,000	4,590	720	600	7,200	4,800	17,910	77,910
MIS Director	45,000	3,443	240	450	2,400	3,600	10,133	55,133
Head Start Director	45,000	3,443	240	450	2,400	3,600	10,133	55,133
Data Entry Clerk *	12,000	918	240	120	1,200	960	3,438	15,438
All Other Positions **	700,000	53,550	12,000	7,000	120,000	56,000	248,550	948,550
TOTAL	\$ 1,314,000	\$ 100,245	\$ 17,040	\$ 13,140	\$ 168,200	\$ 105,120	\$ 403,745	\$ 1,717,745

(A) In this example, vacation, holiday, sick leave, and other paid absences were included in salaries and claimed on other grants, contracts, or agreements, as part of salary costs. Separate claims for these absences are not made. Refer to Exhibit C.

(B) FICA taxable wages were computed at 6.2% of \$55,500 per employee, and 1.45% based on \$130,200 per employee.

(C) State unemployment compensation taxable wages were computed on the 1st \$8,000 for 71 employees at 3% (\$8,000 x 71 x 3% = \$17,040)

(D) Worker's compensation was estimated at 1% of salaries (1% x \$1,314,000 = \$13,140).

(E) Health insurance was computed at \$200 per month per employee.

(F) Retirement was computed at 8% of an employee's annual salary.
Example: Executive Director's annual salary: \$60,000 x 8% = \$4,800.

* This represents employees who will work less than a twelve month period due to a grant/contract not being reviewed.

** These positions have been consolidated for illustrative purposes only; all personnel positions that require charging time to more than one cost objective must be identified separately on this exhibit.

Note: Salaries and fringes included in this exhibit are for illustrative purposes only.

Exhibit A-1

<u>Heading from Exhibit A</u>	<u>Explanation</u>
Position	All staff salaries.
Annual Salary	Actual or estimated salary amount for the year depending on type of proposal (final or provisional).
FICA	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Should be computed in accordance with the applicable rates This is the organization's share.
State Unemployment Compensation	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Should be computed in accordance with the applicable rates This is the organization's share.
Worker's Compensation	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Cost should be obtainable from the insurance policy or agent.
Health Insurance	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Cost should be obtainable from the insurance policy or agent.
Retirement	Actual or estimated amount for the year depending on type of proposal. (final or provisional). Cost should be based on the organization's retirement plan.

Exhibit B
Example - Allocation of Personnel Worksheet
Fill in: Final or Provisional & Organization's Fiscal year

Position	Annual Salary	Indirect Costs	Direct Costs (a+b)	Federal Programs			Non-Federal Programs		
				a			b		
				U.S. Dept. of Labor	U.S. Dept. of HHS	U.S. Dept. of Education	State Service Delivery Agency	Fundraising	Private Foundation Commercial
Executive Director	\$60,000	\$54,000	\$6,000					\$6,000	
Administrative Assistant	22,000	22,000							
Controller	45,000	45,000							
Accountant	90,000	90,000							
Program Planner (4)	120,000	12,000	108,000	\$72,000	\$12,000	\$18,000	\$6,000		
<i>% of Distribution</i>	<i>100%</i>	<i>10%</i>	<i>90%</i>	<i>60%</i>	<i>10%</i>	<i>15%</i>	<i>5%</i>		
Field Operations Director	35,000	5,250	29,750	8,750	5,250	8,750	5,250		\$1,750
<i>% of Distribution</i>	<i>100%</i>	<i>15%</i>	<i>85%</i>	<i>25%</i>	<i>15%</i>	<i>25%</i>	<i>15%</i>		
Area Coordinator *	15,000		15,000				15,000		
Program Specialist	25,000		25,000	20,000	5,000				
<i>% of Distribution</i>	<i>100%</i>		<i>100%</i>	<i>80%</i>	<i>20%</i>				
Personnel Director	40,000	40,000							
Personnel Clerk (3)	60,000	60,000							
MIS Director	45,000	45,000							
Head Start Director	45,000		45,000	9,000	36,000				
<i>% of Distribution</i>	<i>100%</i>		<i>100%</i>	<i>20%</i>	<i>80%</i>				
Data Entry Clerk *	12,000		12,000	9,000		3,000			
All Other Positions **	700,000		700,000	280,000	105,000	175,000	105,000		35,000
TOTAL	\$1,314,000	\$373,250	\$940,750	\$398,750	\$163,250	\$204,750	\$131,250	\$6,000	\$36,750

* This represents an employee who will work less than a twelve month period.

** These positions have been consolidated for illustrative purposes only. All personnel positions that require time to be charged to more than one cost objective must be identified separately in this worksheet.

Note: The salaries included in this exhibit are for illustrative purposes only.

Exhibit C

Example - Statement of Employee Benefits

Fill in: Final or Provisional & Organization's Fiscal year

	<u>Method A</u>	<u>Method B</u>
Annual Leave Earned		\$50,384
Sick Leave Taken		25,269
Holidays		<u>50,384</u>
Subtotal - Release Time		\$126,037 a
FICA	\$100,245	\$100,245
State Unemployment Compensation	17,040	17,040
Worker's Compensation Insurance	13,140	13,140
Medical Insurance	168,200	168,200
Pension	<u>105,120</u>	<u>105,120</u>
SubTotal	\$403,745	\$403,745 b
Total Employee Fringe Benefits	\$403,745	\$529,782 (a+b)
Allocation Base:		
Total Salaries	\$1,314,000	\$1,314,000
Less: Release Time		<u>126,037</u>
Chargeable Salaries		\$1,187,963
<u>Employee Fringe Benefit Rate</u>		
Fringe Benefits	\$403,745	\$529,782
Allocation Base	\$1,314,000	\$1,187,963
Fringe Rate	30.73%	44.60%

NOTE:

Method A - For estimating purposes on budgets, grantees/contractors include release time as personnel salary costs; i.e. total salary.

Method B - The fringe benefit pool includes time for vacation, holiday, and sick leave and is distributed through a fringe benefit rate.

The decision to use either method will depend on the grantee/contractor's accounting system and time distribution system.

EXHIBIT D

Example - Statement of Total Costs - All Funds - and Distribution of Indirect Costs to the Cost Centers using two Sample Methods of Allocation ⁽⁶⁾ (3 STEPS) Simplified Allocation Method

Fill in: Final or Provisional & Organization's Fiscal year

STEP 1 - Do Statement...					Federal Programs			Non-Federal
Budget Category	Total Costs	Less: Direct Exclusions and Indirect Unallowable Costs	Indirect Costs (3)	"Modified" Total Direct Costs (MTDCs)	Total Federal Programs	Dept. of Labor	Other Federal Programs	Total Non-Federal Programs
	A = B+C+D	B	C	D = E+F	E			F
Salaries	\$1,314,000		\$373,250	\$940,750	\$766,750	\$515,000	\$251,750	\$174,000
Fringe Benefits (30.73%)	403,746		114,686	289,060	235,596	158,242	77,354	53,464
Total Personnel Costs	1,717,746		487,936	1,229,810	1,002,346	673,242	329,104	227,464
Consultant Services	26,000		14,000	12,000	10,300	10,300		1,700
Staff Travel	94,000		20,000	74,000	67,300	43,600	23,700	6,700
Bad Debts	10,000	\$10,000 (1)						
Office Rent	170,000		170,000					
Consumable Supplies	161,000		11,000	150,000	22,500	15,000	7,500	127,500
Subcontracts	175,000	107,000 (2)		68,000	10,200	8,200	2,000	57,800
Purchase, Lease of Equipment	82,000	22,100 (2)	59,900					
Telephone	109,400		55,000	54,400	8,200	6,200	2,000	46,200
Entertainment	1,800	1,800 (1)						
Printing and Reproduction	48,000		11,000	37,000	5,500	3,500	2,000	31,500
Insurance and Bonding	42,000		42,000					
Postage and Delivery	34,000		5,100	28,900	4,300	2,300	2,000	24,600
Depreciation	28,800		8,800	20,000	3,000	2,000	1,000	17,000
Emergency Assistance	54,000	54,000 (2)						
Training Materials	82,000			82,000	12,300	10,000	2,300	69,700
Participant Support Costs	184,000	184,000 (2)						
Total Non-Personnel Costs	\$1,302,000	\$378,900	\$396,800	\$526,300	\$143,600	\$101,100	\$42,500	\$382,700
TOTAL	\$3,019,746 (4)	\$378,900	\$884,736	\$1,756,110	\$1,145,946	\$774,342	\$371,604	\$610,164

STEP 2 - Rate Calculation...			STEP 3 - Distribution to the Cost Centers					
Indirect Cost Rate Calculation*			Distribution of Indirect Costs (ICs) - (5)					
			a			b	Total a+b	
Indirect Costs	\$884,736	Method A (6)	Allocation Base	1,002,346	673,242	329,104	227,464	1,229,810
Method A - Total Direct Salaries & Benefits	1,229,810		Times Indirect Rate	71.94%	71.94%	71.94%	71.94%	
Indirect Rate	71.94%		Equals Allocable Share of ICs	\$721,096	\$484,336	\$236,760	\$163,640	\$884,736
Indirect Costs	\$884,736	Method B (6)	Allocation Base	1,145,946	\$774,342	\$371,604	610,164	1,756,110
Method B - MTDCs	\$1,756,110		Times Indirect Rate	50.38%	50.38%	50.38%	50.38%	
Indirect Rate	50.38%		Equals Allocable Share of ICs	\$577,333	\$390,117	\$187,216	\$307,403	\$884,736
Difference between A & B (A-B)				\$143,764	\$94,219	\$49,545	(\$143,764)	

(1) and (2) - Refer to notes of Exhibit E for explanations.

(3) This column must be split to show multiple rate structures (G&A, onsite, offsite, if applicable).

(4) Must reconcile to the Financial Statements.

(5) Is the result of multiplying the indirect rate times the allocation base for each cost center.

(6) For example purposes only. Other allocation methods may be proposed as long as it provides and equitable and rational distribution of indirect costs. Contact DCD for more details.

Note: The costs included in this exhibit are for illustrative purposes only.

AGENDA ITEM #28

CARSON RIVER WATERSHED COMMITTEE

PUBLIC COMMENT

AGENDA ITEM #29

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #29 – For Possible Action: Approve changes to the CWSD Carson River Watershed Committee Policy

DISCUSSION: This item was discussed by the Carson River Watershed Committee under agenda item #23.

STAFF RECOMMENDATION: Approve the Carson River Watershed Committee recommendation.

CARSON WATER SUBCONSERVANCY DISTRICT CARSON RIVER WATERSHED COMMITTEE POLICY

(Revised 4-17-19)

Policy Purpose and Objective:

The purpose of this policy is to establish that Carson River Watershed Committee Members are ensured the equal opportunity to participate in the discussion and deliberations of all issues and items brought forth to CWSD Board Meetings; and establish a process of selecting individuals to serve on the Carson River Watershed Committee. The objective of the committee is to review information and make recommendations to the Carson Water Subconservancy District (CWSD) Board.

Make-up and voting of the Committee:

The Carson River Watershed Committee will consist of the CWSD Directors, Alpine County representatives, and other members as approved by the CWSD Board. The committee will only meet as part of the regular CWSD Board meetings. The committee will review items related to the watershed and make recommendations to the CWSD Board. Any recommendation brought forth to the CWSD Board by the Carson River Watershed Committee will require a majority vote of the committee.

Compensation for Attending the Carson River Watershed Committee:

Since the Carson River Watershed Committee will only meet as part of the regular CWSD Board meeting, CWSD Directors will not receive additional compensation for attending the committee meeting.

AGENDA ITEM #30

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #30 – For Possible Action: Approve proposed modification to the CWSD Board Agenda

DISCUSSION: This item was discussed by the Carson River Watershed Committee under agenda item #24.

STAFF RECOMMENDATION: Approve the Carson River Watershed Committee recommendation.

AGENDA ITEM #31

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #31 – For Possible Action: Approve draft Indirect Cost Rate Policy.

DISCUSSION: This item was discussed by the Carson River Watershed Committee under agenda item #26.

STAFF RECOMMENDATION: Approve the Carson River Watershed Committee recommendation.

AGENDA ITEM #32

**CARSON WATER SUBCONSERVANCY DISTRICT
CARSON RIVER WATERSHED COMMITTEE**

TO: COMMITTEE MEMBERS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #32 – For Possible Action: Approve draft Fringe Benefit Calculation Policy.

DISCUSSION: This item was discussed by the Carson River Watershed Committee under Agenda #27.

STAFF RECOMMENDATION: Approve the Carson River Watershed Committee recommendation.

NO CORRESPONDENCE

STAFF REPORTS

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: APRIL 17, 2019

SUBJECT: Agenda Item #33 - For Information Only: Staff Report

DISCUSSION: The following is a list of meetings/activities attended by Ed James and staff since the last Board meeting on March 20, 2019:

- 3/21/19 – Ed and Catrina met with our accountant, Beth Farley regarding the anticipated audit and what is necessary to be prepared for it.
- 3/21/19 – Ed and Patrick King met with Attorney General regarding Open Meeting Law compliance.
- 3/25/19 – Ed attended meeting with HDR and Douglas County.
- 3/26/19 – Ed and Catrina met with Bank of America representative regarding ongoing problems at William Street branch.
- 3/26/19 – Shane, Justin and Debbie participated in CRC Education Work Group.
- 3/27/19 – Ed attended NNDA Breakfast Meeting.
- 3/27/19 – Ed participated in conference call with Carson City and FEMA.
- 3/27/19 – Ed and Debbie participated in conference call with Corps of Engineers regarding Alluvial Fans.
- 3/28/19 – Ed attended Carson City meeting regarding proposed new employee insurance coverage.
- 4/1/19 – Ed met with Brad Crowell, DCNR regarding proposed legislation.
- 4/2/19 – Ed met with Storey County Board regarding Amicus Brief.
- 4/9/19 – Ed attended CTWCD Board meeting in Reno.
- 4/9/19 – Ed attended Legislative Hearing on SB499.
- 4/9/19 – Shane, Debbie and Justin participated in SNJ Family Steam Night at Mark Twain Elementary School.
- 4/10/19 – Ed hosted USBR Water Market meeting.
- 4/12/19 – Ed participated in Churchill County conference call regarding flood mapping.

Meetings/activities anticipated through the end of April:

- 4/18-26/19 – Ed on vacation.
- 4/20/19 – Justin participating in AWG Earth Day event– Grover Hot Springs, demonstrating Enviroscape Model.
- 4/28/19 – Justin participating in Carson City Earth Day event demonstrating Flood Model.
- 4/30/19 – Ed attending meeting at UNR – Water for the Seasons.

STAFF RECOMMENDATION: Receive and file.