

**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 see's 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: Katrina 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

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