

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
July 9, 2018, 9:00 A.M.**

Meeting Minutes

Committee Members Present:

Karen Abowd, Carson City
Ken Gray, Lyon County
David Griffith, Alpine County
Steve Thaler, Douglas County

Staff Present:

Ed James, General Manager
Toni Leffler, Administrative Assistant

Others Present: none

Ms. Abowd called the meeting of the Administrative Committee to order at 9:01 a.m. in the Conference Room of Carson Water Subconservancy, 777 East William Street, Suite 110, Carson City, Nevada. A quorum of the Administrative Committee was present.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee minutes from January 24, 2018. Since there was a question about the procedure for approving committee minutes, the committee agreed to hold approval of the January 24, 2018 meeting minutes over to the next meeting to give time for Mr. James to research the procedure.

Item #5 - For Possible Action: Review of the General Manager's FY 2017-18 annual review.

Mr. James explained that he met with all Board members except for Directors Stodieck and Frensdorff. During his meeting, Director Bonkowski wanted Mr. James to set up a meeting with Carson City and Lyon County to discuss water issues. Supervisor Griffith and Mr. James talked about forest health and Mr. Griffith suggested meeting with Senator Amodei from Nevada and Senator McClintoch from California to find funding opportunities in both states.

No public comment. *Committee Member Thaler made the motion that the Administrative Committee recommend CWSD Board award of a satisfactory FY 2017-18 annual review for the General Manager. Committee Member Gray seconded the motion which was unanimously approved by the Administrative Committee.*

Item #6 - For Possible Action: Review of the General Manager's job description. Mr. James explained that Committee Member Griffith suggested a review of the General Manager's job description. Mr. Griffith explained he has reviewed the description and feels that it is a good summary of the General Manager's duties, not just fitting the incumbent. Mr. James noted that in 2014 the General Manager's job description was revised.

Mr. Gray asked about succession planning, and Mr. James noted that he plans retire in about six years. There are people who can fill the position, but there will be a transition period. Mr. Griffith suggested an overlap period for at least three months ahead of time. Mr. Gray noted that having the big picture about relationships, the water history of the area, etc., is perhaps more important to running of the organization than having the skills to do the mundane. Mr. Griffith noted that the Board's interview process will sort some of that out.

No public comment. The committee agreed that no change to the General Manager's job description is necessary at this time.

Item #7 – Discussion Only: Public Comment - None

Item #8 – Adjournment - *There being no further business to come before the Administrative Committee, Committee Member Griffith made the motion to adjourn and the meeting adjourned at 9:18 a.m.*

Respectfully submitted,

Toni Leffler
Secretary