

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

NOTICE OF PUBLIC MEETING

DATE: April 15, 2020
TIME: 6:30pm
LOCATION: Video Conference ZOOM Meeting

NOTICE TO PUBLIC: *The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak.*

In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson Water Subconservancy District will NOT have a physical location open to the public until such time this Directive is removed.

Members of the public who wish to participate during a public meeting may do so by providing public comment during the two designated public comment periods, indicated on the agenda, via telephone.

*To join by telephone, you must call **(712)451-0750** and then enter **Access Code: 411219**. You may also provide public comment in advance of a meeting by written submission to the following email address: catrina@cwsd.org. For inclusion or reference in the minutes of a meeting, your public comment must include your full name and be submitted via e-mail by not later than 3pm the day before the date of the meeting.*

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 March 18, 2020

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 2020
- 8. For Possible Action: Approval of Payment of Bills for March 2020

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

- 9. For Possible Action: Approval of Emergency Paid Sick Leave (EPSL) Policy
 - 10. For Possible Action: Approval of Emergency Family and Medical Leave Expansion Policy
 - 11. For Possible Action: Approval of temporary modification to the CWSD Director Meeting Compensation Policy
 - 12. For Discussion Only: Update on the 2020 Water Year Runoff Projections
 - 13. For Discussion Only: Staff Reports - General Manager
 - Legal
 - Correspondence
 - 14. For Discussion Only: Directors Reports
 - 15. For Discussion Only: Update on activities in Alpine County
 - 16. For Discussion Only: Update on activities in Storey County
 - 17. 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.
 - 18. For Possible Action: Adjournment
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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 response to COVID-19 Emergency Directive:

Posting in public buildings in accordance with NRS 241.020 has been waived by COVID-19 Emergency Directive #6 of Governor Sisolak. Therefore, this notice and agenda of video conference meeting has been posted on or before 9am on April 8, 2020 on the following websites for the April 15, 2020 regular meeting of the Carson Water Subconservancy District and the Carson River Watershed Committee, in accordance with NRS 241.020:

Carson Water Subconservancy District Website:

<http://www.cwsd.org>

State Public Meetings Website:

<http://notice.nv.gov>

AGENDA ITEM #6

MINUTES OF LAST BOARD MEETING

CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS AND
CARSON RIVER WATERSHED COMMITTEE MEETING
March 18, 2020

Draft Minutes

The CWSD Board meeting was scheduled and posted prior to Governor Sisolak's statewide Emergency Directive in response to the COVID-19 Pandemic. The Directors were asked to phone into the meeting. Only Mr. James and Director Bonkowski attended the meeting in person at the posted meeting site: NAI Alliance Conference Room, 1000 N. Division St., Ste. 202, Carson City. All other attendees participated via teleconference.

Chairman Erquiaga called the meeting of the Carson Water Subconservancy District (CWSD) to order at 6:30 pm. 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 (*Via Teleconference*)
Stacey Giomi, Director (*Via Teleconference*)
Ken Gray, Director (*Via Teleconference*)
Jack Jacobs, Director (*Via Teleconference*)
Barry Penzel, Director (*Via Teleconference*)
Ernie Schank, Director (*Via Teleconference*)
Steve Thaler, Director (*Via Teleconference*)
Larry Walsh, Director (*Via Teleconference*)
Mike Workman, Director (*Via Teleconference*)

Absent CWSD Directors: Fred Stodieck

Roll call of the Carson River Watershed Committee was taken which included CWSD Directors and Committee Member David Griffith (*Via Teleconference*).

Absent CWSD Committee Members: Kathy Canfield and Don Jardine.

CWSD Staff present:

Brenda Hunt, Watershed Program Manager (*Via Teleconference*)
Edwin James, General Manager
Catrina Schambra, Secretary to the Board (*Via Teleconference*)

Others present:

Patrick King, CWSD Attorney (*Via Teleconference*)

Item #4 – Discussion Only: Public Comment – None

Item #5 – For Possible Action: Approval of Agenda

Director Schank made a motion to approve the agenda as presented. The motion was seconded by Director Walsh and unanimously approved by the Board.

Item #6 – For Possible Action: Approval of the Board Meeting Minutes of Feb. 19, 2020

Director Giomi made a motion to approve the Board Meeting Minutes of February 19, 2020 as presented. The motion was seconded by Director Walsh and unanimously approved by the Board.

****CONSENT AGENDA****

Item # 7 - For Possible Action: Approval of Treasurer's Report for February 2020

Item # 8 - For Possible Action: Approval of Payment of Bills for February 2020

Item # 9 - For Possible Action: Approval of the 2020 Water and Sewer Rate Report

Item # 10 - For Possible Action: Approval of Eide Bailly, Inc. to conduct FY 2019/20 Audit

Director Schank made a motion to approve Consent Agenda items as presented. The motion was seconded by Director Penzel and unanimously approved by the Board.

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

Item # 11 - For Discussion Only: Presentation by Kimley-Horn on the North Carson City Mitigation Flood Study

Kimley-Horn representative was not able to participate, so Mr. James went over his presentation that will be presented to the Carson City Board of Supervisors at their meeting tomorrow, March 19, 2020.

Director Bonkowski said an action item on their agenda tomorrow is approval of Carson City Public Works to acquire funding to move forward with this project. Mr. James mentioned that there may be funding available from the FEMA grant to assist Carson City with the development of a grant application for the projects identified in the Kimley-Horn presentation. Director Bonkowski also mentioned Carson City is in the process of getting a new preliminary storm drainage rate study started.

No action was taken.

Item # 12 - For Possible Action: Approval of the Fiscal Year 2020-21 Tentative Budget

Mr. James stated he appreciates the hard work of the Finance Committee. He directed the Board to various areas of the proposed budget and explained in detail. General Fund includes extra expenses for an Actuary report and Single Audit costs that will increase FY 2019-20 Annual Audit total. He discussed the grant amounts that were requested by the various stakeholders in the watershed and the cuts that had to be made and where. Mr. James also walked the Board through the proposed budgets for the Flood account and the Construction/Acquisition account for next year.

Director Jacobs asked if the Coronavirus crisis would have an impact on our budget. Mr. James explained that because our income is from Ad Valorem taxes, we will probably not see an effect until next year. He also reminded the Board that the State has not released their actual projected tax figures yet, but they will be available March 25, 2020. Because of the way the calendar falls, he had to use his best guess and will correct with actual numbers when received.

Director Penzel wondered if the projects will get completed during this crisis. Will we have healthy crews? For instance, the Douglas County SR88 project must be started by June. Mr. James mentioned that he talked with all the consultants and they have indicated that they are still working on the projects from their homes.

Director Schank made a motion to approve the 2020-2021 Tentative Budgets for the General Fund, Flood Account and the Construction/Acquisition Fund as presented, allowing Mr. James to update the projected actual Ad Valorem Tax amounts when received from the Nevada Department of Taxation on March 25, 2020. The motion was seconded by Director Gray and unanimously approved by the Board.

Item # 13 - For Possible Action: Approve changes to the Regional Water System Policy

Mr. James explained the changes that have been proposed by the Regional Water System and Flood Committee. There was discussion of why these changes were needed.

Director Jacobs made a motion to approve the changes to the Regional Water System Policy as presented. The motion was seconded by Director Workman and unanimously approved by the Board.

Item # 14 - For Discussion Only: Update on the Carson River Forum

Ms. Hunt said the Forum was a very successful event! The 2-day event focused on Water Quality the first day and Implementation on day two. There were over 90 registrations and 85+ attended each day. So far, she has received 43 responses to her attendee survey and all very positive! Comments included: "First time I've ever been involved!", "Great Workshop!" and "Great info!" She will send out the information to the Board if they would like and post it on the website. She is very proud of the work we did putting it together and happy by the participation and the great feedback.

Mr. James said he really appreciated Director Jacobs attending the event.

Director Jacobs was very impressed with the amount of participation. Great job!

No action was taken.

Item # 15 - For Discussion Only: Update on the 2020 Water Year Runoff Projections

Mr. James reported the snow equivalent on 2/19/20 was 69% and on 3/18/20 was at 68%. Being still at 68% at this later date is way below our average. There will not be much to come out of this upcoming weekend storm. We should expect a below normal runoff this year.

No action was taken.

Item #16- For Discussion Only: Staff Reports –

Mr. James reported on the following:

- We are looking into new ways to conduct our meetings due to the COVID-19 crisis and the emergency directive from the governor that they be held remotely. Staff is looking onto using Zoom or something equivalent. We are also looking at canceling the field trips and the Get on the Bus Tour until further notice. Chairman Erquiaga has experience with Zoom and said it works great! All CWSD staff are now working from home.

- Mr. James met with USGS today including a representative from Churchill County regarding the Middle Carson River Study (Carson City, to Lyon County, to Silver Springs). It was a good discussion. The water supply is an issue and we need to talk about it. He further explained what was discussed, including his concerns of some of the scenarios described in USGS reporting. Mr. James thinks they are extreme and not realistic, and he worries the information will be misinterpreted.

Brenda Hunt reported on the following:

- In the Forum comments she received a few specifically asked for more information on the water supply.

Legal – Patrick King reported the Supreme Court heard oral arguments regarding the Walker Lake and Public Trust Doctrine. He was pleased with how it went. Justices in attendance asked very specific questions and seemed very engaged. There is a lot of interest in this case. There was standing room only in the courtroom! He will advise when an opinion is received.

Correspondence – Mr. James noted the obituary of Andy Aldax. He attended his service and was happy to see so many in the community show up to honor him.

Also attached is a letter from Walker River Irrigation District to Patrick King thanking him for his excellent work on the Amicus Brief.

No action was taken.

Item #17– For Discussion Only: Directors Reports –

- Director Schank reported the storm last week in Churchill County was significant. Normal for March is 6.32 inches and they are at 6.09 inches as of today.

Item #18 – For Discussion Only: Update on activities in Alpine County –

- Committee Member Griffith reported that Alpine County government offices will be closed to the public starting tomorrow due to the COVID-19 Crisis.

No action was taken.

Item #19 – For Discussion Only: Update on activities in Storey County – None

No action was taken.

Item #18 – For Discussion Only: Public Comment – None

There being no further business to come before the Board, Chairman Erquiaga adjourned the meeting at 7:27 pm.

Respectfully submitted,

Catrina Schambra

Secretary to the Board

AGENDA ITEM #7

TREASURER'S REPORT

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Balance Sheet

Cash Basis

As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1013-00 · Cash in Checking - U. S. Bank	112,977.59
1014-00 · Local Gov't Inv. Pool-Regular	798,896.44
1030-00 · Petty Cash	100.00
Total Checking/Savings	911,974.03
Other Current Assets	
1055-00 · Payroll Deposit - Carson City	500.00
Total Other Current Assets	500.00
Total Current Assets	912,474.03
TOTAL ASSETS	912,474.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3360-00 · Accrued Vacation	25,758.30
3362-00 · Accrued sick leave	58,171.36
Total Other Current Liabilities	83,929.66
Total Current Liabilities	83,929.66
Total Liabilities	83,929.66
Equity	
4000-00 · Fund Balance	597,225.34
Net Income	231,319.03
Total Equity	828,544.37
TOTAL LIABILITIES & EQUITY	912,474.03

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss Budget vs. Actual

Cash Basis

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5008-00 · Alpine Co. Joint Powers contrib	10,400.00	10,400.00		100.0%
5009-00 · Churchill County Ad Valorem	105,564.00	213,817.00	-108,253.00	49.4%
5010-00 · Lyon County Ad Valorem	111,360.07	176,286.00	-64,925.93	63.2%
5011-00 · Douglas County Ad Valorem	531,032.51	588,466.00	-57,433.49	90.2%
5012-00 · Carson City Ad Valorem	390,789.26	434,373.00	-43,583.74	90.0%
5022-00 · Water Lease - Mud Lake		51,000.00	-51,000.00	
5023-00 · Water Lease-Lost Lakes	804.00		804.00	100.0%
5031-00 · Interest Income-LGIP Reg.	9,816.15	14,984.70	-5,168.55	65.5%
5045-00 · Interest Income-B of A Savings	0.01		0.01	100.0%
5050-00 · Watershed Coordinator Grant				
5050-12 · NDEP-WS Coord III 2018-2020	48,250.34	48,037.00	213.34	100.4%
5050-13 · NDEP-WS Coord IV 2019-2022		50,000.00	-50,000.00	
Total 5050-00 · Watershed Coordinator Grant	48,250.34	98,037.00	-49,786.66	49.2%
5058-00 · 208 Water Quality Plan				
5058-04 · NDEP-LID Implementation 2018-20	3,287.02	24,478.00	-21,190.98	13.4%
Total 5058-00 · 208 Water Quality Plan	3,287.02	24,478.00	-21,190.98	13.4%
5060-00 · Misc. Income				
5060-02 · Watershed Tour		6,000.00	-6,000.00	
5060-00 · Misc. Income - Other	341.02		341.02	100.0%
Total 5060-00 · Misc. Income	341.02	6,000.00	-5,658.98	5.7%
5082-00 · Alpine Co.-CASGEM Grant	472.42	1,000.00	-527.58	47.2%
5083-00 · Al.Co.-Mesa GW Monitoring Grant	214.53		214.53	100.0%
5096-00 · NFWF-Weed Mgmt.		19,963.00	-19,963.00	
5099-00 · NDEP-WS Lit.Implement.-Phase 3	45,797.51	23,310.00	22,487.51	196.5%
6000-00 · FEMA-MAS #8	64,814.32	34,101.00	30,713.32	190.1%
6003-00 · FEMA-MAS #9	236,150.31	393,170.00	-157,019.69	60.1%
6004-00 · BOR WaterSMART Grant	20,202.00	50,000.00	-29,798.00	40.4%
6005-00 · FEMA - MAS # 10				
6005-01 · Carson Valley Flood Model - HDR	3,932.44		3,932.44	100.0%
6005-00 · FEMA - MAS # 10 - Other	118,670.26		118,670.26	100.0%
Total 6005-00 · FEMA - MAS # 10	122,602.70		122,602.70	100.0%
Total Income	1,701,898.17	2,139,385.70	-437,487.53	79.6%
Expense				
7015-00 · Salaries & Wages	280,853.89	396,400.00	-115,546.11	70.9%
7020-00 · Employee Benefits	110,399.23	159,000.00	-48,600.77	69.4%
7021-00 · Workers Comp Ins.	537.91	1,400.00	-862.09	38.4%
7101-00 · Director's Fees				
7101-01 · Director Benefits	91.52		91.52	100.0%
7101-02 · Director's Fees-Alpine Co.	1,040.00		1,040.00	100.0%
7101-00 · Director's Fees - Other	5,982.55	16,000.00	-10,017.45	37.4%
Total 7101-00 · Director's Fees	7,114.07	16,000.00	-8,885.93	44.5%
7102-00 · Insurance	4,985.12	5,100.00	-114.88	97.7%
7103-00 · Office Supplies	1,322.99	1,910.00	-587.01	69.3%
7104-00 · Postage	762.35	850.00	-87.65	89.7%
7105-00 · Rent	27,486.00	36,648.00	-9,162.00	75.0%
7106-00 · Telephone/Internet	4,026.59	4,000.00	26.59	100.7%
7107-00 · Travel-transport/meals/lodging				
7107-01 · Car Allowance	5,380.99		5,380.99	100.0%
7107-00 · Travel-transport/meals/lodging - Other	4,287.55	19,301.00	-15,013.45	22.2%
Total 7107-00 · Travel-transport/meals/lodging	9,758.73	19,301.00	-9,542.27	50.6%
7108-00 · Dues & Publications	562.00	1,100.00	-538.00	51.1%
7109-00 · Miscellaneous Expense	423.50	1,000.00	-576.50	42.4%
7110-00 · Seminars & Education	580.00	3,000.00	-2,420.00	19.3%

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss Budget vs. Actual

Cash Basis

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
7111-00 · Office Equipment	1,499.99	3,000.00	-1,500.01	50.0%
7112-00 · Bank Charges		50.00	-50.00	
7114-00 · Outside Professional Services	234.89	10,000.00	-9,765.11	2.3%
7115-00 · Accounting	10,000.00	16,000.00	-6,000.00	62.5%
7116-00 · Legal	16,000.00	36,000.00	-20,000.00	44.4%
7117-00 · Lost Lakes Expenses	1,420.91	12,700.00	-11,279.09	11.2%
7118-00 · Mud Lake O & M		1,000.00	-1,000.00	
7120-00 · Integrated Watershed Programs				
7120-07 · Watershed Tour		6,000.00	-6,000.00	
7120-31 · Watershed Coord Grant III 17-19	680.38	2,100.00	-1,419.62	32.4%
7120-33 · Watershed Coord IV 2019-21				
7120-34 · WS Coord Grant MATCH 2019-21				
7120-35 · WS COORD MATCH - Travel	896.33	100.00	796.33	896.3%
7120-36 · WS COORD MATCH - Operations	1,959.07	500.00	1,459.07	391.8%
7120-37 · WS COORD MATCH - Sub-Contractor		3,900.00	-3,900.00	
Total 7120-34 · WS Coord Grant MATCH 2019-21	3,005.40	4,500.00	-1,494.60	66.8%
7120-38 · WS COORD-REIMBURSABLE				
7120-39 · WS COORD REIMB - Travel	36.00		36.00	100.0%
7120-40 · WS COORD REIMB- Operations	274.47		274.47	100.0%
7120-43 · WS COORD REIMB- Sub-Contractor		5,000.00	-5,000.00	
Total 7120-38 · WS COORD-REIMBURSABLE	310.47	5,000.00	-4,689.53	6.2%
7120-33 · Watershed Coord IV 2019-21 - Other	93.11		93.11	100.0%
Total 7120-33 · Watershed Coord IV 2019-21	3,408.98	9,500.00	-6,091.02	35.9%
Total 7120-00 · Integrated Watershed Programs	4,089.36	17,600.00	-13,510.64	23.2%
7215-00 · Sierra NV Journeys-Family Night		4,477.00	-4,477.00	
7332-00 · Carson River Work Days				
7332-05 · CR Work Days 2019-20	3,221.72	26,000.00	-22,778.28	12.4%
Total 7332-00 · Carson River Work Days	3,221.72	26,000.00	-22,778.28	12.4%
7337-00 · Carson River Restoration				
7337-01 · Carson Valley Conserv District				
7337-19 · CVCD-Bioengineering, 2018-20	43,511.22		43,511.22	100.0%
7337-20 · CVCD Genoa Bank Stabilize 19-20	2,791.83	87,000.00	-84,208.17	3.2%
7337-24 · CVCD Bio, Maint & Debris 19-20	60,000.88	60,000.00	0.88	100.0%
7337-91 · CVCD-Cradlebaugh #1 2018-20 EXT	84,111.09	10,000.00	74,111.09	841.1%
Total 7337-01 · Carson Valley Conserv District	190,415.02	157,000.00	33,415.02	121.3%
7337-03 · Dayton Valley Conserv				
7337-33 · DVCD--Restoration 2017-20 EXT	16,650.55	66,600.00	-49,949.45	25.0%
7337-34 · DVCD Bank Stab/Dayton Br 19-20	17,756.35	90,000.00	-72,243.65	19.7%
Total 7337-03 · Dayton Valley Conserv	34,406.90	156,600.00	-122,193.10	22.0%
7337-04 · Lahontan Conserv.Dist				
7337-42 · LCD Channel Clearing 2019-20		25,000.00	-25,000.00	
Total 7337-04 · Lahontan Conserv.Dist		25,000.00	-25,000.00	
Total 7337-00 · Carson River Restoration	224,821.92	338,600.00	-113,778.08	66.4%
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	
7404-05 · Noxious Weed Control-Churchill		15,000.00	-15,000.00	
Total 7404-00 · Noxious Weeds Control-CR Wtrshd		75,000.00	-75,000.00	
7406-00 · 208 Water Quality Mgmt. Plan				

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss Budget vs. Actual

Cash Basis

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
7406-03 · LID Implementation 2018-6/30/20	2,780.68		2,780.68	100.0%
7406-00 · 208 Water Quality Mgmt. Plan - Other		18,367.00	-18,367.00	
Total 7406-00 · 208 Water Quality Mgmt. Plan	2,780.68	18,367.00	-15,586.32	15.1%
7429-00 · NDEP-Wtrshd Lit.Implementation	5.18		5.18	100.0%
7430-00 · NFWF - Weed Mgmt.	17,652.13	17,452.00	200.13	101.1%
7433-00 · NDEP-WS Lit.Impl.-Phase 3				
7433-01 · NDEP -WS LIT 3-MATCH 2019-20				
7433-02 · WS LIT 3 MATCH-CWSD WS Video	11,299.28	10,000.00	1,299.28	113.0%
7433-03 · WS LIT 3 MATCH -Operations	105.22	1,090.00	-984.78	9.7%
7433-04 · WS LIT 3 MATCH - Travel	73.79	1,099.00	-1,025.21	6.7%
Total 7433-01 · NDEP -WS LIT 3-MATCH 2019-20	11,478.29	12,189.00	-710.71	94.2%
7433-00 · NDEP-WS Lit.Impl.-Phase 3 - Other	44,495.96	23,310.00	21,185.96	190.9%
Total 7433-00 · NDEP-WS Lit.Impl.-Phase 3	55,974.25	35,499.00	20,475.25	157.7%
7434-00 · FEMA MAS #8				
7434-01 · Dayton ADMP(JE Fuller)	47,970.70		47,970.70	100.0%
7434-02 · Update Floodplain Ord.-Loveberg	5,450.00		5,450.00	100.0%
7434-00 · FEMA MAS #8 - Other	40.37	22,993.00	-22,952.63	0.2%
Total 7434-00 · FEMA MAS #8	53,461.07	22,993.00	30,468.07	232.5%
7437-00 · FEMA MAS #9				
7437-01 · South Dayton Valley ADMP(JEF)	107,113.30		107,113.30	100.0%
7437-02 · North CC ADMP (MB)	66,767.92		66,767.92	100.0%
7437-03 · Pinenut Cr. Restudy-Remap.(HDR)	69,338.75		69,338.75	100.0%
7437-04 · Flood Awareness 2019				
7437-41 · River Wranglers-FAW	1,585.04		1,585.04	100.0%
7437-04 · Flood Awareness 2019 - Other	7,055.08		7,055.08	100.0%
Total 7437-04 · Flood Awareness 2019	8,640.12		8,640.12	100.0%
7437-00 · FEMA MAS #9 - Other	261.60	359,553.00	-359,291.40	0.1%
Total 7437-00 · FEMA MAS #9	252,121.69	359,553.00	-107,431.31	70.1%
7438-00 · BOR WaterSMART Market Program				
7438-01 · Water Mktg Study-LUMOS 2019-21	39,426.50		39,426.50	100.0%
7438-00 · BOR WaterSMART Market Program - Other		50,000.00	-50,000.00	
Total 7438-00 · BOR WaterSMART Market Program	39,426.50	50,000.00	-10,573.50	78.9%
7439-00 · FEMA MAS #10				
7439-01 · Carson Valley Flood Model (HDR)	15,654.00		15,654.00	100.0%
7439-02 · West CC Study (Kimley-Horn)	12,306.00		12,306.00	100.0%
7439-03 · RuhenStroth ADMP (Fuller)	85,604.65		85,604.65	100.0%
7439-04 · Ch Cty Flood Maps (Precision)	4,620.00		4,620.00	100.0%
7439-00 · FEMA MAS #10 - Other	134.14		134.14	100.0%
Total 7439-00 · FEMA MAS #10	120,226.06		120,226.06	100.0%
7500-00 · USGS Stream Gage Contract				
7500-03 · USGS Stream Flow Gauges 2019-21	39,202.00	78,405.00	-39,203.00	50.0%
Total 7500-00 · USGS Stream Gage Contract	39,202.00	78,405.00	-39,203.00	50.0%
7508-00 · USGS Do.Co.WQ & GW Monitoring				
7508-03 · DoCo WQ/GW Mon. 2019-21	8,444.50	16,890.00	-8,445.50	50.0%
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring	8,444.50	16,890.00	-8,445.50	50.0%
7524-00 · USGS-GW Lvl & WQ in Ch.Co.				
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22	2,915.00	5,800.00	-2,885.00	50.3%
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.	2,915.00	5,800.00	-2,885.00	50.3%
7526-00 · USGS-Eagle/Dayt/Ch.Vly. 2016-20	9,621.00	3,225.00	6,396.00	298.3%

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss Budget vs. Actual

Cash Basis

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
7600-00 · Alpine County Projects				
7600-09 · Al.Co.-CASGEM	1.76	10.00	-8.24	17.6%
7600-10 · Al.Co.-Mesa GW Monitoring	40.38		40.38	100.0%
7600-11 · AWG CR Upper WS Prog 2019-20	12,500.00	25,000.00	-12,500.00	50.0%
Total 7600-00 · Alpine County Projects	12,542.14	25,010.00	-12,467.86	50.1%
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%
7620-16 · CC Reuse Master Plan 2019-20		50,000.00	-50,000.00	
7620-17 · Mexican Dam Portage 2019-20		25,000.00	-25,000.00	
Total 7620-00 · Carson City Projects	62,500.00	200,000.00	-137,500.00	31.3%
7640-00 · Churchill County Projects				
7640-09 · Lahontan Vly.Wtr.Lvl. 2018-21	8,184.00	18,000.00	-9,816.00	45.5%
7640-17 · TCID Carson Diversion Dam 19-20		50,000.00	-50,000.00	
7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22	12,921.77	28,000.00	-15,078.23	46.1%
Total 7640-00 · Churchill County Projects	21,105.77	96,000.00	-74,894.23	22.0%
Total Expense	1,470,579.14	2,240,330.00	-769,750.86	65.6%
Net Ordinary Income	231,319.03	-100,944.30	332,263.33	-229.2%
Other Income/Expense				
Other Income				
8005-00 · Beginning Equity		599,388.00	-599,388.00	
Total Other Income		599,388.00	-599,388.00	
Other Expense				
8008-00 · Preliminary Planning		392,000.00	-392,000.00	
Total Other Expense		392,000.00	-392,000.00	
Net Other Income		207,388.00	-207,388.00	
Net Income	231,319.03	106,443.70	124,875.33	217.3%

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss YTD Comparison

Cash Basis

March 2020

	Mar 20	Jul '19 - Mar 20
Ordinary Income/Expense		
Income		
5008-00 · Alpine Co. Joint Powers contrib		10,400.00
5009-00 · Churchill County Ad Valorem		105,564.00
5010-00 · Lyon County Ad Valorem		111,360.07
5011-00 · Douglas County Ad Valorem	71,460.04	531,032.51
5012-00 · Carson City Ad Valorem	114,487.40	390,789.26
5022-00 · Water Lease - Mud Lake		
5023-00 · Water Lease-Lost Lakes		804.00
5031-00 · Interest Income-LGIP Reg.	1,118.09	9,816.15
5045-00 · Interest Income-B of A Savings		0.01
5050-00 · Watershed Coordinator Grant		
5050-12 · NDEP-WS Coord III 2018-2020		48,250.34
Total 5050-00 · Watershed Coordinator Grant		48,250.34
5058-00 · 208 Water Quality Plan		
5058-04 · NDEP-LID Implementation 2018-20		3,287.02
Total 5058-00 · 208 Water Quality Plan		3,287.02
5060-00 · Misc. Income		341.02
5082-00 · Alpine Co.-CASGEM Grant		472.42
5083-00 · Al.Co.-Mesa GW Monitoring Grant		214.53
5096-00 · NFWF-Weed Mgmt.		
5098-00 · FEMA -MAS #7		
5099-00 · NDEP-WS Lit.Implement.-Phase 3		45,797.51
6000-00 · FEMA-MAS #8		64,814.32
6003-00 · FEMA-MAS #9		236,150.31
6004-00 · BOR WaterSMART Grant		20,202.00
6005-00 · FEMA - MAS # 10		
6005-01 · Carson Valley Flood Model - HDR		3,932.44
6005-00 · FEMA - MAS # 10 - Other		118,670.26
Total 6005-00 · FEMA - MAS # 10		122,602.70
Total Income	187,065.53	1,701,898.17
Expense		
7015-00 · Salaries & Wages	30,567.95	280,853.89
7020-00 · Employee Benefits	12,317.60	110,399.23
7021-00 · Workers Comp Ins.		537.91
7101-00 · Director's Fees		
7101-01 · Director Benefits	16.24	91.52
7101-02 · Director's Fees-Alpine Co.	80.00	1,040.00
7101-00 · Director's Fees - Other	1,120.00	5,982.55
Total 7101-00 · Director's Fees	1,216.24	7,114.07
7102-00 · Insurance		4,985.12
7103-00 · Office Supplies	-40.08	1,322.99
7104-00 · Postage	69.75	762.35
7105-00 · Rent	3,054.00	27,486.00
7106-00 · Telephone/Internet	377.44	4,026.59
7107-00 · Travel-transport/meals/lodging		
7107-02 Staff Indirect Mileage	34.05	90.19
7107-01 · Car Allowance	566.42	5,380.99
7107-00 · Travel-transport/meals/lodging - Other	875.25	4,287.55
Total 7107-00 · Travel-transport/meals/lodging	1,475.72	9,758.73
7108-00 · Dues & Publications		562.00
7109-00 · Miscellaneous Expense		423.50
7110-00 · Seminars & Education		580.00
7111-00 · Office Equipment		1,499.99
7112-00 · Bank Charges		
7114-00 · Outside Professional Services		234.89
7115-00 · Accounting		10,000.00
7116-00 · Legal	2,000.00	16,000.00
7117-00 · Lost Lakes Expenses		1,420.91
7120-00 · Integrated Watershed Programs		
7120-31 · Watershed Coord Grant III 17-19		680.38
7120-33 · Watershed Coord IV 2019-21		
7120-34 · WS Coord Grant MATCH 2019-21	500.54	896.33
7120-35 · WS COORD MATCH - Travel		

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss YTD Comparison

Cash Basis

March 2020

	Mar 20	Jul '19 - Mar 20
7120-36 · WS COORD MATCH - Operations	1,731.50	1,959.07
7120-34 · WS Coord Grant MATCH 2019-21 - Other		150.00
Total 7120-34 · WS Coord Grant MATCH 2019-21	2,232.04	3,005.40
7120-38 · WS COORD-REIMBURSABLE		
7120-39 · WS COORD REIMB - Travel	36.00	36.00
7120-40 · WS COORD REIMB- Operations	274.47	274.47
Total 7120-38 · WS COORD-REIMBURSABLE	310.47	310.47
7120-33 · Watershed Coord IV 2019-21 - Other	93.11	93.11
Total 7120-33 · Watershed Coord IV 2019-21	2,635.62	3,408.98
Total 7120-00 · Integrated Watershed Programs	2,635.62	4,089.36
7215-00 · Sierra NV Journeys-Family Night		
7332-00 · Carson River Work Days		
7332-04 · CR Work Days 2018-19		
7332-05 · CR Work Days 2019-20		3,221.72
Total 7332-00 · Carson River Work Days		3,221.72
7337-00 · Carson River Restoration		
7337-01 · Carson Valley Conserv District		
7337-19 · CVCD-Bioengineering, 2018-20		43,511.22
7337-20 · CVCD Genoa Bank Stabilize 19-20		2,791.83
7337-24 · CVCD Bio, Maint & Debris 19-20		60,000.88
7337-91 · CVCD-Cradlebaugh #1 2018-20 EXT		84,111.09
Total 7337-01 · Carson Valley Conserv District		190,415.02
7337-03 · Dayton Valley Conserv		
7337-33 · DVCD--Restoration 2017-20 EXT		16,650.55
7337-34 · DVCD Bank Stab/Dayton Br 19-20	17,756.35	17,756.35
7337-35 · DVCD Post Flood Repairs #18-11A		
Total 7337-03 · Dayton Valley Conserv	17,756.35	34,406.90
Total 7337-00 · Carson River Restoration	17,756.35	224,821.92
7404-00 · Noxious Weeds Control-CR Wtrshd		
7404-01 · Noxious Weed Control-Alpine Co.		
7404-02 · Noxious Weed Control-Douglas Co		
7404-03 · Noxious Weed Control-CarsonCity		
7404-05 · Noxious Weed Control-Churchill		
Total 7404-00 · Noxious Weeds Control-CR Wtrshd		
7406-00 · 208 Water Quality Mgmt. Plan		
7406-03 · LID Implementation 2018-6/30/20	18.40	2,780.68
Total 7406-00 · 208 Water Quality Mgmt. Plan	18.40	2,780.68
7429-00 · NDEP-Wtrshd Lit.Implementation	5.18	5.18
7430-00 · NFWF - Weed Mgmt.		17,652.13
7433-00 · NDEP-WS Lit.Impl.-Phase 3		
7433-01 · NDEP -WS LIT 3-MATCH 2019-20		
7433-02 · WS LIT 3 MATCH-CWSD WS Video		11,299.28
7433-03 · WS LIT 3 MATCH -Operations		105.22
7433-04 · WS LIT 3 MATCH - Travel		73.79
Total 7433-01 · NDEP -WS LIT 3-MATCH 2019-20		11,478.29
7433-00 · NDEP-WS Lit.Impl.-Phase 3 - Other	39.45	44,495.96
Total 7433-00 · NDEP-WS Lit.Impl.-Phase 3	39.45	55,974.25
7434-00 · FEMA MAS #8		
7434-01 · Dayton ADMP(JE Fuller)		47,970.70
7434-02 · Update Floodplain Ord.-Loveberg		5,450.00
7434-00 · FEMA MAS #8 - Other		40.37
Total 7434-00 · FEMA MAS #8		53,461.07
7437-00 · FEMA MAS #9		
7437-01 · South Dayton Valley ADMP(JEF)	17,271.30	107,113.30
7437-02 · North CC ADMP (MB)	12,150.34	66,767.92
7437-03 · Pinenut Cr. Restudy-Remap.(HDR)	761.20	69,338.75
7437-04 · Flood Awareness 2019		
7437-41 · River Wranglers-FAW	21.41	1,585.04

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Profit & Loss YTD Comparison

Cash Basis

March 2020

	Mar 20	Jul '19 - Mar 20
7437-04 · Flood Awareness 2019 - Other		7,055.08
Total 7437-04 · Flood Awareness 2019	21.41	8,640.12
7437-00 · FEMA MAS #9 - Other	0.89	261.60
Total 7437-00 · FEMA MAS #9	30,205.14	252,121.69
7438-00 · BOR WaterSMART Market Program		
7438-01 · Water Mktg Study-LUMOS 2019-21		
7438-02 · BOR WaterSmart-LUMOS MATCH		5,504.50
7438-01 · Water Mktg Study-LUMOS 2019-21 - Other	4,094.50	33,922.00
Total 7438-01 · Water Mktg Study-LUMOS 2019-21	4,094.50	39,426.50
Total 7438-00 · BOR WaterSMART Market Program	4,094.50	39,426.50
7439-00 · FEMA MAS #10		
7439-01 · Carson Valley Flood Model (HDR)	3,071.70	15,654.00
7439-02 · West CC Study (Kimley-Horn)	2,754.00	12,306.00
7439-03 · RuhenStroth ADMP (Fuller)	2,979.90	85,604.65
7439-04 · Ch Cty Flood Maps (Precision)	1,105.00	4,620.00
7439-06 · FEMA Training -Dec. 9-12, OAK		1,907.27
7439-00 · FEMA MAS #10 - Other	31.23	134.14
Total 7439-00 · FEMA MAS #10	9,941.83	120,226.06
7500-00 · USGS Stream Gage Contract		
7500-02 · Stream Gages 2017-19		
7500-03 · USGS Stream Flow Gauges 2019-21	19,601.00	39,202.00
Total 7500-00 · USGS Stream Gage Contract	19,601.00	39,202.00
7508-00 · USGS Do.Co.WQ & GW Monitoring		
7508-02 · DoCo WQ/GW Mon. 2017-19		
7508-03 · DoCo WQ/GW Mon. 2019-21	4,222.50	8,444.50
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring	4,222.50	8,444.50
7524-00 · USGS-GW Lvl & WQ in Ch.Co.		
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22		2,915.00
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.		2,915.00
7526-00 · USGS-Eagle/Dayt/Ch.Vly. 2016-20		9,621.00
7527-00 · USGS-Arsenic Data Collection-CV		
7527-01 · USGS-CV Arsenic Study 2018-19		
Total 7527-00 · USGS-Arsenic Data Collection-CV		
7528-00 · USGS-Mercury/Arsenic/Lead Mon.		
7600-00 · Alpine County Projects		
7600-09 · Al.Co.-CASGEM		1.76
7600-10 · Al.Co.-Mesa GW Monitoring		40.38
7600-11 · AWG CR Upper WS Prog 2019-20		12,500.00
Total 7600-00 · Alpine County Projects		12,542.14
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. 2018-21		8,184.00
7640-16 · Dixie Vly.Wtr.Lvl.Meas 2016-19		
7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22		12,921.77
Total 7640-00 · Churchill County Projects		21,105.77
Total Expense	139,558.59	1,470,579.14
Net Ordinary Income	47,506.94	231,319.03
Other Income/Expense		
Other Income		
8009-00 · Trans. In-Floodplain Mgmt. Fd.		

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND
Profit & Loss YTD Comparison
March 2020

	Mar 20	Jul '19 - Mar 20
Total Other Income		
Net Other Income		
Net Income	47,506.94	231,319.03

Floodplain Management Fund
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1013-03 · LGIP - Floodplain	403,741.78
Total Checking/Savings	403,741.78
Total Current Assets	403,741.78
TOTAL ASSETS	403,741.78
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	398,041.33
Net Income	5,700.45
Total Equity	403,741.78
TOTAL LIABILITIES & EQUITY	403,741.78

Floodplain Management Fund

Profit & Loss Budget vs. Actual

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-03 · Int. Inc.-LGIP-Floodplain	5,700.45	9,699.30	-3,998.85	58.8%
Total Income	5,700.45	9,699.30	-3,998.85	58.8%
Expense				
8009-01 · Reg. Flood Preliminary Planning	0.00	300,000.00	-300,000.00	0.0%
8009-02 · Flood Project Along SR88-Minden	0.00	40,000.00	-40,000.00	0.0%
8009-03 · CVCD-2017 Flood Permit/Repairs	0.00	0.00	0.00	0.0%
8009-04 · DVCD-2017 Flood Permit/Repairs	0.00	0.00	0.00	0.0%
8009-05 · ChCo Floodplain Evaluation	0.00	35,000.00	-35,000.00	0.0%
Total Expense	0.00	375,000.00	-375,000.00	0.0%
Net Ordinary Income	5,700.45	-365,300.70	371,001.15	-1.6%
Other Income/Expense				
Other Income				
8000-03 · Beginning Equity	0.00	387,972.00	-387,972.00	0.0%
Total Other Income	0.00	387,972.00	-387,972.00	0.0%
Other Expense				
8002-03 · Trans.Out-General Fund	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	387,972.00	-387,972.00	0.0%
Net Income	5,700.45	22,671.30	-16,970.85	25.1%

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04/05/20

Cash Basis

Floodplain Management Fund
Profit & Loss YTD Comparison
March 2020

	<u>Mar 20</u>	<u>Jul '19 - Mar 20</u>
Ordinary Income/Expense		
Income		
5032-03 · Int. Inc.-LGIP-Floodplain	<u>565.05</u>	<u>5,700.45</u>
Total Income	<u>565.05</u>	<u>5,700.45</u>
Net Ordinary Income	<u>565.05</u>	<u>5,700.45</u>
Net Income	<u>565.05</u>	<u>5,700.45</u>

Balance Sheet

As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1013-01 · Local Gov't Inv.Pool-Reserve	778,810.73
Total Checking/Savings	778,810.73
Total Current Assets	778,810.73
TOTAL ASSETS	778,810.73
LIABILITIES & EQUITY	
Equity	
4000-01 · Fund Balance - Capital Project	767,849.64
Net Income	10,961.09
Total Equity	778,810.73
TOTAL LIABILITIES & EQUITY	778,810.73

Profit & Loss Budget vs. Actual

July 2019 through March 2020

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
5032-01 · Interest Income - LGIP Res.	10,961.09	19,106.33	-8,145.24	57.4%
Total Income	10,961.09	19,106.33	-8,145.24	57.4%
Expense				
8015-02 · Upsize LyCo/Stagecoach Pipeline		250,000.00	-250,000.00	
8015-03 · Upstream Storage Evaluation		22,000.00	-22,000.00	
8015-04 · Construction Projects		475,000.00	-475,000.00	
Total Expense		747,000.00	-747,000.00	
Net Ordinary Income	10,961.09	-727,893.67	738,854.76	-1.5%
Net Income	<u>10,961.09</u>	<u>-727,893.67</u>	<u>738,854.76</u>	<u>-1.5%</u>

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CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

04/05/20

Profit & Loss YTD Comparison

Cash Basis

March 2020

	<u>Mar 20</u>	<u>Jul '19 - Mar 20</u>
Ordinary Income/Expense		
Income		
5032-01 · Interest Income - LGIP Res.	1,089.97	10,961.09
Total Income	1,089.97	10,961.09
Net Ordinary Income	1,089.97	10,961.09
Net Income	<u>1,089.97</u>	<u>10,961.09</u>

AGENDA ITEM #8

PAYMENT OF BILLS

10:19 AM

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

04/05/20

Transaction Detail by Account

Cash Basis

March 2020

Type	Date	Num	Name	Memo	Paid Amount	Balance
1013-00 · Cash in Checking - U. S. Bank						
Deposit	03/02/2020			Deposit	59,628.54	59,628.54
Check	03/02/2020	9902	Euronev, Ltd.	March 2020 Rent	-3,054.00	56,574.54
Check	03/02/2020	ACH	U.S. Geological Survey	Inv#90792805 Qtrly Pymt JFA #19ZJJFA00127	-19,601.00	36,973.54
Check	03/02/2020	ACH	U.S. Geological Survey	Inv#90792809 Qtrly Pymt JFA #19ZJJFA00128	-4,222.50	32,751.04
Check	03/04/2020	9903	JE Fuller Hydrology & Geomorpholog...	Inv.#P3121.01-14 SDV ADMP	-17,271.30	15,479.74
Check	03/04/2020	9904	JE Fuller Hydrology & Geomorpholog...	Inv.#P3247-.01 Ruhenstroth ADMP	-2,979.90	12,499.84
Check	03/06/2020	9905	Carson City	CWSD Payroll #5	-22,637.70	-10,137.86
Check	03/06/2020	9906	Konica Minolta Business Solutions U...	Acct#3091 2/1/2020-2/29/2020	-117.02	-10,254.88
Check	03/06/2020	9907	Dayton Valley Conservation District	INV# DVCD-1; 7/1/19-9/30/19 Bank Stabilization	-17,756.35	-28,011.23
Check	03/10/2020	9908	Simple Fare LLC	CRC Forum Meals	-1,644.30	-29,655.53
Check	03/12/2020	9909	Precision Water Resources Engineeri...	Inv#1908 ChCty Flood Map Project	-1,105.00	-30,760.53
Check	03/12/2020	9910	Lumos & Assoc., Inc.	Inv#103918 Proj#9834	-4,094.50	-34,855.03
Check	03/12/2020	9911	Deborah Neddenriep		-87.20	-34,942.23
Check	03/17/2020	9912	Michael Baker International, Inc.	Inv#1077426 NCC ADMP	-12,150.34	-47,092.57
Check	03/17/2020	9913	Shane Fryer	Postage/Bd Pkgs.	-69.75	-47,162.32
Deposit	03/17/2020			Deposit	71,512.33	24,350.01
Deposit	03/28/2020			Deposit	54,888.74	79,238.75
Check	03/28/2020	9914	Carson City	CWSD Payroll #6	-21,950.51	57,288.24
Check	03/28/2020	9915	Loren Secor	1st Qtr Mileage Reimbursement	-67.28	57,220.96
Check	03/28/2020	9916	Deborah Neddenriep	1st Qtr Mileage	-45.43	57,175.53
Check	03/28/2020	9917	Catrina Schambra	1st Quarter Mileage Reimbursement	-32.38	57,143.15
Check	03/28/2020	9918	Brenda Hunt	1st Quarter Mileage	-209.88	56,933.27
Check	03/28/2020	9919	Shane Fryer	1st Qtr Mileage	-263.93	56,669.34
Check	03/28/2020	9920	David Griffith	3/16/20 Comm Mtg Fee	-80.00	56,589.34
Check	03/28/2020	9921	King & Russo, Ltd.	Professional Services February 2020	-2,000.00	54,589.34
Check	03/28/2020	9922	Bank of America	MAR 20; Acct. #4024 4910 0003 3949	-423.31	54,166.03
Check	03/28/2020	9923	Charter Communications	Acct#8354110010917880	-309.94	53,856.09
Check	03/28/2020	9924	Office Depot Business Credit	Acct #6011 5685 11775 7761	-65.43	53,790.66
Check	03/28/2020	9925	HDR Engineering, Inc.	Inv. #1200256081 Pinenut Creek LOMR	-761.20	53,029.46
Check	03/28/2020	9926	HDR Engineering, Inc.	Inv. #1200256083	-3,071.70	49,957.76
Check	03/28/2020	9927	Kimley-Horn & Associates, Inc.	Inv.#16018568 Project #291417000.1	-2,754.00	47,203.76
Check	03/28/2020	9928	Carl Erquiaga	1st Qtr Mileage	-140.77	47,062.99
Check	03/28/2020	9929	Ken Gray	1st Qtr Mileage	-39.72	47,023.27
Check	03/28/2020	9930	David Griffith	1st Qtr Mileage	-99.64	46,923.63
Check	03/28/2020	9931	Jack Jacobs	1st Qtr Mileage	-65.61	46,858.02
Check	03/28/2020	9932	Donald Jardine	1st Qtr Mileage	-86.41	46,771.61
Check	03/28/2020	9933	Barry Penzel	1st Qtr Mileage	-63.16	46,708.45
Check	03/28/2020	9934	Ernest Schank	1st Qtr Mileage	-143.12	46,565.33
Check	03/28/2020	9935	Fred Stodieck	1st Qtr Mileage	-43.56	46,521.77
Check	03/28/2020	9936	Steve Thaler	1st Qtr Mileage	-37.74	46,484.03
Check	03/28/2020	9937	Larry Walsh	1st Qtr Mileage	-54.14	46,429.89
Check	03/28/2020	9938	Mike Workman	1st Qtr Mileage	-41.04	46,388.85
Total 1013-00 · Cash in Checking - U. S. Bank					46,388.85	46,388.85
1014-00 · Local Gov't Inv. Pool-Regular						
Deposit	03/01/2020			Interest	1,118.09	1,118.09
Total 1014-00 · Local Gov't Inv. Pool-Regular					1,118.09	1,118.09
3307-00 · CC Payroll Due						
General Jo...	03/06/2020			Payroll #5 (2/14/2020-2/27/2020)	-22,637.70	-22,637.70
Check	03/06/2020	9905	Carson City	Payroll #5 (2/14/2020-2/27/2020)	22,637.70	
General Jo...	03/28/2020			Payroll #6 (2/28/2020-3/12/2020)	-21,950.51	-21,950.51
Check	03/28/2020	9914	Carson City	Payroll #6 (2/28/2020-3/12/2020)	21,950.51	
Total 3307-00 · CC Payroll Due						
5011-00 · Douglas County Ad Valorem						
Deposit	03/17/2020	702760	Douglas County	Feb. Ad Valorem	-71,460.04	-71,460.04
Total 5011-00 · Douglas County Ad Valorem					-71,460.04	-71,460.04
5012-00 · Carson City Ad Valorem						
Deposit	03/02/2020	90307...	Carson City	January Ad Valorem	-59,598.66	-59,598.66
Deposit	03/28/2020	90307...	Carson City	February Ad Valorem Taxes	-54,888.74	-114,487.40
Total 5012-00 · Carson City Ad Valorem					-114,487.40	-114,487.40
5031-00 · Interest Income-LGIP Reg.						
Deposit	03/01/2020			Interest	-1,118.09	-1,118.09
Total 5031-00 · Interest Income-LGIP Reg.					-1,118.09	-1,118.09
7015-00 · Salaries & Wages						
General Jo...	03/06/2020			Salary Payroll #5 Fryer	2,361.31	2,361.31
General Jo...	03/06/2020			Salary Payroll #5 Hunt	2,705.81	5,067.12
General Jo...	03/06/2020			Salary Payroll #5 James	5,533.00	10,600.12
General Jo...	03/06/2020			Salary Payroll #5 Neddenriep	2,188.22	12,788.34
General Jo...	03/06/2020			Salary Payroll #5 Schambra	2,304.40	15,092.74

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Type	Date	Num	Name	Memo	Paid Amount	Balance
General Jo...	03/28/2020			Salary Payroll #6 Fryer	2,724.44	17,817.18
General Jo...	03/28/2020			Salary Payroll #6 Hunt	2,725.16	20,542.34
General Jo...	03/28/2020			Salary Payroll #6 James	5,533.00	26,075.34
General Jo...	03/28/2020			Salary Payroll #6 Neddenriep	2,188.21	28,263.55
General Jo...	03/28/2020			Salary Payroll #6 Schambra	2,304.40	30,567.95
Total 7015-00 · Salaries & Wages					30,567.95	30,567.95
7020-00 · Employee Benefits						
General Jo...	03/06/2020			Benies Payroll #5 Fryer	372.04	372.04
General Jo...	03/06/2020			Benies Payroll #5 Hunt	1,378.60	1,750.64
General Jo...	03/06/2020			Benies Payroll #5 James	2,267.85	4,018.49
General Jo...	03/06/2020			Benies Payroll #5 Neddenriep	1,078.53	5,097.02
General Jo...	03/06/2020			Benies Payroll #5 Schambra	1,028.49	6,125.51
General Jo...	03/28/2020			Benies Payroll #6 Fryer	432.68	6,558.19
General Jo...	03/28/2020			Benies Payroll #6 Hunt	1,384.54	7,942.73
General Jo...	03/28/2020			Benies Payroll #6 James	2,267.85	10,210.58
General Jo...	03/28/2020			Benies Payroll #6 Neddenriep	1,078.53	11,289.11
General Jo...	03/28/2020			Benies Payroll #6 Schambra	1,028.49	12,317.60
Total 7020-00 · Employee Benefits					12,317.60	12,317.60
7101-00 · Director's Fees						
7101-01 · Director Benefits						
General Jo...	03/06/2020			Director Benies Payroll #5 Bonkowski	2.32	2.32
General Jo...	03/06/2020			Director Benies Payroll #5 Erquiaga	1.16	3.48
General Jo...	03/06/2020			Director Benies Payroll #5 Gioni	1.16	4.64
General Jo...	03/06/2020			Director Benies Payroll #5 Stodieck	1.16	5.80
General Jo...	03/06/2020			Director Benies Payroll #5 Jacobs	1.16	6.96
General Jo...	03/06/2020			Director Benies Payroll #5 Penzel	2.32	9.28
General Jo...	03/06/2020			Director Benies Payroll #5 Thaler	1.16	10.44
General Jo...	03/06/2020			Director Benies Payroll #5 Walsh	1.16	11.60
General Jo...	03/06/2020			Director Benies Payroll #5 Workman	2.32	13.92
General Jo...	03/06/2020			Director Fee Payroll #5 Schank	2.32	16.24
Total 7101-01 · Director Benefits					16.24	16.24
7101-02 · Director's Fees-Alpine Co.						
Check	03/28/2020	9920	David Griffith	March Alpine Cty Director Fee (3/16/20 Comm Mtg)	80.00	80.00
Total 7101-02 · Director's Fees-Alpine Co.					80.00	80.00
7101-00 · Director's Fees - Other						
General Jo...	03/06/2020			Director Fee Payroll #5 Bonkowski	160.00	160.00
General Jo...	03/06/2020			Director Fee Payroll #5 Erquiaga	80.00	240.00
General Jo...	03/06/2020			Director Fee Payroll #5 Gioni	80.00	320.00
General Jo...	03/06/2020			Director Fee Payroll #5 Stodieck	80.00	400.00
General Jo...	03/06/2020			Director Fee Payroll #5 Jacobs	80.00	480.00
General Jo...	03/06/2020			Director Fee Payroll #5 Penzel	160.00	640.00
General Jo...	03/06/2020			Director Fee Payroll #5 Thaler	80.00	720.00
General Jo...	03/06/2020			Director Fee Payroll #5 Walsh	80.00	800.00
General Jo...	03/06/2020			Director Fee Payroll #5 Workman	160.00	960.00
General Jo...	03/06/2020			Director Fee Payroll #5 Schank	160.00	1,120.00
Total 7101-00 · Director's Fees - Other					1,120.00	1,120.00
Total 7101-00 · Director's Fees					1,216.24	1,216.24
7103-00 · Office Supplies						
Deposit	03/02/2020	1306	River Wranglers	Jan. copies	-8.88	-8.88
Check	03/06/2020	9906	Konica Minolta Business Solutions U...	Feb. Copies	117.02	108.14
Deposit	03/17/2020	1307	River Wranglers	Feb.copies	-52.29	55.85
Check	03/28/2020	9924	Office Depot Business Credit	Office Supplies	65.43	121.28
General Jo...	03/28/2020			March copies	-161.36	-40.08
Total 7103-00 · Office Supplies					-40.08	-40.08
7104-00 · Postage						
Check	03/17/2020	9913	Shane Fryer	Postage Reimbursement/Bd Pkg Mailing	69.75	69.75
Total 7104-00 · Postage					69.75	69.75
7105-00 · Rent						
Check	03/02/2020	9902	Euronev, Ltd.	March 2020 Rent	3,054.00	3,054.00
Total 7105-00 · Rent					3,054.00	3,054.00
7106-00 · Telephone/Internet						
Check	03/28/2020	9922	Bank of America	MAR -Microsoft Internet	5.00	5.00
Check	03/28/2020	9922	Bank of America	MAR - Microsoft 365	62.50	67.50
Check	03/28/2020	9923	Charter Communications	MAR Phone/Internet Svcs.	309.94	377.44

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Type	Date	Num	Name	Memo	Paid Amount	Balance
Total 7106-00 · Telephone/Internet					377.44	377.44
7107-00 · Travel-transport/meals/lodging						
7107-02 Staff Indirect Mileage						
Check	03/28/2020	9916	Deborah Neddenriep	1st Qtr Mileage Reimbursement	6.90	6.90
Check	03/28/2020	9917	Catrina Schambra	1st Quarter Mileage Reimbursement	26.57	33.47
Check	03/28/2020	9918	Brenda Hunt	1st Quarter Mileage Reimbursement	0.58	34.05
Total 7107-02 Staff Indirect Mileage					34.05	34.05
7107-01 · Car Allowance						
General Jo...	03/06/2020			Car Allowance Payroll #5 James	283.21	283.21
General Jo...	03/28/2020			Car Allowance Payroll #6 James	283.21	566.42
Total 7107-01 · Car Allowance					566.42	566.42
7107-00 · Travel-transport/meals/lodging - Other						
Deposit	03/02/2020	8388	Ernest Schank	Guest meal reimbursement- Dec. Bd Mtg.	-21.00	-21.00
Check	03/28/2020	9922	Bank of America	2/17/20 Finance Committee Meal	81.34	60.34
Check	03/28/2020	9928	Carl Erquiaga	1st Qtr Mileage	140.77	201.11
Check	03/28/2020	9929	Ken Gray	1st Qtr Mileage	39.72	240.83
Check	03/28/2020	9930	David Griffith	1st Qtr Mileage	99.64	340.47
Check	03/28/2020	9931	Jack Jacobs	1st Qtr Mileage	65.61	406.08
Check	03/28/2020	9932	Donald Jardine	1st Qtr Mileage	86.41	492.49
Check	03/28/2020	9933	Barry Penzel	1st Qtr Mileage	63.16	555.65
Check	03/28/2020	9934	Ernest Schank	1st Qtr Mileage	143.12	698.77
Check	03/28/2020	9935	Fred Stodieck	1st Qtr Mileage	43.56	742.33
Check	03/28/2020	9936	Steve Thaler	1st Qtr Mileage	37.74	780.07
Check	03/28/2020	9937	Larry Walsh	1st Qtr Mileage	54.14	834.21
Check	03/28/2020	9938	Mike Workman	1st Qtr Mileage	41.04	875.25
Total 7107-00 · Travel-transport/meals/lodging - Other					875.25	875.25
Total 7107-00 · Travel-transport/meals/lodging					1,475.72	1,475.72
7116-00 · Legal						
Check	03/28/2020	9921	King & Russo, Ltd.	Professional Services February 2020	2,000.00	2,000.00
Total 7116-00 · Legal					2,000.00	2,000.00
7120-00 · Integrated Watershed Programs						
7120-33 · Watershed Coord IV 2019-21						
7120-34 · WS Coord Grant MATCH 2019-21						
7120-35 · WS COORD MATCH - Travel						
Check	03/28/2020	9915	Loren Secor	1st Qtr. Mileage Reimbursement	67.28	67.28
Check	03/28/2020	9917	Catrina Schambra	1st Quarter Mileage Reimbursement	0.86	68.14
Check	03/28/2020	9918	Brenda Hunt	1st Quarter Mileage Reimbursement	184.00	252.14
Check	03/28/2020	9919	Shane Fryer	1st Qtr Mileage Reimbursement	248.40	500.54
Total 7120-35 · WS COORD MATCH - Travel					500.54	500.54
7120-36 · WS COORD MATCH - Operations						
Check	03/10/2020	9908	Simple Fare LLC	March 10-11 CRC Forum Meals	1,644.30	1,644.30
Check	03/12/2020	9911	Deborah Neddenriep	CRC 2020 Forum Food (Match)	87.20	1,731.50
Total 7120-36 · WS COORD MATCH - Operations					1,731.50	1,731.50
Total 7120-34 · WS Coord Grant MATCH 2019-21					2,232.04	2,232.04
7120-38 · WS COORD-REIMBURSABLE						
7120-39 · WS COORD REIMB - Travel						
Check	03/28/2020	9916	Deborah Neddenriep	1st Qtr Mileage Reimbursement	13.80	13.80
Check	03/28/2020	9917	Catrina Schambra	1st Quarter Mileage Reimbursement	4.95	18.75
Check	03/28/2020	9918	Brenda Hunt	1st Quarter Mileage Reimbursement	6.90	25.65
Check	03/28/2020	9919	Shane Fryer	1st Qtr Mileage Reimbursement	10.35	36.00
Total 7120-39 · WS COORD REIMB - Travel					36.00	36.00
7120-40 · WS COORD REIMB- Operations						
Check	03/28/2020	9922	Bank of America	March Forum expenses (reimburseable-OPS)	274.47	274.47
Total 7120-40 · WS COORD REIMB- Operations					274.47	274.47
Total 7120-38 · WS COORD-REIMBURSABLE					310.47	310.47
7120-33 · Watershed Coord IV 2019-21 - Other						
General Jo...	03/28/2020			March copies	93.11	93.11
Total 7120-33 · Watershed Coord IV 2019-21 - Other					93.11	93.11
Total 7120-33 · Watershed Coord IV 2019-21					2,635.62	2,635.62

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Type	Date	Num	Name	Memo	Paid Amount	Balance
Total 7120-00 · Integrated Watershed Programs					2,635.62	2,635.62
7337-00 · Carson River Restoration						
7337-03 · Dayton Valley Conserv						
7337-34 · DVCD Bank Stab/Dayton Br 19-20						
Check	03/06/2020	9907	Dayton Valley Conservation District	INV# DVCD-1; 10/1/2019-12/31/2019 Bank Stabiliza...	17,756.35	17,756.35
Total 7337-34 · DVCD Bank Stab/Dayton Br 19-20					17,756.35	17,756.35
Total 7337-03 · Dayton Valley Conserv					17,756.35	17,756.35
Total 7337-00 · Carson River Restoration					17,756.35	17,756.35
7406-00 · 208 Water Quality Mgmt. Plan						
7406-03 · LID Implementation 2018-6/30/20						
Check	03/28/2020	9918	Brenda Hunt	1st Quarter Mileage Reimbursement	18.40	18.40
Total 7406-03 · LID Implementation 2018-6/30/20					18.40	18.40
Total 7406-00 · 208 Water Quality Mgmt. Plan					18.40	18.40
7429-00 · NDEP-Wtrshd Lit.Implementation						
Check	03/28/2020	9919	Shane Fryer	1st Qtr Mileage Reimbursement (NDEP-106)	5.18	5.18
Total 7429-00 · NDEP-Wtrshd Lit.Implementation					5.18	5.18
7433-00 · NDEP-WS Lit.Impl.-Phase 3						
General Jo...	03/28/2020			March copies	39.45	39.45
Total 7433-00 · NDEP-WS Lit.Impl.-Phase 3					39.45	39.45
7437-00 · FEMA MAS #9						
7437-01 · South Dayton Valley ADMP(JEF)						
Check	03/04/2020	9903	JE Fuller Hydrology & Geomorpholog...	SDV ADMP 2/1/20-2/29/20	17,271.30	17,271.30
Total 7437-01 · South Dayton Valley ADMP(JEF)					17,271.30	17,271.30
7437-02 · North CC ADMP (MB)						
Check	03/17/2020	9912	Michael Baker International, Inc.	NCC ADMP thru 3/1/2020	12,150.34	12,150.34
Total 7437-02 · North CC ADMP (MB)					12,150.34	12,150.34
7437-03 · Pinenut Cr. Restudy-Remap.(HDR)						
Check	03/28/2020	9925	HDR Engineering, Inc.	Pinenut Creek LOMR 2/1/20-2/29/20	761.20	761.20
Total 7437-03 · Pinenut Cr. Restudy-Remap.(HDR)					761.20	761.20
7437-04 · Flood Awareness 2019						
7437-41 · River Wranglers-FAW						
General Jo...	03/28/2020			March copies	21.41	21.41
Total 7437-41 · River Wranglers-FAW					21.41	21.41
Total 7437-04 · Flood Awareness 2019					21.41	21.41
7437-00 · FEMA MAS #9 - Other						
General Jo...	03/28/2020			March copies	0.89	0.89
Total 7437-00 · FEMA MAS #9 - Other					0.89	0.89
Total 7437-00 · FEMA MAS #9					30,205.14	30,205.14
7438-00 · BOR WaterSMART Market Program						
7438-01 · Water Mktg Study-LUMOS 2019-21						
Check	03/12/2020	9910	Lumos & Assoc., Inc.	Professional Services 1/25/20-2/21/20	4,094.50	4,094.50
Total 7438-01 · Water Mktg Study-LUMOS 2019-21					4,094.50	4,094.50
Total 7438-00 · BOR WaterSMART Market Program					4,094.50	4,094.50
7439-00 · FEMA MAS #10						
7439-01 · Carson Valley Flood Model (HDR)						
Check	03/28/2020	9926	HDR Engineering, Inc.	Carson Valley Flood Model 2/3/20-2/29/20	3,071.70	3,071.70
Total 7439-01 · Carson Valley Flood Model (HDR)					3,071.70	3,071.70
7439-02 · West CC Study (Kimley-Horn)						
Check	03/28/2020	9927	Kimley-Horn & Associates, Inc.	FEMA 10-West CC ADP- Svcs thru Feb 29,2020	2,754.00	2,754.00
Total 7439-02 · West CC Study (Kimley-Horn)					2,754.00	2,754.00
7439-03 · RuhenStroth ADMP (Fuller)						
Check	03/04/2020	9904	JE Fuller Hydrology & Geomorpholog...	Ruhenstroth ADMP 2/1/20-2/29/20	2,979.90	2,979.90

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Type	Date	Num	Name	Memo	Paid Amount	Balance
Total 7439-03 · RuhenStroth ADMP (Fuller)					2,979.90	2,979.90
7439-04 · Ch Cty Flood Maps (Precision)						
Check	03/12/2020	9909	Precision Water Resources Engineeri...	Inv#1908 Ch Cty Flood Map Project (2/17/20-2/21/20)	1,105.00	1,105.00
Total 7439-04 · Ch Cty Flood Maps (Precision)					1,105.00	1,105.00
7439-00 · FEMA MAS #10 - Other						
Check	03/28/2020	9916	Deborah Neddenriep	1st Qtr Mileage Reimbursement	24.73	24.73
General Jo...	03/28/2020			March copies	6.50	31.23
Total 7439-00 · FEMA MAS #10 - Other					31.23	31.23
Total 7439-00 · FEMA MAS #10					9,941.83	9,941.83
7500-00 · USGS Stream Gage Contract						
7500-03 · USGS Stream Flow Gauges 2019-21						
Check	03/02/2020	ACH	U.S. Geological Survey	Qtrly Pymt JFA #19ZJJFA00127	19,601.00	19,601.00
Total 7500-03 · USGS Stream Flow Gauges 2019-21					19,601.00	19,601.00
Total 7500-00 · USGS Stream Gage Contract					19,601.00	19,601.00
7508-00 · USGS Do.Co.WQ & GW Monitoring						
7508-03 · DoCo WQ/GW Mon. 2019-21						
Check	03/02/2020	ACH	U.S. Geological Survey	Qtrly Pymt JFA #19ZJJFA00128	4,222.50	4,222.50
Total 7508-03 · DoCo WQ/GW Mon. 2019-21					4,222.50	4,222.50
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring					4,222.50	4,222.50
TOTAL						

AGENDA ITEM #9

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: April 15, 2020

SUBJECT: Agenda Item # 9 – For Possible Action: Approval of Emergency Paid Sick Lease (EPSL) Policy

DISCUSSION: On April 1, 2020 the Families First Coronavirus Response Act took effect and implemented new employer paid leave requirements. Attached is the Emergency Paid Sick Lease (EPSL) Policy. The policy is based on the sample developed by Pool/PACT.

STAFF RECOMMENDATION: Approve the Emergency Paid Sick Lease (EPSL) Policy as submitted.



Carson Water Subconservancy District

Emergency Paid Sick Leave (EPSL) Policy

1. Policy

This policy complies with the Families First Coronavirus Response Act (FFCRA) to grant eligible employees protected leave for qualified reasons.

Public employers are covered under the Emergency Paid Sick Leave Act (EPSLA) and will comply with the requirements of the EPSLA and advise employees if they meet the eligibility requirement.

Employers are required to post and keep posted Form WH-1422: *Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act* in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

This policy is effective at 12:01 a.m. on April 1, 2020 and will remain in effect until 12:00 p.m. on December 31, 2020. It does not apply retroactively.

2. Eligibility

All employees are eligible for EPSL, regardless of their seasonal, temporary, etc., status. There is no length of service requirement.

3. Reasons for Leave

EPSL leave may be granted for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis.
4. The employee is caring for an individual who is subject to an order of federal, state, or local quarantine or isolation related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for a minor child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar situation specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor.

4. Leave Allotment

Full-time employees will receive up to 80 hours of paid sick leave.

Part-time employees will receive the number of hours equal to the number of hours s/he works on average over two weeks. If a part-time, seasonal, casual, or temporary employee works varying hours to such an extent that CWSD is unable to determine with certainty the number of hours the employee would have worked if leave had not been taken, CWSD will look at the average number of hours the

employee was scheduled over the past six months; or if the employee had not worked the past six months, CWSD will use the reasonable expectation of the number of hours the employee would normally be scheduled to work.

5. Compensation During Leave

Employees will receive 100% of their regular rate of pay for reasons related to the employee's own quarantine, isolation, or symptoms of COVID-19 (items 1-3 above) up to a maximum of \$511 per day.

Employees will be compensated at 2/3 of their regular rate of pay for reasons related to the employee's need to care for an individual who is isolated or quarantined, or to care for a minor child due to a school/childcare closure, or the employee is experiencing any other substantially similar situation (items 4-6 above) up to a maximum of \$200 per day.

Employees may elect to substitute accrued paid sick leave for the pay not covered by the EPSLA, but employers are prohibited from requiring this substitution. When substituting accrued paid leave for the pay not covered by EPSL, the employee must comply with CWSD's procedural requirements, terms, and conditions of the Sick Leave policy as appropriate; once accrued leave is depleted, the remainder of the leave period will then consist of unpaid leave for the pay not covered by EPSLA.

6. Intermittent Leave

Employees may be able to take EPSL intermittently under the following conditions:

- **Working at regular worksite:** Employees may take EPSL leave intermittently while working at his/her regular worksite. The qualifying reason is solely because s/he is caring for a minor child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions. Leave may be taken in any increments agreed upon by the employer and employee. Intermittent leave may be taken (insert amount of time) increments.
- **Working remotely:** Employees may take EPSL leave intermittently while teleworking if the employee is unable to work their telework schedule due to any qualified reason for EPSL. Leave may be taken in any increments agreed upon by the employer and employee. Intermittent leave may be taken (insert amount of time) increments.

Intermittent leave is not permitted for employees working at his/her regular worksite if the need for EPSL includes any of the other five qualifying reasons involving the employee's own quarantine, isolation, or symptoms of COVID-19 or the employee's need to care for an individual who is isolated or quarantined, or the employee is experiencing any other substantially similar situation. An employee who has begun EPSL leave for one or more of these five qualifying reasons must continue to take paid sick leave each day until the employee (1) exhausts the full amount of EPSL or (2) the qualifying reason for taking EPSL leave no longer exists.

7. Notice of Leave

Employees needing leave under this policy shall complete the Emergency Paid Sick Leave Application Form as soon as practicable and submit to (insert employee).

8. Certification of Leave

Employees requesting leave under this policy are required to provide supporting documentation, such as:

- The employee's name,
- Qualifying reason for requesting leave,
- Documentation supporting the reason for leave (such as the source of any quarantine or isolation order),
- Statement that the employee is unable to work, including telework, for that reason, and
- The date(s) for which leave is requested.

9. Continuation of EPSL Leave

After the first workday (or portion thereof) an employee receives EPSL leave under this policy, **employer** may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.

10. Anti-Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the EEO Officer or alternative EEO Officer. The **employer** will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination (**select one: may or will**) be taken.

11. Interaction with Sick Leave Policy #

All provisions included in Policy "X" Sick Leave not covered in this policy apply.

Related Forms:

Emergency Paid Sick Leave Application Form

AGENDA ITEM #10

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: April 15, 2020

SUBJECT: Agenda Item # 10 – For Possible Action: Approval of Emergency Family and Medical Leave Expansion (EFMLE) Policy

DISCUSSION: On April 1, 2020 the Families First Coronavirus Response Act took effect and implemented new employer paid leave requirements. Attached is the Emergency Family and Medical Leave Expansion Policy. The policy is based on the sample developed by POOL/PACT.

STAFF RECOMMENDATION: Approve the Emergency Family and Medical Leave Expansion Policy as submitted.



Carson Water Subconservancy District

Emergency Family and Medical Leave (EFML) Policy

1. Policy

This policy complies with the Families First Coronavirus Response Act (FFCRA) to grant eligible employees protected leave for qualified reasons.

Public employers are covered under the Emergency Family and Medical Leave Expansion Act (EFMLEA) and will comply with the requirements of the EFMLEA and advise employees if they meet the eligibility requirement.

Employers are required to post and keep posted Form WH-1422: *Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act* in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

This policy is effective at 12:01 a.m. on April 1, 2020 and will remain in effect until 12:00 p.m. on December 31, 2020. It does not apply retroactively.

2. Eligibility

Employees who have been employed by CWSD for 30-calendar days are eligible for EFML leave. All employees meeting the above qualification qualify for EFML, regardless of their seasonal, temporary, etc., status.

3. Duration of Leave

Any eligible employee, as defined above, may be granted a total of 12 weeks of FMLA leave, including EFML leave during a 12-month period. A "week" is defined as Friday to Thursday, regardless of the number of days the employee normally works.

4. Reasons for Leave

EFML may be granted for the following reason:

The employee is unable to work or telework due to a need for leave to care for a minor child if the school or place of care has been closed, or the childcare provider is unavailable, due to a public health emergency declared by a federal, state, or local authority.

5. Compensation During Leave

The first two weeks of EFML leave will be unpaid leave unless the employee has accrued paid leave and is otherwise eligible to use the leave. Employees who are eligible for Emergency Paid Sick Leave (EPSL) will be required to use EPSL during the first two weeks.

Full-time employees will receive up to 80 hours of paid sick leave.

Part-time employees will receive the number of hours equal to the number of hours s/he works on average over two weeks. If a part-time, seasonal, casual, or temporary employee works varying hours to such an extent that CWSD is unable to determine with certainty the number of hours the employee

would have worked if leave had not been taken, CWSD will look at the average number of hours the employee was scheduled over the past six months; or if the employee had not worked the past six months, CWSD will use the reasonable expectation of the number of hours the employee would normally be scheduled to work.

Weeks 3 through 12 of EFML leave will be compensated at 2/3 the employee's regular rate of pay, up to \$200 a day and \$10,000 in the aggregate. Employees may substitute accrued annual leave for the pay not covered by EFML, but employers are prohibited from requiring this substitution. If an employee chooses to take intermittent leave, then only the hours the employee uses for leave would apply against the week's hours.

When substituting accrued paid leave for the pay not covered by EFMLEA, the employee must comply with CWSD's procedural requirements, terms, and conditions of the paid leave policy as appropriate; once accrued leave is depleted, the remainder of the leave period will then consist of unpaid leave for the pay not covered by EFMLEA.

6. Intermittent Leave

Employees may take EFML leave intermittently while working at the regular worksite or teleworking, and leave may be taken in any increments agreed upon by the employer and employee. Intermittent leave may be taken in 0.5 hours increments.

7. Notice of Leave

An employee intending to take EFML leave shall give notice as soon as practicable.

8. Certification of Leave

Employees are required to provide supporting documentation, such as:

- The employee's name,
- Qualifying reason for requesting leave,

9. Benefits Coverage During Leave

During a period of EFML leave, an employee will be retained on CWSD's health plan under the same conditions that would apply if the employee was not on EFML leave. To continue health coverage, the employee must continue to make any contributions that s/he would otherwise be required to make. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage.

Employees will accrue both: sick, annual paid leave for each regularly scheduled hour on paid leave.

10. Anti-Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the EEO Officer or alternative EEO Officer. CWSD will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination may be taken.

Carson Water Subconservancy District

EMPLOYEE REQUEST FOR EMERGENCY SICK LEAVE AND/OR EMERGENCY FAMILY & MEDICAL LEAVE

777 E. William St., Suite 110A · Carson City, Nevada 89701

EMPLOYEES WHO WISH TO REQUEST LEAVE UNDER THE EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLEA) OR EMERGENCY SICK LEAVE UNDER THE EMERGENCY PAID SICK LEAVE ACT (EPSLA) OF THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) MUST COMPLETE THIS FORM AND SUBMIT IT TO THE HUMAN RESOURCES DEPARTMENT AS SOON AS REASONABLY PRACTICABLE FOR PROCESSING. PLEASE REFER TO THE FFCRA SUMMARY OF ELIGIBILITY AND BENEFITS RELATED TO COVID-19. **SUBMISSION OF THIS FORM IS NOT A GUARANTEE OF ANY BENEFITS.**

EMPLOYEE NAME:		DATE OF HIRE:									
DEPARTMENT/DIVISION:											
THIS REQUEST IS FOR (SELECT ONE IN EACH CATEGORY):											
Emergency Sick Leave <input type="checkbox"/> New Request <input type="checkbox"/> Request for Extension		Emergency Medical Leave <input type="checkbox"/> New Request <input type="checkbox"/> Request for Extension									
CHECK ALL THAT APPLY: <input type="checkbox"/> 1. You are subject to federal, state, or local quarantine or isolation order related to COVID-19. <input type="checkbox"/> 2. You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. <input type="checkbox"/> 3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis. <input type="checkbox"/> 4. You are caring for an individual who is subject to either number 1 or 2 above. <input type="checkbox"/> 5. You are caring for your minor (under the age of 18) son or daughter because the school or place of care of your child has been closed, or the childcare provider of your child is unavailable, due to COVID-19 precautions. <input type="checkbox"/> 6. You are experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor.		IF YOU ARE REQUESTING EMERGENCY MEDICAL LEAVE, CHECK ONE OF THE FOLLOWING: <input type="checkbox"/> Continuous leave <input type="checkbox"/> Intermittent leave IF YOU SELECTED INTERMITTENT LEAVE, PLEASE DESCRIBE THE NATURE OF YOUR INTERMITTENT LEAVE (attach additional page if necessary): 									
ANTICIPATED BEGIN DATE OF LEAVE:		EXPECTED RETURN TO WORK DATE:									
If you are approved for Emergency Family Leave, you may be able to supplement your leave (please refer to the FFCRA SUMMARY OF ELIGIBILITY AND BENEFITS RELATED TO COVID-19 for full summary of benefits) with existing leave you may have accrued during your employment. Please select the type and amount of leave you would like to have deducted from your existing accrued leave to supplement your Emergency Family Leave. Check all that apply: <input type="checkbox"/> Annual / Vacation Amount: <input type="checkbox"/> Sick Amount: <input type="checkbox"/> Compensatory Amount: <input type="checkbox"/> Management Amount:		<div style="background-color: #f0f0f0; padding: 10px;"> Internal Use Only (Maintain this Form in a Confidential File) <table> <tr> <td>Leave Approved?</td> <td>EPSLA</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td></td> <td>EFMLEA</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> Printed Name / Signature: Title: _____ Date: _____ </div>		Leave Approved?	EPSLA	<input type="checkbox"/> Yes	<input type="checkbox"/> No		EFMLEA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Leave Approved?	EPSLA	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
	EFMLEA	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF ANY FACTS SUBMITTED IN SUPPORT OF MY REQUEST MAY RESULT IN THE DENIAL OF MY REQUEST AND THAT I MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.											
EMPLOYEE SIGNATURE: _____		DATE: _____									

AGENDA ITEM #11

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: April 15, 2020

SUBJECT: Agenda Item # 11 – For Possible Action: Approval of temporary modification to the CWSD Director Meeting Compensation Policy.

DISCUSSION: In the CWSD's Director Meeting Compensation Policy (see attachment), Board Members only get paid for meeting they physically attend. Due to the State of Nevada declaring a State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak, CWSD will be conducting the Board Meetings via video and/or phone for an indefinite period. During this indefinite period Board members will not be able to physically attend the meetings. Staff is recommending that this requirement be temporarily waived until it is safe to conduct physical meetings.

STAFF RECOMMENDATION: Approve on a temporary basis to waive the requirement in the Director Meeting Compensation Policy that a Board Member must physically attend the meeting to get paid. This waiver will stay into effect until it is safe to conduct physical meetings.

CARSON WATER SUBCONSERVANCY DISTRICT
DIRECTOR MEETING COMPENSATION
POLICY AND PROCEDURE
(Revised & Effective 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 #12

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: April 15, 2020

SUBJECT: Agenda Item # 12 – For Discussion Only: Update on the 2020 Water Year Runoff Projections

DISCUSSION: Staff will give an update on the projected 2020 Water Year Runoff Projections.

STAFF RECOMMENDATION: Receive and file.