

CARSON WATER SUBCONSERVANCY DISTRICT  
BOARD OF DIRECTORS AND  
CARSON RIVER WATERSHED COMMITTEE MEETING  
April 15, 2020

**Minutes**

***The CWSD April 15, 2020 Board of Directors meeting was held via Zoom Videoconference and teleconference due to Governor Sisolak's statewide Emergency Directive in response to the COVID-19 Pandemic.***

Chairman Erquiaga called the meeting of the Carson Water Subconservancy District (CWSD) to order at 6:34 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  
Stacey Giomi, Director  
Ken Gray, Director  
Jack Jacobs, Director  
Barry Penzel, Director  
Ernie Schank, Director  
Steve Thaler, Director  
Fred Stodieck, Director  
Mike Workman, Director

**Absent CWSD Directors:** Larry Walsh

Roll call of the Caron River Watershed Committee was taken which included CWSD Directors and Committee Members Kathy Canfield, David Griffith, and Don Jardine.

**CWSD Staff present:**

Edwin James, General Manager  
Debbie Neddenriep, CWSD Water Resource Specialist II  
Catrina Schambra, CWSD Administrative Assistant/Secretary to the Board

**Others present:**

Patrick King, CWSD Attorney  
John Sheridan, Public

*The Pledge of Allegiance was led by Chairman Erquiaga.*

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

**Item #5 – For Possible Action: Approval of Agenda**

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

**Item #6 – For Possible Action: Approval of the Board Meeting Minutes of March 18, 2020**

*Director Giomi made a motion to approve the Board Meeting Minutes of*

March 18, 2020 as presented. The motion was seconded by Committee Member Griffith and unanimously approved by the Board.

**\*\*CONSENT AGENDA\*\***

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

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

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

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

**Item # 9 - For Possible Action: Approval of Emergency Sick Leave (EPSL) Policy; and Item # 10 - For Possible Action: Approval of Emergency Family & Medical Leave Expansion Policy**

Mr. James explained that in response to the COVID-19 Pandemic, there are emergency policies that will affect CWSD employees. The "Families First Coronavirus Response Act" took effect on April 1, 2020 which implemented new employer-paid sick leave requirements. POOL/PACT developed the sample Emergency Paid Sick Leave (EPSL) Policy for CWSD to adopt into policy.

In the proposed CWSD policy included in Board package, consensus determined to insert .5 hours as the allowable use of intermittent time as an edit to #6. Notification to General Manager, or as alternate, Chairman of the Board to replace EEO Officer or alternate EEO Officer in #10. Also, to replace "Employer" with CWSD in #10.

Mr. James explained that normally CWSD does not fall under the FMLA requirements because we have fewer than 50 employees, but due to the COVID-19 emergency that requirement has been suspended. In the event a CWSD employee met the requirements for the EPSL, the Emergency Family & Medical Leave policy would go into effect after the first two weeks of EPSL covering a total amount of 12 weeks of allowed paid leave under the *Families First Coronavirus Response Act* guidelines.

*Director Giomi made a motion to approve Items 9 & 10 with the edits cited by the General Manager. The motion was seconded by Committee Member Griffith and unanimously approved by the Board.*

**Item # 11 - For Possible Action: Approval of temporary modification to the CWSD Director Meeting Compensation Policy**

Mr. James explained the temporary changes that have been proposed to the Director Meeting Compensation Policy and there was a discussion of why these changes are needed. The current policy states 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 and therefore it is recommended that this requirement be temporarily waived until it is safe to conduct physical meetings again.

Director Bonkowski proposes changing the second paragraph under “Definitions” to read:

“Meeting” means any meeting or workshop which the Director attends in person or via electronic or telephonic means during the COVID-19 Emergency Directive, 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. The policy will revert to read only: “physically attends” when the Governor’s Emergency Directive is lifted and CWSD Chairperson deems it safe to conduct physical meetings.

There was a discussion that included a suggestion by Director Penzel to grant emergency powers to the General Manager during this emergency, but this was not on the agenda. He also wondered if Directors voting on motion involving their own pay was an ethical conflict. It was consensus of the Board that it did not, since it was not changing the amount of their compensation, but rather addressing their method of attendance given the current emergency declaration and directives.

*Director Bonkowski made a motion to approve the temporary language changes to the CWSD Director Meeting Compensation Policy as he has proposed. The motion was seconded by Committee Member Jardine and unanimously approved by the Board.*

**Item # 12 - For Discussion Only: Update on the 2020 Water Year Runoff Projections**

Mr. James reported an overview on what has been happening since last Board meeting. March helped a bit and we are now closer to normal, but the precipitation is still below average. Currently we are at 92% snowpack, but only at 71% precipitation. We are doing better than the Tahoe/Truckee and Walker, but at this late date, we are way below our average in precipitation. There will not be much to come out of this upcoming weekend storm. We should expect a below normal runoff this year, at 40-60%.

*No action was taken.*

**Item #16– For Discussion Only: Staff Reports –**

Mr. James reported on the following:

- All CWSD staff are now working from home, except him. He is the only one coming in regularly to the office. Catrina is coming in on Saturdays to pay bills and do her accounting work. Debbie, Brenda, and Shane are doing grant work. Shane has been using the new Drone to gather data and will be presenting this at the next Board meeting. Mr. James is also doing grant work and getting ready for Regional Water Systems Committee meeting at end of April.

**Legal – None**

**Correspondence – None**

*No action was taken.*

**Item #17– For Discussion Only: Directors Reports – None**

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

- Committee Member Griffith reported California Fish & Wildlife have delayed the planting of fish and opening Fish Season until the end of May due to the COVID-19 Emergency, unless opened sooner by Governor directive.

*No action was taken.*

**Item #19 – For Discussion Only: Update on activities in Storey County –**

- Committee Member Canfield reported that county offices are open and conducting business but are closed to walk-in traffic. Staff members are distance-working in the office.
- The Storey County Water Resource Plan has been initiated. They hired Far West and the work is expected to be done in October or November of this year.
- Public Works projects, including the Gold Hill Treatment Plant are moving forward.
- Their Sewer Treatment Plant Operator has achieved a Level 3 rating so can now operate the plant without having to hire out.

*No action was taken.*

**Item #18 – For Discussion Only: Public Comment –**

John Sheridan, Gardnerville Ranchos Douglas County (via teleconference) commented that he was able to have a virtual meeting with Ed James and he really appreciated his time and the information he provided in helping him learn about the watershed. He extended his thanks.

There being no further business to come before the Board, Chairman Erquiaga adjourned the meeting at 7:10 pm.

Respectfully submitted,

*Catrina Schambra*

Secretary to the Board