

# CARSON WATER SUBCONSERVANCY DISTRICT

## Administrative Committee

### NOTICE OF PUBLIC MEETING

**DATE:** June 9, 2021  
**TIME:** 11 am  
**LOCATION:** CWSD Conference Room & Zoom  
777 E. William Street, Suite 110A  
Carson City, NV 89701

CWSD is fully open for in-person meetings, but virtual attendance is available via [Zoom](#). If you prefer to phone in, call (669)900 9128. Meeting ID: 851 4319 7764; Passcode: 939556.

### AGENDA

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***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 join the meeting. Please contact Catrina Schambra at (775)887-7450 ([catrina@cwsd.org](mailto:catrina@cwsd.org)), at least two business days in advance so that arrangements can be made.*

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1. Call to Order the CWSD Administrative Committee
2. Roll Call
3. 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.
4. For Possible Action: Approval of Agenda
5. For Possible Action: Approval of the Administrative Committee December 19, 2019 Meeting Minutes
6. For Possible Action: General Manager Annual Review
7. For Possible Action: Staff Salary Study
8. For Possible Action: COLA Policy
9. 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.
10. 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](mailto:catrina@cwsd.org)) and is available on the CWSD website at [www.cwsd.org](http://www.cwsd.org).*

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**In accordance with NRS 241.020, this notice and agenda has been posted at the following locations:**

Dayton Utilities Complex  
34 Lakes Blvd  
Dayton, NV

Minden Inn Office Complex  
1594 Esmeralda Avenue  
Minden, NV

Lyon County Administrative Building  
27 S. Main St.  
Yerington, NV

Churchill County Administrative Complex  
155 N Taylor St.  
Fallon, NV

Carson City Hall  
201 N. Carson St.  
Carson City, NV

Carson Water Subconservancy District Office  
777 E. William St., #110A  
Carson City, NV

Alpine County Administrative Building -  
99 Water St.  
Markleeville, CA

CWSD website:  
<https://www.cwsd.org>  
State public meetings website:  
<http://notice.nv.gov>

**AFFIDAVIT OF POSTING**

The undersigned affirms that on or before 9:00 am on January 3 ,2001, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the January 9,2020 regular meeting of the CWSD Administrative Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

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**SIGNATURE**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date & Time of Posting:** \_\_\_\_\_

**CARSON WATER SUBCONSERVANCY DISTRICT  
ADMINISTRATIVE COMMITTEE  
December 16, 2019, 2pm**

**DRAFT Meeting Minutes**

**Committee Members Present:**

Carl Erquiaga, Churchill County (via teleconference)  
Stacey Giomi, Carson City (via teleconference)  
Ken Gray, Lyon County  
Steve Thaler, Douglas County

**Staff Present:**

Ed James, General Manager  
Catrina Schambra, Administrative Assistant & Secretary to the Board

Committee Member Thaler called the meeting of the Administrative Committee to order at 2:05 pm a.m. in the Conference Room of Carson Water Subconservancy District, 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 June 5, 2019**

*Committee Member Giomi made the motion to approve the minutes from the Administrative Committee meetings on June 5, 2019 as presented. The motion was seconded by Committee Member Gray and unanimously approved by the Administrative Committee.*

**Item #5 – Selection of a candidate to receive the 2020 Andy Aldax Carson River Watershed Award**

Mr. James reported there were two nominations this year and explained the criteria for consideration for the award, including a 10-year minimum of working in the watershed and showing a dedication that goes beyond your job of working in the watershed. The goal of the Administrative Committee is to make a recommendation for the full Board to consider at the regular meeting. He shares that he does know one of the nominees, Richard Wilkinson, who has worked for several years with CWSD on may projects in the watershed. He has not met the other nominee but based on her recommendations she has been very involved in the watershed.

Committee Member Gray says he also knows nominee Richard Wilkinson and is familiar with his work.

Committee Member Giomi says the nomination of Phyllis Lipka Atkinson is a real stand out to him. She has worked at multiple places in the watershed and he thinks the way she uses the high school students to teach elementary students is an ingenious way to do it. He feels she goes above and beyond to make the Carson River a key component of her teaching and has been a great value to River Wrangler projects.

Committee Member Gray is impressed with Richard Wilkinson's work in the watershed and that he volunteers too.

Committee Member Erquiaga says both looks good and are deserving, and he doesn't know either one of them personally.

Committee Member Thaler says he knows Richard Wilkinson and that he is well known within the watershed. He thinks that although both are good candidates, but he'd really like to see Mr. Wilkinson get recognized for his many years of work.

Committee Member Giomi says he doesn't know either one personally.

*Committee Member Gray made a motion to recommend Richard Wilkinson to the CWSD Board of Trustees to be the 2020 recipient of the Andy Aldax Carson River Watershed Award. The motion was seconded by Committee Member Erquiaga and approved 3-1-0 by the Administrative Committee, with Committee Member Giomi voting no.*

**Item #8 – Discussion Only: Public Comment** - None

The Administrative Committee meeting was adjourned at 2:12pm.

Respectfully submitted,

Catrina Schambra  
Secretary to the Board

CARSON WATER SUBCONSERVANCY DISTRICT  
Administrative Committee

**TO:** Committee Members

**FROM:** Edwin James

**DATE:** June 9, 2021

**SUBJECT:** Agenda Item #6– For Possible Action: General Manager Annual Review

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**DISCUSSION:** The annual General Manager review scores and comment are being collected now from Board members and will be distributed to the committee.

**STAFF RECOMMENDATION:** Provide performance review scores and recommendation to Board of Directors at June meeting.

CARSON WATER SUBCONSERVANCY DISTRICT  
Administrative Committee

**TO:** Committee Members

**FROM:** Edwin James

**DATE:** June 9, 2021

**SUBJECT:** Agenda Item #7– For Possible Action: Staff Salary Study

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**DISCUSSION:** Several years ago, it was suggested that a staff salary study be done to ensure CWSD comparative salary rates. The Board did not want to take action at that time. Staff is suggesting that CWSD conduct a salary survey.

**STAFF RECOMMENDATION:** Provide direction to General Manager.

CARSON WATER SUBCONSERVANCY DISTRICT  
Administrative Committee

**TO:** Committee Members

**FROM:** Edwin James

**DATE:** June 9, 2021

**SUBJECT:** Agenda Item #8– For Possible Action: COLA Policy

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**DISCUSSION:** Attached is a draft COLA calculation procedure policy for CWSD employees. Staff is looking for input and direction on policy.

**STAFF RECOMMENDATION:** Provide direction to staff.

# CARSON WATER SUBCONSERVANCY DISTRICT COST OF LIVING ADJUSTMENT POLICY

## **Policy:**

This policy of Carson Water Subconservancy District (CWSD) establishes the cost-of-living adjustments for CWSD staff.

## **Purpose and Objective:**

To establish uniform policy guidelines for calculating the cost-of-living adjustments for CWSD staff in the budgeting process.

## **General Procedures, Guidelines, and Responsibilities:**

In the development of the upcoming budget the CWSD Finance Committee will establish a cost-of-living adjustment based on the prior calendar year annual CPI for the West Region Urban (series ID CUUR0400SA).

The CWSD Finance Committee may modify the rate by plus or minus 0.5 percent. Any changes greater than this change must be approved by CWSD Board.

DRAFT