

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

August 30, 2021, 10 am

Draft Minutes

NOTE: The CWSD Administrative Committee meeting was held via Zoom Videoconference and teleconference due to Governor Sisolak's statewide Emergency Directive in response to the COVID-19 Pandemic.

Committee Members Present:

Ken Gray (in person)
Jack Jacobs (via Zoom)
Pete Olsen (via Zoom)
Lisa Schuette (via Zoom)
Fred Stodieck (via Zoom)

CWSD Staff Present:

Ed James (in person)
Catrina Schambra (via Zoom)

Director Gray called the video meeting of the CWSD Administrative Committee to order at 10:06 am. Roll call determined a quorum of the committee was present.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee Minutes of December 19, 2019

Director Gray made a motion to approve the Administrative Committee Minutes from December 19, 2019. The motion was seconded by Director Schuette and unanimously approved by the Administrative Committee.

Item #5 - For Possible Action: Review changes to the Personnel Policy Manual and various CWSD Policies

Mr. James explained the updates to the CWSD Personnel Policy Manual. (#5A) There are changes to the manual due to annual edits by POOL/PACT which are general word smithing and regulatory changes that do not have a material effect on budget or benefits. The only material change is adding an employee Longevity Benefit that if approved will take effect the first payday in December 2021. This benefit is a bi-annual Longevity payment that is paid in a lump sum on the first paycheck in December and the first paycheck in June based on the employee's years of service starting on the sixth year of employment. The impact to the budget for FY 21-22 is \$3,600. This benefit mirrors a benefit that Carson City has for its employees which we use as a guide for CWSD employment benefits.

Director Stodieck made a motion to approve the proposed changes to the CWSD Personnel Policy Manual including the addition of the Longevity Benefit as presented. The motion was seconded by Director Stodieck and unanimously approved by the Administrative Committee.

The proposed changes to various policies below were considered as a group:

- #5B Criteria for Selecting Board Officers (updated to include Storey County)
- #5C Criteria for Budget Expenditures (language edit)
- #5D Selecting Committee Members (change to every 2 years)
- #5E Cost of Living Adjustment Policy (New)
- #5F Debt Management Policy (Added NRS 350.013 language)
- #5G Director Meeting Compensation (Director's fee NOT paid for telephone only attendance)

There was discussion regarding the Director Compensation Policy. Consensus was that Directors should be compensated for their participation on the Board in whatever manner is available and not to penalize them for unavoidable circumstances. It was agreed that in-person attendance is always the goal if possible.

Director Jacobs made a motion to approve the proposed policy changes as presented, except the Director Compensation Policy, which will include compensation for in-person, Zoom video or telephone-only attendance. The motion was seconded by Director Stodieck and unanimously approved by the Administrative Committee.

Item #6 - For Possible Action: Review Salary comparisons for the various CWSD positions

Mr. James explained that due to the small size of our organization it does not offer employees an opportunity to move up. A salary study was suggested a few years ago to make sure that CWSD staff is being paid a competitive salary and benefit package. He stated that he has a great staff, and he is looking for guidance from the committee on how best to recognize them and keep them motivated to stay with CWSD.

There was discussion on how and what grants cover salary costs. There was consensus that CWSD needs to do its best to retain its wonderful staff with potential for growth and steps for future increases.

Mr. James recommended that the annual COLA increase be moved to be effective on January 1 each year instead of July 1, effective January 1, 2022, and be annual from that date going forward to give another COLA bump to employees during this fiscal year. The salary study shows that an increase in the hourly rates and range of steps can be adjusted to facilitate a more competitive pay scale. He suggests this change become effective July 1, 2022.

Director Gray made a motion to approve the proposed changes to CWSD pay scales and steps effective July 1, 2021, and annual COLA increases changed to January 1 of each year as presented. The motion was seconded by Director Schuette and unanimously approved by the Administrative Committee.

Item # 7 - For Possible Action: Discuss the need to hire a Part-Time Clerk for FEMA Data Entry

Mr. James explained the extra data input now being required by FEMA in general, and the new MIP data requirement. The request was made that we hire a part-time clerk to specifically handle this work. The position would be 10-15 hours per week with no benefits. The cost of this position would be paid 100% by FEMA MAS funding.

Director Jacobs made a motion to approve the proposed hiring of the Part-Time position to assist with FEMA funded work as presented. The motion was seconded by Director Stodieck and unanimously approved by the Administrative Committee.

Item # 8 – Discussion Only: Public Comment - None

There being no further business to come before the Administrative Committee, Director Gray adjourned the meeting at 10:41 am.

Respectfully submitted,

Catrina Schambra

Secretary to the Board

DRAFT