

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

NOTICE OF PUBLIC MEETING

DATE: September 15, 2021
TIME: 6:30 pm
LOCATION: Carson Water Subconservancy District Conference Room
777 E. William Street, Ste. 110A, Carson City, Nevada 89701

The meeting will be preceded by a field trip to the Carson City Water Resource Recovery Facility at 3320 E. Fifth Street, Carson City, NV 89701 at 4 pm. Dinner will be at 5:30 pm, followed by the Board meeting at 6:30pm, both in the CWSD Conference Room. A quorum of the CWSD Directors may be present at the events preceding the Board meeting, but no action will be taken.

Virtual attendance is available via this [Zoom Meeting Link](#). If you prefer to phone in, call (669)900-9128. Meeting ID: 817 2756 1947 Passcode: 231007

NOTICE TO THE 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 applicable Directives issued under authority of the Governor's Declaration of Emergency, including Directive 045 and 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn when attending this meeting in person.

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 join 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 August 18, 2021

****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 August 2021
8. For Possible Action: Approval of Payment of Bills for August 2021
9. For Possible Action: Approval to hire a part-time employee to assist with grants
10. For Possible Action: Approval of changes to the CWSD Personnel Manual
11. For Possible Action: Approval of changes to CWSD Policies (1) Criteria for Selecting Board Officers and rotation of officers, (2) Criteria for Budget Expenditures, (3) Criteria for Selecting Committee Members, (4) Cost of Living Adjustment Policy, (5) Debt Management Policy Compliance with NRS 350.013, and (6) Director Meeting Compensation Policy

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

12. For Possible Action: Authorize staff to develop a Regional Water Resource Plan for the Carson River Watershed
13. For Possible Action: Authorize the Chairman to sign the letter to the Nevada Joint Special Committee to Conduct a Study Concerning Innovation Zones regarding CWSD Regional Water Resource Plan for the Carson River Watershed
14. For Possible Action: Update on the USACE determination that the Carson River is a navigable water of the United States pursuant to the Rivers and Harbors Act
15. For Possible Action: Approval of the new salary ranges for the CWSD staff
16. For Discussion Only: Update on 2021 Water Year
17. For Discussion Only: Staff Reports
 - General Manager
 - Legal
 - Correspondence
18. For Discussion Only: Directors Reports
19. For Discussion Only: Update on activities in Alpine County
20. For Discussion Only: Update on activities in Storey County
21. 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.
22. For Possible Action: Adjournment

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (catrina@cwsd.org) and is available on the CWSD website at www.cwsd.org.

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 September 8, 2021, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the September 15, 2021 regular meeting of the Carson Water Subconservancy District Board of Directors, in accordance with NRS 241.020; said agenda was posted at the following location:

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

AGENDA ITEM #6

**MINUTES OF LAST
BOARD MEETING**

CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS AND
CARSON RIVER WATERSHED COMMITTEE MEETING
August 18, 2021

Draft Minutes

The CWSD August 18, 2021, Board of Directors meeting was preceded by a tour of Lahontan Dam led by Director Schank. Dinner and the Board meeting followed at the Silver Springs Mutual Water Company Conference Room, 1315 Lahontan Drive, in Silver Springs 89429.

Chairman Giomi called the meeting of the Carson Water Subconservancy District (CWSD) to order at 6:30pm. Roll call of the CWSD Board was taken and a quorum was determined to be present.

CWSD Directors present:

Stacey Giomi, Chairman
Ken Gray, Vice Chairman
David Nelson (*via Zoom*)
Pete Olsen
Ernie Schank, Treasurer
Lisa Schuette
Fred Stodieck
Mike Workman

Directors Absent: John Engels, Mark Gardner, and Jack Jacobs.

Roll call of the Carson River Watershed Committee included CWSD Directors and Committee Members present - David Griffith (in person) and Kathy Canfield and January Riddle *via Zoom*.

CWSD Staff & Guests present:

David Burketta, Lyon County Utilities Director
Charlie Donohue, Nevada State Lands Administrator (*via Zoom*)
Shane Fryer, Watershed Program Specialist
Jason Gipson, Chief, Nevada/Utah Regulatory Section USACE (*via Zoom*)
Brenda Hunt, Watershed Program Manager (*via Zoom*)
Edwin James, General Manager
Patrick King, CWSD Attorney
Matt Martensen, General Manager, Silver Springs Mutual Water Company
Debbie Neddenriep, Water Resources Specialist 2 (*via Zoom*)
Catrina Schambra, Administrative Assistant/Secretary to the Board (*via Zoom*)
Julie Workman, Public

The Pledge of Allegiance was led by Chairman Giomi.

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 Stodieck and unanimously approved by the Board.

Item #6 – For Possible Action: Approval of the Board Meeting Minutes of July 21, 2021

Committee Member Griffith made a motion to approve the Board Meeting Minutes of July 21, 2021, as presented. The motion was seconded by Director Workman and unanimously approved by the Board.

****CONSENT AGENDA****

Item #7 - For Possible Action: Approval of Treasurer's Report for July 2021

Item #8 - For Possible Action: Approval of Payment of Bills for July 2021

Item #10 - For Possible Action: Approval to pursue the Nevada Division of Environmental Protection 319 Grant

Director Schank made a motion to approve Consent Agenda as presented, excepting to pull Item # 9 for further discussion. The motion was seconded by Director Schuette and unanimously approved by the Board.

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

Item #9 – For Possible Action: Approval to pursue the Recreational Trails Program Grant

Committee Member Griffith questioned how this grant fits into our mission. Mr. James gave background information on this item. This grant opportunity was originally brought to our attention through the Education Working Group of the Carson River Coalition to enhance recreational use of the Watershed Program. There are only in-kind costs to CWSD, no direct costs. Brenda Hunt's and Shane Fryer's time would be charged, as well as 100% of expenses to the grant. Mr. Fryer gave background on the original grant in 2006 that was used to start the Aquatic Trail for Recreation. Since then, efforts have been made to connect the Aquatic Trail through the Carson River Watershed counties. Through outreach and education, this program presents the Carson River to the community as a recreational asset, while promoting conservation and protecting bank integrity. This project does not compete with other CWSD projects for Ad Valorem Tax funds, while enhancing the value of the river to the community.

Committee Member Griffith stated he accepts this explanation and will support the grant application moving forward.

Director Gray made a motion to approve application for the Recreational Trails Program Grant as presented. The motion was seconded by Committee Member Griffith and unanimously approved by the Board.

Item #11 – For Possible Action: Update on the USACE Determination that the Carson River is a Navigable Water of the United States Pursuant to the Rivers and Harbors Act

Mr. James introduced Jason Gipson, USACE Chief, Utah/Nevada Section who joined our meeting via Zoom audio to provide context and background and to address our questions and concerns regarding the recent report on the determination and designation of the Carson River as a Navigable Water of the United States pursuant to the Rivers and Harbors Act.

Mr. Gipson explained the 1899 Rivers & Harbors Act and how Carson River is a Section 10 Waterway – meaning a safe passible waterway for interstate commerce. He also talked about the Section 404 Clean Water Act of which they also hold jurisdiction. Since the historic use of floating logs down the river over 100 years ago, the Carson River was officially designated “navigable.” This year that determination was reaffirmed and with that activity specific permits are required work done on the river. Mr. Gipson stated he can only speak to the process and not to any discussion of exceptions to this designation.

Board members expressed concern that there was no public input allowed on this determination. Director Giomi asked that since it was not a public process, is this arguable beyond a legal process? Can a determination be appealed? Mr. Gipson responded that he is not aware of that possibility, it is jurisdictional and determined by the US ACE. Director Gray asked if anyone of determining body had seen the Carson River, as it runs dry most of the year. Especially in the current drought situation. He stated historical use does not mean it happened once in the past. That reference was over a hundred years ago! He wonders where the common sense is here. No commerce vessels are ever in the Carson River, only kayaks and rafts. Needless permits and regulation just hinder river improvements and cost money. Again, Mr. Gipson states he can only speak to the process.

There was a robust discussion with more questions than answers with the consensus being that more research must be done into the ramifications of the negative effect this has on the conservation efforts on the Carson River. Staff and legal research into the issue was advised.

Charlie Donahue, Administrator, Division of State Lands, stated he will meet with Mr. James and/or Board to address questions. He would like to engage and help navigate this issue. He states they are a partner, and they support CWSD.

No action was taken.

Item # 12 - For Discussion Only – Presentation on Lyon County Hwy 50 Right of Way Project

David Burketta, Utilities Director for Lyon County gave an update on the 50 Highway Right of Way progress to date.

No action was taken.

Item # 13 - For Discussion Only - Update on 2021 Water Year

Mr. James reported on the continuing record-breaking dry year. We are currently in line with 2015 at water levels. The consistent 100 degrees days and water gauges shows a warmer climate.

No action was taken.

Item #14 – For Discussion Only: Staff Reports –

Mr. James reported the following:

- FEMA is requesting CWSD 2022 project lists. Charter Meeting has been set for September 9 to finalize list.
- BOR Regional Water Study Grant: waiting for announcement and looking at how to move forward should CWSD not receive the grant.

- He listened in on Legislative Session regarding Innovation Zones, specially in Storey County. He questioned where the water will come from. He suggests we send a letter of concern regarding water limitations to the Legislative Subcommittee. The Innovation Zone is looking at creating a “Company Town” on 3500 acres north of the 80 Freeway financed by a financier.
- Thanks to Matt Martensen, General Manager of Silver Springs Mutual Water Company for hosting the Board meeting.

Legal – None

Correspondence –

- A Thank You letter from Minden residents, Mr. & Mrs. Schneider to all involved in hosting Westwood Neighborhood Carson River Meet & Greet in July.
- A Thank You letter from Joe Hooven, Minden Rotary Club to Debbie Neddenriep for her August presentation on Floodplain Management at their monthly meeting.

No action was taken.

Item #15 – For Discussion Only: Directors Reports – None

No action was ken.

Item #16– For ta Only: Update on activities in Alpine County – c

January Riddle reported the following:

- They are still struggling with the internet in Alpine County after the fire. USFS is working to clear debris and cutting down trees designated as dead by a tree expert. They are under flood watch through Spring due to Tamarack Fire. The Watershed was trashed. Water is available from storage tanks and wells only. She is grateful for minimal loss of homes (4) and that the town was saved.

No action was taken.

Item #17– For Discussion Only: Update on activities in Storey County –

Kathy Canfield reports the following:

- Storey County should have a new CWSD Director by next month!

No action was taken.

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

There being no further business to come before the Board, Chairman Giomi adjourned the meeting at 8:11 pm.

Respectfully submitted,

Catrina Schambra

Secretary to the Board

AGENDA ITEM #7

TREASURER'S REPORT

Floodplain Management Fund
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1013-03 · LGIP - Floodplain	331,969.12
Total Checking/Savings	331,969.12
Total Current Assets	331,969.12
TOTAL ASSETS	331,969.12
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	366,869.29
Net Income	-34,900.17
Total Equity	331,969.12
TOTAL LIABILITIES & EQUITY	331,969.12

2:47 PM

09/06/21

Cash Basis

Floodplain Management Fund

Profit & Loss Budget vs. Actual

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5021-03 · Lost Lake Lease	0.00	0.00	0.00	0.0%
5022-03 · Mud Lake Lease	0.00	0.00	0.00	0.0%
5032-03 · Int. Inc.-LGIP-Floodplain	99.83	1,164.19	-1,064.36	8.6%
Total Income	99.83	1,164.19	-1,064.36	8.6%
Expense				
8009-01 · Reg. Flood Preliminary Planning	0.00	0.00	0.00	0.0%
8009-02 · Flood Project Along SR88-Minden	0.00	0.00	0.00	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%
8009-06 · TCID Flood Project	35,000.00	300,000.00	-265,000.00	11.7%
Total Expense	35,000.00	300,000.00	-265,000.00	11.7%
Net Ordinary Income	-34,900.17	-298,835.81	263,935.64	11.7%
Other Income/Expense				
Other Income				
8000-03 · Beginning Equity	0.00	332,627.00	-332,627.00	0.0%
8001-03 · Trans. In- General Fund	0.00	0.00	0.00	0.0%
Total Other Income	0.00	332,627.00	-332,627.00	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	332,627.00	-332,627.00	0.0%
Net Income	-34,900.17	33,791.19	-68,691.36	-103.3%

Floodplain Management Fund
Profit & Loss YTD Comparison
August 2021

	Aug 21	Jul - Aug 21
Ordinary Income/Expense		
Income		
5032-03 · Int. Inc.-LGIP-Floodplain	47.61	99.83
Total Income	47.61	99.83
Expense		
8009-06 · TCID Flood Project	35,000.00	35,000.00
Total Expense	35,000.00	35,000.00
Net Ordinary Income	-34,952.39	-34,900.17
Net Income	<u>-34,952.39</u>	<u>-34,900.17</u>

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**Balance Sheet**

As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1013-00 · Cash in Checking - U. S. Bank	48,639.77
1014-00 · Local Gov't Inv. Pool-Regular	475,017.18
1030-00 · Petty Cash	102.04
Total Checking/Savings	523,758.99
Other Current Assets	
1055-00 · Payroll Deposit - Carson City	500.00
Total Other Current Assets	500.00
Total Current Assets	524,258.99
TOTAL ASSETS	524,258.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3307-00 · CC Payroll Due	-1,000.00
3360-00 · Accrued Vacation	31,478.76
3362-00 · Accrued sick leave	60,630.90
Total Other Current Liabilities	91,109.66
Total Current Liabilities	91,109.66
Total Liabilities	91,109.66
Equity	
4000-00 · Fund Balance	499,431.12
Net Income	-66,281.79
Total Equity	433,149.33
TOTAL LIABILITIES & EQUITY	524,258.99

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Profit & Loss Budget vs. Actual

Cash Basis

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5008-00 · Alpine Co. Joint Powers contrib		10,897.74	-10,897.74	
5009-00 · Churchill County Ad Valorem		224,981.67	-224,981.67	
5010-00 · Lyon County Ad Valorem		200,242.41	-200,242.41	
5011-00 · Douglas County Ad Valorem	14,798.73	650,989.68	-636,190.95	2.3%
5012-00 · Carson City Ad Valorem	8,170.65	477,771.17	-469,600.52	1.7%
5022-00 · Water Lease - Mud Lake		55,500.00	-55,500.00	
5031-00 · Interest Income-LGIP Reg.	193.88	2,025.41	-1,831.53	9.6%
5050-00 · Watershed Coordinator Grant				
5050-13 · NDEP-WS Coord IV 2019-2022		86,925.00	-86,925.00	
Total 5050-00 · Watershed Coordinator Grant		86,925.00	-86,925.00	
5060-00 · Misc. Income		6,000.00	-6,000.00	
5082-00 · Alpine Co.-CASGEM Grant		400.00	-400.00	
5083-00 · Al.Co.-Mesa GW Monitoring Grant		300.00	-300.00	
5101-00 · State Parks Aquatic Trail Grant		85,000.00	-85,000.00	
6005-00 · FEMA - MAS # 10	9,112.49	85,486.00	-76,373.51	10.7%
6006-00 · FEMA-MAS #11	23,060.30	417,395.00	-394,334.70	5.5%
Total Income	55,336.05	2,303,914.08	-2,248,578.03	2.4%
Expense				
7015-00 · Salaries & Wages	62,028.43	422,280.00	-360,251.57	14.7%
7020-00 · Employee Benefits	25,628.59	179,170.00	-153,541.41	14.3%
7021-00 · Workers Comp Ins.		2,300.00	-2,300.00	
7101-00 · Director's Fees				
7101-01 · Director Benefits	9.28		9.28	100.0%
7101-02 · Director's Fees-Alpine Co.	80.00	1,920.00	-1,840.00	4.2%
7101-00 · Director's Fees - Other	640.00	14,080.00	-13,440.00	4.5%
Total 7101-00 · Director's Fees	729.28	16,000.00	-15,270.72	4.6%
7102-00 · Insurance	5,106.03	5,100.00	6.03	100.1%
7103-00 · Office Supplies	147.99	2,000.00	-1,852.01	7.4%
7104-00 · Postage	79.50	1,250.00	-1,170.50	6.4%
7105-00 · Rent	3,240.00	38,885.00	-35,645.00	8.3%
7106-00 · Telephone/Internet	1,082.37	6,400.00	-5,317.63	16.9%
7107-00 · Travel-transport/meals/lodging				
7107-01 · Car Allowance	750.00	6,500.00	-5,750.00	11.5%
7107-00 · Travel-transport/meals/lodging - Other	11.94	9,500.00	-9,488.06	0.1%
Total 7107-00 · Travel-transport/meals/lodging	761.94	16,000.00	-15,238.06	4.8%
7108-00 · Dues & Publications	366.00	1,400.00	-1,034.00	26.1%
7109-00 · Miscellaneous Expense		1,000.00	-1,000.00	
7110-00 · Seminars & Education	350.00	1,500.00	-1,150.00	23.3%
7111-00 · Office Equipment		3,000.00	-3,000.00	
7112-00 · Bank Charges		50.00	-50.00	
7114-00 · Outside Professional Services		30,000.00	-30,000.00	
7115-00 · Accounting		16,800.00	-16,800.00	
7116-00 · Legal	2,000.00	32,000.00	-30,000.00	6.3%
7117-00 · Lost Lakes Expenses	180.00	14,000.00	-13,820.00	1.3%
7118-00 · Mud Lake O & M		1,250.00	-1,250.00	
7120-00 · Integrated Watershed Programs				
7120-07 · Watershed Tour		6,000.00	-6,000.00	
7120-33 · Watershed Coord IV 2019-22				
7120-34 · WS Coord Grant MATCH 2019-21		16,608.00	-16,608.00	
7120-33 · Watershed Coord IV 2019-22 - Other	39.22	28,800.00	-28,760.78	0.1%
Total 7120-33 · Watershed Coord IV 2019-22	39.22	45,408.00	-45,368.78	0.1%
Total 7120-00 · Integrated Watershed Programs	39.22	51,408.00	-51,368.78	0.1%

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Profit & Loss Budget vs. Actual

Cash Basis

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
7127-00 · State Parks Aquatic Trail 21-22		80,000.00	-80,000.00	
7215-00 · Sierra NV Journeys-Family Night				
7215-02 · SNJ 2021-22		3,279.00	-3,279.00	
Total 7215-00 · Sierra NV Journeys-Family Night		3,279.00	-3,279.00	
7332-00 · Carson River Work Days				
7332-07 · CR Work Days 2021-22		36,000.00	-36,000.00	
Total 7332-00 · Carson River Work Days		36,000.00	-36,000.00	
7337-00 · Carson River Restoration				
7337-01 · Carson Valley Conserv District				
7337-27 · CVCD - Bio & Debris Remove 21-22		75,000.00	-75,000.00	
7337-28 · CVCD - West Fork Bank 2021-22		100,000.00	-100,000.00	
Total 7337-01 · Carson Valley Conserv District		175,000.00	-175,000.00	
7337-03 · Dayton Valley Conserv				
7337-37 · DVCD - Projects Inventory 21-22		100,000.00	-100,000.00	
Total 7337-03 · Dayton Valley Conserv		100,000.00	-100,000.00	
7337-04 · Lahontan Conserv.Dist				
7337-44 · LCD- Lower Carson Project 21-22		25,000.00	-25,000.00	
Total 7337-04 · Lahontan Conserv.Dist		25,000.00	-25,000.00	
Total 7337-00 · Carson River Restoration		300,000.00	-300,000.00	
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	
7439-00 · FEMA MAS #10				
7439-02 · West CC Study (Kimley-Horn)	169.57		169.57	100.0%
7439-05 · Ch Cty Flood Maps (HDR)	5,174.95		5,174.95	100.0%
7439-00 · FEMA MAS #10 - Other	21.67	68,905.00	-68,883.33	0.0%
Total 7439-00 · FEMA MAS #10	5,612.46	68,905.00	-63,292.54	8.1%
7440-00 · FEMA - MAS #11				
7440-21 · Ruhlenstroth ADMP -JE Fuller	7,835.30		7,835.30	100.0%
7440-31 · Smelter Creek LOMR -Kimley Horn	8,016.00		8,016.00	100.0%
7440-51 · Clear Creek LOMR -Cardno	675.00		675.00	100.0%
7440-71 · Web Access System-Michael Baker	4,991.56		4,991.56	100.0%
7440-00 · FEMA - MAS #11 - Other	27.39	384,995.00	-384,967.61	0.0%
Total 7440-00 · FEMA - MAS #11	21,545.25	384,995.00	-363,449.75	5.6%
7500-00 · USGS Stream Gage Contract				
7500-04 · USGS Stream Flow Gauges 201-23		77,022.00	-77,022.00	
Total 7500-00 · USGS Stream Gage Contract		77,022.00	-77,022.00	
7508-00 · USGS Do.Co.WQ & GW Monitoring				
7508-04 · DoCo WQ/GW Mon. 2021-23		16,800.00	-16,800.00	
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring		16,800.00	-16,800.00	
7524-00 · USGS-GW Lvl & WQ in Ch.Co.				
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22		5,930.00	-5,930.00	
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.		5,930.00	-5,930.00	
7526-01 · USGS Middle Carson GW 2020-22		15,250.00	-15,250.00	
7600-00 · Alpine County Projects				

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Profit & Loss Budget vs. Actual

Cash Basis

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
7600-09 · Al.Co.-CASGEM		5.00	-5.00	
7600-10 · Al.Co.-Mesa GW Monitoring		2.00	-2.00	
7600-13 · AWG Programs 2021-22		25,000.00	-25,000.00	
Total 7600-00 · Alpine County Projects		25,007.00	-25,007.00	
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		125,000.00	-125,000.00	
Total 7620-00 · Carson City Projects		125,000.00	-125,000.00	
7640-00 · Churchill County Projects				
7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22		23,000.00	-23,000.00	
7640-20 · Lahontan Vly.Wtr.Lvl. 2021-24		14,500.00	-14,500.00	
7640-21 · TCID-Diversion Dam 2021-22		50,000.00	-50,000.00	
Total 7640-00 · Churchill County Projects		87,500.00	-87,500.00	
Total Expense	191,617.84	2,267,481.00	-2,075,863.16	8.5%
Net Ordinary Income	-136,281.79	36,433.08	-172,714.87	-374.1%
Other Income/Expense				
Other Income				
8005-00 · Beginning Equity		578,688.35	-578,688.35	
8009-00 · Trans. In-Floodplain Mgmt. Fd.	70,000.00		70,000.00	100.0%
Total Other Income	70,000.00	578,688.35	-508,688.35	12.1%
Other Expense				
8002-00 · Transfer Out-Acq/Const Fund		105,000.00	-105,000.00	
8008-00 · Preliminary Planning		400,000.00	-400,000.00	
Total Other Expense		505,000.00	-505,000.00	
Net Other Income	70,000.00	73,688.35	-3,688.35	95.0%
Net Income	-66,281.79	110,121.43	-176,403.22	-60.2%

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Profit & Loss YTD Comparison

Cash Basis

August 2021

	Aug 21	Jul - Aug 21
Ordinary Income/Expense		
Income		
5009-00 · Churchill County Ad Valorem		
5010-00 · Lyon County Ad Valorem		
5011-00 · Douglas County Ad Valorem	15,930.28	14,798.73
5012-00 · Carson City Ad Valorem	9,018.21	8,170.65
5022-00 · Water Lease - Mud Lake		
5031-00 · Interest Income-LGIP Reg.	87.58	193.88
5050-00 · Watershed Coordinator Grant		
5050-13 · NDEP-WS Coord IV 2019-2022	35,569.66	
Total 5050-00 · Watershed Coordinator Grant	35,569.66	
6004-00 · BOR WaterSMART Grant		
6005-00 · FEMA - MAS # 10	9,112.49	9,112.49
6006-00 · FEMA-MAS #11	23,060.30	23,060.30
Total Income	92,778.52	55,336.05
Expense		
7015-00 · Salaries & Wages	31,112.07	62,028.43
7020-00 · Employee Benefits	12,985.29	25,628.59
7021-00 · Workers Comp Ins.		
7101-00 · Director's Fees		
7101-01 · Director Benefits	9.28	9.28
7101-02 · Director's Fees-Alpine Co.		80.00
7101-00 · Director's Fees - Other	640.00	640.00
Total 7101-00 · Director's Fees	649.28	729.28
7102-00 · Insurance		5,106.03
7103-00 · Office Supplies	202.96	147.99
7104-00 · Postage	79.50	79.50
7105-00 · Rent	3,240.00	3,240.00
7106-00 · Telephone/Internet	402.43	1,082.37
7107-00 · Travel-transport/meals/lodging		
7107-02 Staff Indirect Mileage		
7107-01 · Car Allowance	500.00	750.00
7107-00 · Travel-transport/meals/lodging - Other		11.94
Total 7107-00 · Travel-transport/meals/lodging	500.00	761.94
7108-00 · Dues & Publications	217.00	366.00
7110-00 · Seminars & Education		350.00
7114-00 · Outside Professional Services		
7116-00 · Legal	2,000.00	2,000.00
7117-00 · Lost Lakes Expenses		180.00
7120-00 · Integrated Watershed Programs		
7120-33 · Watershed Coord IV 2019-22		
7120-38 · WS COORD-REIMBURSABLE		
7120-39 · WS COORD REIMB - Travel		
7120-43 · WS COORD REIMB- NEON		
Total 7120-38 · WS COORD-REIMBURSABLE		
7120-33 · Watershed Coord IV 2019-22 - Other	9.52	39.22
Total 7120-33 · Watershed Coord IV 2019-22	9.52	39.22
Total 7120-00 · Integrated Watershed Programs	9.52	39.22
7217-00 · Alluvial Fan Study (match)		1.12
7218-00 · Douglas Cty LID Project (match)		219.66
7332-00 · Carson River Work Days		
7332-06 · CR Work Days 2020-21		

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Profit & Loss YTD Comparison

Cash Basis

August 2021

	Aug 21	Jul - Aug 21
Total 7332-00 · Carson River Work Days		
7337-00 · Carson River Restoration		
7337-01 · Carson Valley Conserv District		
7337-26 · CVCD - Westwood Channel 2020-21	4,300.77	
Total 7337-01 · Carson Valley Conserv District	4,300.77	
7337-03 · Dayton Valley Conserv		
7337-34 · DVCD Bank Stab/Dayton Br (EXT)	61,297.73	
7337-36 · DVCD - Fort Churchill 2020-21	19,603.86	
Total 7337-03 · Dayton Valley Conserv	80,901.59	
Total 7337-00 · Carson River Restoration	85,202.36	
7404-00 · Noxious Weeds Control-CR Wtrshd		
7404-01 · Noxious Weed Control-Alpine Co.	15,000.00	
7404-02 · Noxious Weed Control-Douglas Co		
7404-03 · Noxious Weed Control-CarsonCity	13,646.09	
7404-04 · Noxious Weed Control-Lyon Co.	15,000.00	
7404-05 · Noxious Weed Control-Churchill	15,000.00	
Total 7404-00 · Noxious Weeds Control-CR Wtrshd	58,646.09	
7438-00 · BOR WaterSMART Market Program		
7438-01 · Water Mktg Study-LUMOS 2019-21		
7438-02 · BOR WaterSmart-LUMOS MATCH		
7438-01 · Water Mktg Study-LUMOS 2019-21 - Other		
Total 7438-01 · Water Mktg Study-LUMOS 2019-21		
Total 7438-00 · BOR WaterSMART Market Program		
7439-00 · FEMA MAS #10		
7439-02 · West CC Study (Kimley-Horn)	698.00	169.57
7439-05 · Ch Cty Flood Maps (HDR)	5,174.95	5,174.95
7439-07 · River Wranglers		246.27
7439-00 · FEMA MAS #10 - Other	8.64	21.67
Total 7439-00 · FEMA MAS #10	5,881.59	5,612.46
7440-00 · FEMA - MAS #11		
7440-21 · Ruhenstroth ADMP -JE Fuller	7,835.30	7,835.30
7440-31 · Smelter Creek LOMR -Kimley Horn	8,016.00	8,016.00
7440-51 · Clear Creek LOMR -Cardno	675.00	675.00
7440-71 · Web Access System-Michael Baker	4,991.56	4,991.56
7440-00 · FEMA - MAS #11 - Other	17.19	27.39
Total 7440-00 · FEMA - MAS #11	21,535.05	21,545.25
7500-00 · USGS Stream Gage Contract		
7500-03 · USGS Stream Flow Gauges 2019-21		
Total 7500-00 · USGS Stream Gage Contract		
7508-00 · USGS Do.Co.WQ & GW Monitoring		
7508-03 · DoCo WQ/GW Mon. 2019-21		
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring		
7524-00 · USGS-GW Lvl & WQ in Ch.Co.		
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22		
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.		
7526-01 · USGS Middle Carson GW 2020-22		
7610-00 · Douglas County Projects		
7610-10 · Do.Co.Reg.Pipeline Debt Service	62,500.00	62,500.00
Total 7610-00 · Douglas County Projects	62,500.00	62,500.00

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Profit & Loss YTD Comparison

Cash Basis

August 2021

	Aug 21	Jul - Aug 21
7640-00 · Churchill County Projects		
7640-09 · Lahontan Vly.Wtr.Lvl. 2018-21	4,225.00	
7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22	3,463.09	
Total 7640-00 · Churchill County Projects	7,688.09	
Total Expense	292,851.23	191,617.84
Net Ordinary Income	-200,072.71	-136,281.79
Other Income/Expense		
Other Income		
8009-00 · Trans. In-Floodplain Mgmt. Fd.	35,000.00	70,000.00
Total Other Income	35,000.00	70,000.00
Net Other Income	35,000.00	70,000.00
Net Income	-165,072.71	-66,281.79

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CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

09/06/21

Balance Sheet

Cash Basis

As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1013-01 · Local Gov't Inv.Pool-Reserve	930,356.26
Total Checking/Savings	930,356.26
Total Current Assets	930,356.26
TOTAL ASSETS	930,356.26
LIABILITIES & EQUITY	
Equity	
4000-01 · Fund Balance - Capital Project	930,103.16
Net Income	253.10
Total Equity	930,356.26
TOTAL LIABILITIES & EQUITY	930,356.26

Profit & Loss Budget vs. Actual

July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-01 · Interest Income - LGIP Res.	253.10	2,790.67	-2,537.57	9.1%
Total Income	253.10	2,790.67	-2,537.57	9.1%
Expense				
8015-04 · Construction Projects		800,000.00	-800,000.00	
8015-05 · Right-A-Way Lyon Cty Utility SS		25,000.00	-25,000.00	
8015-06 · USBR Regional WS Mgmt Plan		25,000.00	-25,000.00	
Total Expense		850,000.00	-850,000.00	
Net Ordinary Income	253.10	-847,209.33	847,462.43	-0.0%
Other Income/Expense				
Other Income				
8000-01 · Beginning Equity		797,333.00	-797,333.00	
8001-01 · Transfer In-General Fund		105,000.00	-105,000.00	
Total Other Income		902,333.00	-902,333.00	
Net Other Income		902,333.00	-902,333.00	
Net Income	253.10	55,123.67	-54,870.57	0.5%

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CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

09/06/21

Profit & Loss YTD Comparison

Cash Basis

August 2021

	Aug 21	Jul - Aug 21
Ordinary Income/Expense		
Income		
5032-01 · Interest Income - LGIP Res.	120.71	253.10
Total Income	120.71	253.10
Net Ordinary Income	120.71	253.10
Net Income	120.71	253.10

AGENDA ITEM #8

PAYMENT OF BILLS

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09/06/21
Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND
Transaction Detail by Account
August 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
1013-00 · Cash in Checking - U. S. Bank						
Deposit	08/02/2021			Deposit	35,569.66	35,569.66
Check	08/08/2021	10321	King & Russo, Ltd.	Professional Services JULY 2021	-2,000.00	33,569.66
Check	08/08/2021	10322	VOID	VOID		33,569.66
Check	08/08/2021	10323	Carson Valley Conservation District	Contract #20-6	-4,300.77	29,268.89
Check	08/08/2021	10324	Carson City	CWSD Payroll #16	-22,888.88	6,380.01
General Jo...	08/09/2021			TCID Project Funds	35,000.00	41,380.01
Deposit	08/12/2021			Deposit	200,000.00	241,380.01
Check	08/16/2021	10325	Euronev, Ltd.	August 2021 Rent	-3,240.00	238,140.01
Check	08/16/2021	10326	Cardno, Inc.	INV#3157164	-675.00	237,465.01
Check	08/16/2021	10327	Churchill Co.Mosquito, Vector & Wee...	Noxious Weed Abatement FY 20/21	-15,000.00	222,465.01
Check	08/16/2021	10328	Carson City Weed Coalition	CC Weed Program FY 20/21	-13,646.09	208,818.92
Check	08/16/2021	10329	El Dorado County Dept. of Agriculture	Noxious Weed Abatement FY 20/21	-15,000.00	193,818.92
Check	08/16/2021	10330	Dayton Valley Conservation District	FY 20/21 Projects	-95,901.59	97,917.33
Check	08/16/2021	10331	Kimley-Horn & Associates, Inc.	19299559 & 2914417001-0721	-8,714.00	89,203.33
Check	08/16/2021	10332	Douglas County Treasurer	INV# 2021-1-CWSD Semi-Annual Douglas County ...	-62,500.00	26,703.33
Check	08/16/2021	10333	JE Fuller Hydrology & Geomorpholog...	Inv.#P3247.02-4	-7,835.30	18,868.03
Check	08/16/2021	10334	Michael Baker International, Inc.	Inv#1123320	-4,991.56	13,876.47
Check	08/16/2021	10335	HDR Engineering, Inc.	Inv. #1200364879	-5,174.95	8,701.52
Check	08/19/2021	10336	Carson City	CWSD Payroll #17	-23,357.76	-14,656.24
Check	08/19/2021	10337	Charter Communications	Acct#8354110010917880	-319.94	-14,976.18
Check	08/19/2021	10338	Office Depot Business Credit	Acct #6011 5685 11775 7761	-57.64	-15,033.82
Check	08/19/2021	10339	American Planning Association	APA Membership & NV Dues 10/1/21-9/30/22 -B. H...	-217.00	-15,250.82
Check	08/19/2021	10340	Churchill County	Apr-Jun 2021, Lahontan Vly. & Dixie Vly. Wtr. Lvl. ...	-7,688.09	-22,938.91
Deposit	08/25/2021			Deposit	14,836.98	-8,101.93
Deposit	08/29/2021			Deposit	32,172.79	24,070.86
Check	08/29/2021	10341	Bank of America	Acct. #4024 4910 0003 3949	-161.99	23,908.87
Check	08/29/2021	10342	Geeks of Nevada	Invoice #3377	-242.10	23,666.77
Deposit	08/30/2021			Deposit	2,002.29	25,669.06
Deposit	08/30/2021			Deposit	8,170.65	33,839.71
Total 1013-00 · Cash in Checking - U. S. Bank					33,839.71	33,839.71
1014-00 · Local Gov't Inv. Pool-Regular						
Deposit	08/01/2021			Interest	87.58	87.58
Deposit	08/12/2021		LGIP	Transfer into general fund checking	-200,000.00	-199,912.42
Total 1014-00 · Local Gov't Inv. Pool-Regular					-199,912.42	-199,912.42
3307-00 · CC Payroll Due						
Check	08/08/2021	10324	Carson City	Payroll #16 (7/16/21-7/29/21)	22,888.88	22,888.88
General Jo...	08/08/2021			Payroll #16 (7/16/2021-7/29/2021)	-22,888.88	
General Jo...	08/19/2021			Payroll #17 (7/30/2021-8/12/2021)	-22,357.76	-22,357.76
Check	08/19/2021	10336	Carson City	Payroll #17 (7/30/21-8/12/21)	23,357.76	1,000.00
Total 3307-00 · CC Payroll Due					1,000.00	1,000.00
5011-00 · Douglas County Ad Valorem						
Deposit	08/25/2021	720159	Douglas County Treasurer	July Ad Valorem Taxes	-14,798.73	-14,798.73
Deposit	08/30/2021	719142	Douglas County Treasurer	June Ad Valorem Taxes	-1,131.55	-15,930.28
Total 5011-00 · Douglas County Ad Valorem					-15,930.28	-15,930.28
5012-00 · Carson City Ad Valorem						
Deposit	08/30/2021	90308...	Carson City	June Ad Valorem Taxes	-847.56	-847.56
Deposit	08/30/2021	90309...	Carson City	July Ad Valorem Taxes	-8,170.65	-9,018.21
Total 5012-00 · Carson City Ad Valorem					-9,018.21	-9,018.21
5031-00 · Interest Income-LGIP Reg.						
Deposit	08/01/2021			Interest	-87.58	-87.58
Total 5031-00 · Interest Income-LGIP Reg.					-87.58	-87.58
5050-00 · Watershed Coordinator Grant						
5050-13 · NDEP-WS Coord IV 2019-2022						
Deposit	08/02/2021	98695...	Nevada Div. of Environmental Protec...	Inv#6 4/1/2021-6/30/2021	-35,569.66	-35,569.66
Total 5050-13 · NDEP-WS Coord IV 2019-2022					-35,569.66	-35,569.66
Total 5050-00 · Watershed Coordinator Grant					-35,569.66	-35,569.66
6005-00 · FEMA - MAS # 10						
Deposit	08/29/2021		FEMA	Draw 21	-9,112.49	-9,112.49
Total 6005-00 · FEMA - MAS # 10					-9,112.49	-9,112.49
6006-00 · FEMA-MAS #11						
Deposit	08/29/2021		FEMA	Draw 7	-23,060.30	-23,060.30
Total 6006-00 · FEMA-MAS #11					-23,060.30	-23,060.30

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Transaction Detail by Account

Cash Basis

August 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
7015-00 · Salaries & Wages						
General Jo...	08/08/2021			Salary Payroll #16 Fryer	2,279.22	2,279.22
General Jo...	08/08/2021			Salary Payroll #16 Hunt	2,696.70	4,975.92
General Jo...	08/08/2021			Salary Payroll #16 James	5,742.50	10,718.42
General Jo...	08/08/2021			Salary Payroll #16 Neddenriep	2,224.27	12,942.69
General Jo...	08/08/2021			Salary Payroll #16 Schambra	2,568.31	15,511.00
General Jo...	08/19/2021			Salary Payroll #17 Fryer	2,261.85	17,772.85
General Jo...	08/19/2021			Salary Payroll #17 Hunt	2,804.13	20,576.98
General Jo...	08/19/2021			Salary Payroll #17 James	5,742.50	26,319.48
General Jo...	08/19/2021			Salary Payroll #17 Neddenriep	2,224.27	28,543.75
General Jo...	08/19/2021			Salary Payroll #17 Schambra	2,568.32	31,112.07
Total 7015-00 · Salaries & Wages					31,112.07	31,112.07
7020-00 · Employee Benefits						
General Jo...	08/08/2021			Benies Payroll #16 Fryer	668.92	668.92
General Jo...	08/08/2021			Benies Payroll #16 Hunt	1,388.53	2,057.45
General Jo...	08/08/2021			Benies Payroll #16 James	2,362.28	4,419.73
General Jo...	08/08/2021			Benies Payroll #16 Neddenriep	1,074.32	5,494.05
General Jo...	08/08/2021			Benies Payroll #16 Schambra	984.55	6,478.60
General Jo...	08/19/2021			Benies Payroll #17 Fryer	663.50	7,142.10
General Jo...	08/19/2021			Benies Payroll #17 Hunt	1,422.04	8,564.14
General Jo...	08/19/2021			Benies Payroll #17 James	2,362.28	10,926.42
General Jo...	08/19/2021			Benies Payroll #17 Neddenriep	1,074.32	12,000.74
General Jo...	08/19/2021			Benies Payroll #17 Schambra	984.55	12,985.29
Total 7020-00 · Employee Benefits					12,985.29	12,985.29
7101-00 · Director's Fees						
7101-01 · Director Benefits						
General Jo...	08/08/2021			Director Benies Payroll #16 Gardner	1.16	1.16
General Jo...	08/08/2021			Director Benies Payroll #16 Giomi	1.16	2.32
General Jo...	08/08/2021			Director Benies Payroll #16 Gray	1.16	3.48
General Jo...	08/08/2021			Director Benies Payroll #16 Jacobs		3.48
General Jo...	08/08/2021			Director Benies Payroll #16 Nelson		3.48
General Jo...	08/08/2021			Director Benies Payroll #16 Olsen	1.16	4.64
General Jo...	08/08/2021			Director Benies Payroll #16 Schank	1.16	5.80
General Jo...	08/08/2021			Director Benies Payroll #16 Schuette	1.16	6.96
General Jo...	08/08/2021			Director Benies Payroll #16 Stodieck	1.16	8.12
General Jo...	08/08/2021			Director Benies Payroll #16 Workman	1.16	9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Gardner		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Giomi		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Gray		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Jacobs		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Nelson		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Olsen		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Schank		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Schuette		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Stodieck		9.28
General Jo...	08/19/2021			Director Benies Payroll #17 Workman		9.28
Total 7101-01 · Director Benefits					9.28	9.28
7101-00 · Director's Fees - Other						
General Jo...	08/08/2021			Director Fee Payroll #16 Gardner	80.00	80.00
General Jo...	08/08/2021			Director Fee Payroll #16 Giomi	80.00	160.00
General Jo...	08/08/2021			Director Fee Payroll #16 Gray	80.00	240.00
General Jo...	08/08/2021			Director Fee Payroll #16 Jacobs		240.00
General Jo...	08/08/2021			Director Fee Payroll #16 Nelson		240.00
General Jo...	08/08/2021			Director Fee Payroll #16 Olsen	80.00	320.00
General Jo...	08/08/2021			Director Fee Payroll #16 Schank	80.00	400.00
General Jo...	08/08/2021			Director Fee Payroll #16 Schuette	80.00	480.00
General Jo...	08/08/2021			Director Fee Payroll #16 Stodieck	80.00	560.00
General Jo...	08/08/2021			Director Fee Payroll #16 Workman	80.00	640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Gardner		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Giomi		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Gray		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Jacobs		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Nelson		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Olsen		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Schank		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Schuette		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Stodieck		640.00
General Jo...	08/19/2021			Director Fee Payroll #17 Workman		640.00
Total 7101-00 · Director's Fees - Other					640.00	640.00
Total 7101-00 · Director's Fees					649.28	649.28
7103-00 · Office Supplies						

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09/06/21

Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

Transaction Detail by Account

August 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
Check	08/19/2021	10338	Office Depot Business Credit	copy paper & computer cable	57.64	57.64
Deposit	08/25/2021	1393	River Wranglers	July copies	-38.25	19.39
Check	08/29/2021	10342	Geeks of Nevada	Vipre Endpoint Securit Software (5 computers)	242.10	261.49
Deposit	08/30/2021	1388	River Wranglers	June copies	-23.18	238.31
General Jo...	08/31/2021			July Copies	-35.35	202.96
Total 7103-00 · Office Supplies					202.96	202.96
7104-00 · Postage						
Check	08/29/2021	10341	Bank of America	July Postage	79.50	79.50
Total 7104-00 · Postage					79.50	79.50
7105-00 · Rent						
Check	08/16/2021	10325	Euronev, Ltd.	August 2021 Rent	3,240.00	3,240.00
Total 7105-00 · Rent					3,240.00	3,240.00
7106-00 · Telephone/Internet						
Check	08/19/2021	10337	Charter Communications	AUG Phone/Internet Svcs.	319.94	319.94
Check	08/29/2021	10341	Bank of America	July ZOOM.US	14.99	334.93
Check	08/29/2021	10341	Bank of America	July -Microsoft Internet	62.50	397.43
Check	08/29/2021	10341	Bank of America	July - Microsoft 365	5.00	402.43
Total 7106-00 · Telephone/Internet					402.43	402.43
7107-00 · Travel-transport/meals/lodging						
7107-01 · Car Allowance						
General Jo...	08/08/2021			Car Allowance Payroll #16 James	250.00	250.00
General Jo...	08/19/2021			Car Allowance Payroll #17 James	250.00	500.00
Total 7107-01 · Car Allowance					500.00	500.00
Total 7107-00 · Travel-transport/meals/lodging					500.00	500.00
7108-00 · Dues & Publications						
Check	08/19/2021	10339	American Planning Association	APA Membership & NV Dues 10/1/21-9/30/22-B. Hunt	217.00	217.00
Total 7108-00 · Dues & Publications					217.00	217.00
7116-00 · Legal						
Check	08/08/2021	10321	King & Russo, Ltd.	Professional Services JULY 2021	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 2019-22						
General Jo...	08/31/2021			July Copies	9.52	9.52
Total 7120-33 · Watershed Coord IV 2019-22					9.52	9.52
Total 7120-00 · Integrated Watershed Programs					9.52	9.52
7337-00 · Carson River Restoration						
7337-01 · Carson Valley Conserv District						
7337-26 · CVCD - Westwood Channel 2020-21						
Check	08/08/2021	10323	Carson Valley Conservation District	INV#30 Westwood Channel	4,300.77	4,300.77
Total 7337-26 · CVCD - Westwood Channel 2020-21					4,300.77	4,300.77
Total 7337-01 · Carson Valley Conserv District					4,300.77	4,300.77
7337-03 · Dayton Valley Conserv						
7337-34 · DVCD Bank Stab/Dayton Br (EXT)						
Check	08/16/2021	10330	Dayton Valley Conservation District	Dayton Bridge (Ext) FY 20/21 -FINAL BILL	61,297.73	61,297.73
Total 7337-34 · DVCD Bank Stab/Dayton Br (EXT)					61,297.73	61,297.73
7337-36 · DVCD - Fort Churchill 2020-21						
Check	08/16/2021	10330	Dayton Valley Conservation District	Fort Churchill Project FY 20/21 - FINAL BILL	19,603.86	19,603.86
Total 7337-36 · DVCD - Fort Churchill 2020-21					19,603.86	19,603.86
Total 7337-03 · Dayton Valley Conserv					80,901.59	80,901.59
Total 7337-00 · Carson River Restoration					85,202.36	85,202.36
7404-00 · Noxious Weeds Control-CR Wtrshd						
7404-01 · Noxious Weed Control-Alpine Co.						
Check	08/16/2021	10329	El Dorado County Dept. of Agriculture	Noxious Weed Abatement FY 20/21	15,000.00	15,000.00
Total 7404-01 · Noxious Weed Control-Alpine Co.					15,000.00	15,000.00
7404-03 · Noxious Weed Control-CarsonCity						

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

09/06/21

Transaction Detail by Account

Cash Basis

August 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
Check	08/16/2021	10328	Carson City Weed Coalition	CC Noxious Weed Program FY 20/21	13,646.09	13,646.09
Total 7404-03 · Noxious Weed Control-CarsonCity					13,646.09	13,646.09
7404-04 · Noxious Weed Control-Lyon Co.						
Check	08/16/2021	10330	Dayton Valley Conservation District	Lyon County Weed Abatement FY 20/21	15,000.00	15,000.00
Total 7404-04 · Noxious Weed Control-Lyon Co.					15,000.00	15,000.00
7404-05 · Noxious Weed Control-Churchill						
Check	08/16/2021	10327	Churchill Co.Mosquito, Vector & Wee...	Noxious Weed Abatement FY 20/21	15,000.00	15,000.00
Total 7404-05 · Noxious Weed Control-Churchill					15,000.00	15,000.00
Total 7404-00 · Noxious Weeds Control-CR Wtrshd					58,646.09	58,646.09
7439-00 · FEMA MAS #10						
7439-02 · West CC Study (Kimley-Horn)						
Check	08/16/2021	10331	Kimley-Horn & Associates, Inc.	WCC ADP -Svcs thru July 31, 2021 -FINAL BILL	698.00	698.00
Total 7439-02 · West CC Study (Kimley-Horn)					698.00	698.00
7439-05 · Ch Cty Flood Maps (HDR)						
Check	08/16/2021	10335	HDR Engineering, Inc.	Churchill County Map Revision (7/1/21-7/31/21)	5,174.95	5,174.95
Total 7439-05 · Ch Cty Flood Maps (HDR)					5,174.95	5,174.95
7439-00 · FEMA MAS #10 - Other						
General Jo...	08/31/2021			July Copies	8.64	8.64
Total 7439-00 · FEMA MAS #10 - Other					8.64	8.64
Total 7439-00 · FEMA MAS #10					5,881.59	5,881.59
7440-00 · FEMA - MAS #11						
7440-21 · Ruhenstroth ADMP -JE Fuller						
Check	08/16/2021	10333	JE Fuller Hydrology & Geomorpholog...	Ruhenstroth ADMP 2 - 7/1/2021-7/31/2021	7,835.30	7,835.30
Total 7440-21 · Ruhenstroth ADMP -JE Fuller					7,835.30	7,835.30
7440-31 · Smelter Creek LOMR -Kimley Horn						
Check	08/16/2021	10331	Kimley-Horn & Associates, Inc.	Smelter Creek -Svcs thru July 31, 2021	8,016.00	8,016.00
Total 7440-31 · Smelter Creek LOMR -Kimley Horn					8,016.00	8,016.00
7440-51 · Clear Creek LOMR -Cardno						
Check	08/16/2021	10326	Cardno, Inc.	Inv#317164 thru 7/30/21	675.00	675.00
Total 7440-51 · Clear Creek LOMR -Cardno					675.00	675.00
7440-71 · Web Access System-Michael Baker						
Check	08/16/2021	10334	Michael Baker International, Inc.	Services thru 7/31/2021	4,991.56	4,991.56
Total 7440-71 · Web Access System-Michael Baker					4,991.56	4,991.56
7440-00 · FEMA - MAS #11 - Other						
General Jo...	08/31/2021			July Copies	17.19	17.19
Total 7440-00 · FEMA - MAS #11 - Other					17.19	17.19
Total 7440-00 · FEMA - MAS #11					21,535.05	21,535.05
7610-00 · Douglas County Projects						
7610-10 · Do.Co.Reg.Pipeline Debt Service						
Check	08/16/2021	10332	Douglas County Treasurer	Semi-Annual Douglas County Pipeline Debt Service ...	62,500.00	62,500.00
Total 7610-10 · Do.Co.Reg.Pipeline Debt Service					62,500.00	62,500.00
Total 7610-00 · Douglas County Projects					62,500.00	62,500.00
7640-00 · Churchill County Projects						
7640-09 · Lahontan Vly.Wtr.Lvl. 2018-21						
Check	08/19/2021	10340	Churchill County	Apr-Jun 2021, Lahontan Vly. Wtr. Lvl. Meas.	4,225.00	4,225.00
Total 7640-09 · Lahontan Vly.Wtr.Lvl. 2018-21					4,225.00	4,225.00
7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22						
Check	08/19/2021	10340	Churchill County	Apr-Jun 2021, Dixie Vly Wtr. Lvl. Meas.	3,463.09	3,463.09
Total 7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22					3,463.09	3,463.09
Total 7640-00 · Churchill County Projects					7,688.09	7,688.09
8009-00 · Trans. In-Floodplain Mgmt. Fd.						

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09/06/21
Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND
Transaction Detail by Account
August 2021

Type	Date	Num	Name	Memo	Paid Amount	Balance
General Jo...	08/09/2021			TCID Project Funds	-35,000.00	-35,000.00
Total 8009-00 · Trans. In-Floodplain Mgmt. Fd.					-35,000.00	-35,000.00
TOTAL						

AGENDA ITEM #9

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item #9 – For Possible Action: Approval to hire a part-time employee to assist with grants.

DISCUSSION: On August 30, 2021, the CWSD Administrative Committee met, discussed, and recommended that CWSD hire a part-time employee to assist with grants (see draft committee notes attached). This would be a regular part-time hourly position (10 -15 hours/week) with no benefits. The salary range would be \$21.61 to \$30.48 per hour. Funding for this position would come out of various grants.

STAFF RECOMMENDATION: Authorize CWSD to hire a part-time employee.

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 consensus that CWSD needs to do its best to retain its wonderful staff with potential for growth and steps for future increases. 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.

The committee reviewed the current and proposed salary ranges for each position. The committee supported modifying the employee's salary ranges. Mr. James pointed out that since the employees current salary are adjusted to the new salary range the current employees will not see any increase in their wages. Mr. James suggested that CWSD could either move them up one step or give the cost-of-living adjustment (COLA) in January instead of July. The impact on CWSD budget with either alternative would be approximately \$5,000, excluding the General Manager from this adjustment. After some discussion the committee recommend moving up the COLA to January and include all employees.

Director Gray made a motion to approve the proposed changes to CWSD pay scales and steps effective July 1, 2022, and move the COLA increases to January 1, 2022, instead of July 1, 2022. 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

AGENDA ITEM #10

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item #10 – For Possible Action: Approval of changes to the CWSD Personnel Policy Manual

DISCUSSION: On August 30, 2021, the CWSD Administrative Committee met, discussed, and recommended that CWSD update the Personnel Manual (see draft committee notes with Item #9). Most of the changes are based on annual recommendations from Pool/Pact that are word smithing and continuity edits. The only substantial change to the manual is the inclusion of Longevity Benefit payment shown on page 4-3 and 4-4. The Longevity language is consistent with Carson City's Longevity Program. Attached is the 2021 draft CWSD Personnel Policy Manual. The changes are highlighted in red.

STAFF RECOMMENDATION: Approve changes to the CWSD Personnel Policy Manual.

DRAFT



Personnel Policy Manual

Revised August 2021

Carson Water Subconservancy District

777 E. William Street, Suite 110A, Carson City, NV 89701 (775) 887-750

PERSONNEL POLICY MANUAL ~~FOR~~
CARSON WATER SUBCONSERVANCY DISTRICT
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APPENDIX A – CONSANGUINITY / AFFINITY CHART

1. GENERAL PROVISIONS

1.1. Purpose

Carson Water Subconservancy District (CWSD) retains the sole right to manage its affairs and direct its workforce within the existing framework of law (national, state, and local), but not limited to the right to plan, direct, and control its operations: to determine the location of its facilities; to determine working hours; to decide the types of services to be provided and the manner of providing them; to decide the work to be performed; to decide the method and place of providing its services; to determine the schedules of work; to hire, layoff, assign, transfer, and promote employees; to determine the qualifications of employees; to determine and re-determine job content; to determine the starting and quitting times; to make such reasonable rules and regulations, as it may from time to time deem best for the purpose of maintaining order, safety, and/or effective operations of its facilities and to require compliance therewith by employees; to discipline and discharge employees for cause.

The following policies apply to all employees including General Manager except as otherwise stated in employment contract, policy, or minute action taken by the Board of Directors.

1.2. Administration

CWSD reserves the right to change these personnel policies at any time. Nothing contained in these policies is intended to confer any property right in continued employment or a contract of employment.

All employees of CWSD are expected to read and familiarize themselves with the contents of these policies. Each employee is to complete and sign an acknowledgement form after receiving these policies. The completed form will be included in the employee's personnel file. An employee's failure to comply with these policies may result in disciplinary action, up to and including termination.

All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.

1.3. Personnel Files

A master personnel file will be maintained for each employee. An employee's supervisor or manager may elect to maintain a duplicate copy of the documents; however, this does not supersede or eliminate CWSD's need to maintain the master personnel file for each employee. At the time of hire, each new employee will complete all government-required documentation, all CWSD required documentation, and, when applicable, documentation pertaining to such matters as benefit plans enrollment and beneficiary designations. Where required, the employee has the responsibility to provide a copy of his/her driver's license or other required license or certificate. Additionally, an employee must report to his/her supervisor or manager any suspension, restriction, or revocation of his/her driver's license or other required license or certificate immediately. An employee may inspect the contents of his/her personnel file. All inspections must be conducted in the presence of the General Manager. Copies of the

contents may be made, but employees may not remove any documents in the file. Negative or derogatory material shall not be placed in an employee's file unless the employee has had reasonable opportunity to review the material. The employee will be required to sign such material to indicate s/he has reviewed it. If the employee refuses to sign such material, it may be placed in the employee's file with a dated notation that the employee refused to sign for such material after being given an opportunity to do so. An employee may submit a factual statement in rebuttal to adverse material placed in his/her personnel file.

The contents of each employee's personnel file may include, at a minimum, the following:

- Job description
- Position's exempt/non-exempt status
- Job application/resume
- Job offer letter (starting 8/1/2010)
- Employment contract/any agreement between the employee and CWSD
- Signed acknowledgements including receipt of CWSD's policies and procedures, handbook, new employee orientation checklist, and related documents
- Emergency contact information
- Authorizations for release of information signed by employee
- Salary history record including rates of pay and other forms of compensation
- Employment history of positions held including promotion(s), demotion(s), transfer(s), layoff(s), and termination(s)
- Training/education records including college transcripts
- Performance evaluations
- Performance improvement plan, letters of instruction, and reports of coaching/counseling session
- Documentation of oral reprimand(s), written reprimand(s), disciplinary notice(s), and document(s)
- Letters of recognition(s), commendation(s), congratulation(s)

1.4. Confidential Information

Identification of Confidential Information

The following types of personnel information and employment records that CWSD maintains concerning current employees, former employees, and applicants for employment are confidential:

1. All information in the application for employment including, but not limited to, letters of reference and resumes or his/her status as an applicant for employment.
2. All information that CWSD received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by CWSD, law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct, or background of applicants or employees.

3. The ratings or remarks concerning an applicant by members of an evaluation board or results from any testing or screening process for employment.
4. Materials used in examinations, including answers on any written exam or suggested answers for an oral interview.
5. Information in an employee's file or record of employment which relates to his/her:
 - a. Performance.
 - b. Conduct, including any disciplinary action taken.
 - c. Race, ethnic identity or affiliation, age, gender, marital status, number and names of dependents, military/veteran status, living arrangements, membership in any organization, sexual orientation, national origin, disability, date of birth, or social security number.
 - d. Past or present home address, telephone number, post office box, or relatives; and
 - e. All information concerning the voluntary or involuntary termination of an employee, excluding the dates of employment.
6. The name of an employee's/former employee's designated beneficiary.
7. All medical information concerning an employee or applicant including, but not limited to, pre-employment and post-employment medical and psychological examinations, disability and documentation, drug testing, genetic testing, pregnancy, doctor's certification, and any other medical information that an employee or applicant voluntarily provides or CWSD requests.
 - Notations on attendance sheets that an employee has taken sick leave are not a confidential record.
 - All confidential medical information shall be kept in files segregated from other personnel and employment records. Access to such files shall be strictly limited to those with a demonstrable need-to-know.
8. All information contained in a confidential investigative file.

All confidential investigative files shall be kept in files segregated from other personnel and employment records with access limited to only those with a demonstrable need-to-know. When and if it becomes the basis for disciplinary action, it will be part of the file to which the employee has access.

1.5. Access to Confidential Information

Access to confidential records is restricted to the following unless specifically provided in a separate policy:

1. Except as otherwise provided in this section, access to the materials for an examination and information relating to an applicant which are

relevant to a decision to hire that person is limited to employees with a business need to know the information.

2. Access to an employee's file of employment containing those items listed above as confidential is limited to:
 - a. The employee.
 - b. The employee's representative when a signed authorization from the employee is presented.
 - c. CWSD's General Manager or his/her designated representative.
 - d. Persons who are authorized pursuant to any state or federal law or an order of court.
 - e. CWSD's attorney or other counsel representing CWSD.
 - f. Any other parties with whom CWSD has a contractual relationship in order to enable CWSD to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against CWSD.

1.6. Disposal of Personal Records

1. NRS 239B.030 states that government agencies shall ensure that personal information, defined as social security numbers, driver's license numbers, or bank account numbers, required to be maintained by state or federal statute and received after January 1, 2007, be maintained in a confidential manner.
2. If the agency has records containing personal information which is not required by specific state or federal statute and the information was received prior to January 1, 2007, the information may be obliterated or removed from documents and computer systems.
3. In compliance with the Fair and Accurate Credit Transactions (FACT) Act Disposal Rule, CWSD shall dispose of sensitive information derived from consumer reports to ensure there will be no unauthorized access to – or use of – any confidential information.

In addition, any identifying personal information which is stored on electronic files shall be destroyed or erased so that the information cannot be read or reconstructed.

1.6.1 Method of ~~D~~isposal

CWSD shall dispose of sensitive information by shredding or burning any and all documents which contain personal information. Although the law specifically applies to consumer reports and the information derived from consumer reports, CWSD shall, in accordance with good personnel practices, properly dispose of any records containing employee personal or financial information. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

CWSD will determine whether the disposal of consumer report documents will take place by utilizing an internal process and equipment or by procuring the services of a document destruction contractor to dispose of material that is specifically identified as consumer report information. CWSD will exercise due diligence to ensure that a contractor disposes of documents as required by law. Due diligence may consist of requiring that the disposal company be certified by a recognized trade association to ensure the disposal company complies with the disposal rule requirements.

1.7 Related Forms

CWSD Personnel Policies – Acknowledgment and Receipt

2. EMPLOYEE RELATIONS

2.1. Fair Employment Practices

2.1.1. Policy

CWSD recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of current employment with CWSD may also be considered. CWSD does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

CWSD will:

1. Recruit, hire, train, and promote for all job classifications without regard to “protected class membership” which is defined in Definitions section~~race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.~~, as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, CWSD- sponsored training, social, and recreation programs will be administered in conformance with CWSD’s policy.
2. Hold all supervisors/managers responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

2.1.2. Scope

This policy applies to all persons involved in the operation of CWSD and prohibits harassment, discrimination, and retaliation by any employee, including supervisors/managers and coworkers, volunteers, customers, or clients of CWSD, and any vendor or other service provider with whom CWSD has a business relationship. CWSD will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct.

2.1.3. Equal Employment Opportunity Officer Designated

The primary responsibilities for ensuring fair employment practices for CWSD are promoted and adhered to are assigned to CWSD’s designated Reporting Officer. The Reporting Officer shall be CWSD’s General Manager.

2.2. Anti-Harassment

2.2.1. Policy

CWSD promotes a productive work environment and does not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that person's "protected class membership" which is defined in Definitions ~~section~~ ~~race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard~~, or any other basis that is inappropriate or offensive.

2.2.2. Prohibited Conduct/Behavior(s)

CWSD will not tolerate any form of harassment, including any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, contractors, etc., that impairs an employee's ability to perform his/her duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

1. Offensive verbal communication including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.
2. Offensive written communication including notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.
3. Offensive gestures, expressions and graphics including leering, obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.
4. Physical contact when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding, or blocking normal movement, or interfering with work or movement.
5. Expectations, requests, demands, or pressure for sexual favors.

2.3. Dealing w/Allegations of Prohibited Behavior

2.3.1. Process

Employees or applicants who believe they are being subjected to any form of prohibited conduct/behavior(s) as described in this policy by another (e.g. employee, client, customer, vendor, volunteer, contractor, etc.) based on their race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, as well as those who believe they have witnessed another employee, client or member of the public being subjected to prohibited conduct/behavior(s), have an affirmative duty to bring the situation to the attention of the Employee Responsibilities

Employees who believe they personally are being or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s), or have witnessed any other employee being subjected to these behaviors, should immediately:

1. Identify the offensive conduct/behavior(s) to the alleged harasser and request that the behavior cease.

Note: An employee is **NOT** required to talk directly to the alleged harasser or to the employee's supervisor/manager. It is **critical**, however, that the employee contact one of the individuals listed in sections 2 or 3 below if s/he believes s/he is being targeted or has witnessed what the employee believes to be prohibited conduct/behaviors(s) directed to or committed by another employee(s), client(s), customer(s), vendor(s), volunteer(s), contractor(s), etc.

2. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the results desired, the employee should report the conduct/behavior(s) as soon as possible to CWSD General Manager.
3. Employees who believe the General Manager has engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the Chairman of the Board. The Chairman of the Board will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct/behavior(s) to CWSD's attorney.
4. An employee who witnesses or obtains information regarding prohibited conduct/behavior(s) by his/her immediate supervisor/manager is required to report the incident to the General Manager.
5. Applicants who have concern regarding violations of this policy are encouraged to contact the designated General Manager.

2.3.2. Supervisor/Manager Responsibilities

Regardless of whether the employee involved is in the supervisors/managers department and regardless of how s/he became aware of the alleged prohibited conduct/behavior(s), all supervisors/managers must immediately report all allegations or complaints or observations of such conduct/behavior(s) to the General Manager. A supervisor's/manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

2.3.3. Investigation

Upon being made aware of allegations or complaints of prohibited conduct/behavior(s), CWSD will ensure that such allegations or complaints are investigated promptly. CWSD treats all allegations or

complaints seriously and expects all employees to be candid and truthful during the investigation process.

CWSD will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Employees will be requested to refrain from discussing the subject content with others, particularly while the investigation is in progress. Employees may be required to provide information to regulatory agencies. CWSD will release information obtained only to those individuals involved in the investigation and the administration of the complaint with a business need-to-know, or as required by law.

CWSD will communicate to the individual who made the initial complaint, as well as the individual against whom the complaint was made, whether the allegations of policy violation were substantiated or not.

If evidence arises that a participant in the investigation made intentionally false statements, that employee will be disciplined, up to and including termination.

If it is determined that a violation of this policy has occurred, CWSD will take remedial action against the violator commensurate with the severity of the offense. Such remedial action may include, but is not limited to, counseling, verbal warning, written reprimand, pay reduction, transfer, demotion, suspension without pay, or termination. CWSD will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

2.4. Training

CWSD will provide training every two years to all employees on the prevention of prohibited conduct/behavior(s) in the workplace. All new employees will be provided a copy of this policy upon hire and the contents will be discussed during the new hire orientation process. A copy of this policy will be made available to applicants upon request.

2.5. Prohibition Against Retaliation

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. CWSD will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

2.6. Drug- and Alcohol-Free Workplace

2.6.1. Policy

CWSD recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.

1. CWSD is committed to:
 - a) Maintaining a safe and healthy workplace for all employees.
 - b) Assisting employees who recognize they have a problem with drugs or alcohol in receiving appropriate treatment.
 - c) Periodically providing employees with information about the dangers of workplace drug abuse; and
 - d) When appropriate, taking disciplinary action for failure to comply with this policy.
 - e) This policy applies to volunteers as well as employees
2. CWSD strictly prohibits the following behavior:
 - a) The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications or consumer products not meant for human consumption contrary to instructions provided by the manufacturer. In addition, CWSD prohibits employees from possessing open containers of alcoholic beverages while on CWSD's premises and/or while on duty and from working with a blood-alcohol level of .04 or more at any time.
 - b) Bringing alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto the premises controlled by CWSD or placing in vehicles or equipment operated on behalf of CWSD.
 - c) Driving an organizational vehicle while on or off duty with a blood alcohol level of .04 or more or under the influence of an illegal drug, regardless of amount.

- d) Law enforcement personnel performing job-related functions which require possession and/or transportation of such substances are exempt from this section.
3. Reporting Requirements
- a) A supervisor/manager who receives information or is a witness to any use of drugs or alcohol by an employee which violates CWSD's policies or the law, is required to report this information to his/her supervisor/manager immediately. The information reported must include:
 - The persons(s) involved, including all witnesses.
 - Any information gathered, such as actual observation of drug /alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors.
 - A written record of specific conversations held with the accused and any witnesses.
 - All pertinent facts, including date(s), time(s), and locations(s).
 - b) An employee who witnesses or obtains information regarding illegal drug/alcohol use by his/her immediate supervisor/manager is required to report the incident to that individual's supervisor/manager.
4. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.
5. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including termination.
6. Employees in safety-sensitive positions as defined in 49 CFR Part 382, et seq., are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), as well as CWSD's Drug- and Alcohol-Free Workplace Policy.
7. Since CWSD receives funding through federal grants and is therefore still subject to the Drug-Free Workplace Act of 1988, marijuana (including medical marijuana), cocaine, opiates, amphetamines (including methamphetamines), phencyclidine (PCP), and MDMA are considered illegal Schedule I or II drugs through the Federal government. All employees must comply with the Drug-Free Workplace Act of 1988 and may not have any detectable level of Schedule I or II drugs in their system while at work. Failure to comply will result in disciplinary action, up to and including termination. (Added 12-14-16)

2.6.2. Employee Responsibilities

1. Each employee is responsible for reviewing and complying with CWSD's Drug- and Alcohol-Free Workplace Policy.
2. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
3. Employees shall not report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.
4. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from CWSD's Employee Assistance Program (EAP) provider, a substance abuse professional, or other treatment provider. CWSD's medical insurance policy may provide for payment of some or all of the treatment costs.
5. It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a health care provider, if necessary, whether or not a legal drug s/he is taking may/or will affect his/her ability to ~~safely and efficiently perform his/her job duties~~perform his/her job duties safely and efficiently. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact the human resources director or department director who will attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or be placed on a medical leave of absence (if available and the employee otherwise qualifies) or take other steps consistent with the advice of a health care provider. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee will be disciplined, up to and including termination.
6. Each employee must report the facts and circumstances of any criminal drug or alcohol conviction that occurred while on duty or which may impact the employee's ability to perform the duties of his/her job. If duties involve driving a vehicle, the employee must report to his/her supervisor/manager a conviction for driving under the influence (DUI), and/or revocation or suspension of the driver's license pending adjudication. Notification to CWSD must occur before resuming work duties or immediately after the conviction or revocation/suspension. Failure to notify CWSD will result in disciplinary action, up to and including possible termination.
7. CWSD Employees must act as responsible representatives of CWSD and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to his/her immediate supervisor/manager. Such reporting is critical in preventing serious injuries or damage to CWSD's property.
8. Employees who are required to submit to a drug and/or alcohol test must complete and sign the consent form.

2.6.3. Employee Assistance and Voluntary Referral

1. CWSD strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol under this policy and prior to any other violation of this policy, including a criminal conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the employee assistance or other treatment program will not be a protection or defense from discipline.
2. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems.
3. If applicable, the cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and/or the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of business will be shared by CWSD's management.

2.6.4. Reasonable Suspicion Testing

1. When any supervisor/manager has reasonable suspicion that an employee may be under the influence of alcohol or drugs, the employee in question will be directed by the supervisor/manager to submit to drug and/or alcohol testing.
2. The supervisor/manager shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the supervisor/manager or designee to authorize the drug and/or alcohol test of an employee.
3. The supervisor/manager shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be suspended with pay pending results of the test.
4. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - a) Information provided either by reliable and credible sources or independently corroborated.
 - b) The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the supervisor/manager that an employee is violating CWSD's policy.

- c) Direct observation of drug or alcohol use while on duty.
 - d) The first line supervisor or another supervisor/manager directly observes an employee using drugs or alcohol while an employee is on duty.
 - e) Employee admits using drugs or alcohol prior to reporting to work or while at work.
 - f) Drug or alcohol paraphernalia possibly used in connection with illicit drugs or alcohol found on the employee's person or at or near the employee's work area.
 - g) Evidence that the employee has tampered with a previous drug and/or alcohol test.
5. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a drug and/or alcohol test:
- a) A pattern of abnormal or erratic behavior. This includes, but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
 - h) Presence of physical symptoms of drug and/or alcohol use. The supervisor/manager observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
 - c) Violent or threatening behavior.
- First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the supervisor/manager may request that the employee submit to drug and/or alcohol testing.
- Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the supervisor/manager will request that the employee undergo drug and/or alcohol testing.

- d) Absenteeism and/or tardiness.

If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

An employee who is required to submit to reasonable suspicion testing will be immediately provided transportation by CWSD to the location of the test. The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, CWSD will provide transportation for the employee to his/her home.

2.6.5. Post-Accident Testing

1. Each employee involved in an accident will be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. The employee will be provided transportation to the testing lab and transportation home. Accidents that trigger testing are those that result in:

- a) Death.
- b) Medical treatment other than ~~first aid~~first aid.
- c) Loss of consciousness; or
- d) Property damage estimated to be valued at or in excess of two thousand five hundred dollars (\$2,500.00).

The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, CWSD will provide transportation for the employee to his/her home.

An employee may be placed on administrative leave with pay pending the results of this test. If the test comes back positive and CWSD needs to conduct further investigation, the employee will be placed on administrative leave with pay.

In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable CWSD to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.

2. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing CWSD to obtain the test results from such officials.
3. An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.

2.6.6. Safety-Sensitive Positions

1. CWSD shall conduct pre-employment testing for drugs and alcohol for positions identified as safety sensitive by CWSD. Successfully passing these tests is a condition of future or continued employment.
2. Safety-sensitive positions means positions which may, in the normal course of business:
 - a) Require the employee to operate their private vehicle on company business on a regular and recurring basis.

2.6.7. Return-to-Work Testing/Follow-Up Testing

1. If CWSD agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs or alcohol will, as a condition of returning to work, be required to agree to follow-up testing as established by CWSD. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. CWSD will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. CWSD may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.
2. Any employee subject to return-to-work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

2.6.8. Consequence of Refusal to Submit to Testing/Adulterated Specimen

1. An employee who refuses to submit to testing for drugs and/or alcohol, or who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test. Such refusal shall be

treated as a positive test and may result in disciplinary action up to and including termination.

2. Submission of an invalid, substituted, or adulterated specimen will be considered a refusal to test, and such refusal shall be treated as a positive test and may result in disciplinary action up to and including termination.
3. A diluted positive test result shall be treated as a positive test and may result in disciplinary action up to and including termination.

2.6.9. Testing Guidelines

1. CWSD may test for alcohol and illegal substances including but not limited to:
 - Marijuana (THC)
 - Cocaine, including crack
 - Opiates, including heroin, codeine, and morphine
 - Amphetamines, including methamphetamines
 - Phencyclidine (PCP)
2. Where applicable, CWSD will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

2.6.10. Option for Drug Retest

1. No later than 72 hours after receipt of a positive drug test, an employee may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.
2. Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
3. The employee will be required to authorize the laboratory to provide CWSD with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

2.6.11. Requirement for Drug Retest

An employee who tests negative dilute will be required to immediately retest. The employee will:

1. Be given the minimum possible advance notice of retest,
2. Will be accompanied by a supervisor to the collection site, and
3. Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.

The retest will not be under direct observation unless directed to do so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and CWSD will not conduct a third test unless directed to do so by the Medical Review Officer.

2.6.12. Searches

1. If CWSD suspects that an employee is in possession of illegal drugs, alcohol, or contraband in violation of this policy, CWSD may search CWSD vehicles, lockers, desks, and work areas. By entering into or being present at a job site while on CWSD time or representing CWSD in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. CWSD may take whatever legal means are necessary to determine whether alcohol or illegal drugs are located or being used on CWSD property. CWSD may call upon law enforcement authorities to conduct an investigation if deemed necessary.
2. Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by CWSD's representative conducting the search.

2.6.13. Discipline Related to Abuse

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
 - a) Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband.
 - b) Evidence obtained from a motor vehicle citation or a criminal conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job.
 - c) A verified positive test result; or
 - d) An employee's voluntary admission.
3. Prior to determining its course of action, CWSD may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's use of or dependence on

the abused substance(s) and, if necessary, recommend an appropriate program of treatment.

4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will **not** be at CWSD's expense; however, employees may use benefits provided by applicable insurance coverage. Failure by the employee to enroll in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment. Employees are limited to substance abuse treatment one time only under this policy.
5. When an employee is required to undergo treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:
 - a) Monitoring of the treatment program and the employee's participation by CWSD.
 - b) Submission to return-to-work testing as required under this policy and continuing follow-up testing as provided in the Return-to-Work Testing/Follow-Up Testing, section 2.7.7.; and
 - c) Any other reasonable condition that CWSD deems necessary to maintain a safe and healthy workplace for all employees.

Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.

6. Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

2.6.14. Confidentiality

Positive test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; CWSD's attorney; an CWSD representative necessary to respond to an alleged violation of this policy; individuals within CWSD who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal in any adverse personnel action.

2.6.14.1. Exceptions

CWSD may authorize consumption of alcoholic beverages in moderation at certain events related to the duties and

responsibilities as listed in an employee's job description. In these events, employees may consume alcohol without violating this policy provided that the employee meets standards for work performance and safe on-the-job conduct.

2.7. Prohibition of Workplace Violence

2.7.1. Policy

CWSD is committed to providing for the safety and security of all employees, volunteers, customers, visitors, and property.

2.7.2. Scope

This policy applies to all employees, including regular, part-time temporary, casual, provisional, and elected officials, volunteers, contract\temporary\seasonal workers and anyone else on CWSD's property.

2.7.3. Implementation of Policy

1. CWSD will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect CWSD, or which occur on property owned or controlled by CWSD or during the course of CWSD's business. Examples of workplace violence include, but are not limited to, the following:
 - a) All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by CWSD, regardless of the relationship between CWSD and the parties involved in the incident.
 - b) All threats of any type or acts of violence occurring off CWSD's premises involving someone who is acting in the capacity of a representative of CWSD.
 - c) All threats of any type or acts of violence occurring off CWSD's premises involving an employee of CWSD, if the threats or acts affect the legitimate interests of CWSD.
 - d) Any acts or threats resulting in a criminal conviction of an employee or agent of CWSD or of an individual, performing services for CWSD on a contract or temporary basis which adversely affect the legitimate interests and goals of CWSD.
2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
 - a) Hitting, shoving, or otherwise assaulting an individual.
 - b) Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property.
 - c) The intentional or malicious destruction or threat of

destruction of CWSD's property, or property of another ~~employee;employee.~~

- d) Harassing or threatening phone calls, text messages, notes, letters, computer messages, or other forms of ~~communication;communication.~~
 - e) Harassing surveillance or ~~stalking;stalking.~~
 - f) Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on CWSD business.
3. CWSD desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any coworker, supervisor, manager, elected official, volunteer, visitor, or other individual. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Every other person on CWSD property is encouraged to report incidents of threats or acts of violence of which s/he is aware. Threats or acts of violence may include:
- a) Discussing weapons or bringing them to the workplace.
 - b) Displaying overt signs of extreme stress, resentment, hostility, or anger.
 - c) Making intimidating, abusive, or threatening remarks.
 - d) Sudden or significant deterioration of performance.
 - e) Displaying irrational or inappropriate behavior.
4. Reports of violence or threatening behavior should be made to the General Manager. CWSD is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in CWSD's policies or in state, federal, or other applicable law.

2.7.4. Violations

- 1. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. CWSD may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.
- 2. Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of CWSD or of CWSD property shall not be considered to violate this policy.

2.7.5. Temporary Restraining Orders

1. CWSD may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 – 33.360 when it has reason to believe that:
 - a) A person knowingly threatens to cause or commits an act that causes:
 - Bodily injury to him/herself or to another ~~person;~~person.
 - Damage to the property of another person; or
 - Substantial harm to the physical or mental health or safety of a person.
 - b) The threat is ~~made~~made, or an act committed against CWSD, any employee of CWSD while performing employment duties, or against a person present at CWSD's workplace; and
 - c) The threat would cause a reasonable person to fear that the threat will be carried out, or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.
2. Such order of protection against harassment in the workplace may:
 - a) Enjoin the alleged harasser from contacting CWSD, an employee of CWSD while performing his/her duties, and any person while the person is present at CWSD's ~~workplace;~~workplace.
 - b) Order the alleged harasser to stay away from the workplace; and
 - c) Order such other relief as the court deems necessary to protect CWSD, the workplace of CWSD, CWSD's employees while performing their employment duties, and any other persons who are present at the workplace.

2.8 Employee Bullying

Definition

CWSD defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

Purpose

The purpose of this policy is to communicate to all employees, including supervisors and managers, that CWSD will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action.

Prohibited Conduct

CWSD considers the following types of behavior examples of bullying:

- a. Verbal Bullying: Slandering, ridiculing, or maligning an employee or his/her family; persistent name calling which is hurtful, insulting, or humiliating.
- b. Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- c. Gesture Bullying: Non-verbal threatening gestures or glances which convey threatening messages.
- d. Cyber Bullying: Repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, or any other type of digital technology.
- e. Workplace Interference: Sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.

Dealing with Allegations of Bullying

Process

Employees or applicants who believe they are being bullied by another (e.g.e.g., employee, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee, client or member of the public being subjected to bullying behavior, have an affirmative duty to bring the situation to the attention of CWSD.

Investigation

Upon being made aware of allegations or complaints of bullying, CWSD will ensure that such allegations or complaints are investigated where deemed necessary.

CWSD will make efforts to ensure that all investigations are kept as confidential as reasonably possible. CWSD will release information obtained only to those individuals necessarily involved in the investigation and the administration of the complaint, or as required by law.

The individual who made the initial complaint, as well as the individual against whom the complaint was made, will be made aware of the final determination by CWSD.

If it is determined that bullying has occurred, CWSD will take appropriate action.

Prohibition Against Retaliation

CWSD will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another

employee in filing a ~~complaint, or~~ complaint or participated in an investigative process should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

2.9. Employment of Relatives

Pursuant to the provisions of NRS 281.210, no officer or appointing authority of CWSD may employ in any capacity on behalf of CWSD any relative of such person who is within the third degree of consanguinity or affinity. Existing employees may continue in their current position following the election of their relative to an appointing authority position.

In addition, no person shall be employed in a position if such employment would require supervision by a relative who is within the third degree of consanguinity or affinity.

2.10. Political Activity

Employees shall not engage in political activity of any kind during working hours. This ~~includes, but~~ includes but is not limited ~~to~~ to soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office. Wearing or displaying of apparel, buttons, insignia, or other items which advocate for or against a political candidate or a political cause during work hours is prohibited.

Furthermore, no person shall attempt to coerce, command, or require a person holding or applying for any position, office, or employment, including a citizen requesting service supplied by CWSD, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of CWSD.

Employees are expressly forbidden to use any CWSD resources, including but not limited ~~to~~ to interoffice mail, email, telephone, fax machines, the Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.

2.10.1. Running for or Holding Political Office

While employees are encouraged to participate in the political process, they must understand CWSD also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, shall not conduct any business related to these activities while on duty.

If there is a conflict with, or the activities hinder the performance of the duties with CWSD, the employee will comply with one of the following: (final approval is at CWSD's sole discretion)

The employee will be expected to resign their ~~position~~ position.

The employee may apply and seek approval for use of accrued leave time, or the employee may request unpaid leave.

The maximum duration of unpaid leave time approved will be ten days. CWSD's leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation.

2.11 Social Media Networking Policy

2.11.1 Policy

CWSD takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However,

employees' use of social media can pose risks to CWSD's confidential and proprietary information and reputation, can expose CWSD to discrimination and harassment claims, and can jeopardize CWSD's compliance with business rules and laws. To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that CWSD's resources and communications systems are used appropriately as explained below, CWSD expects its employees to adhere to the following guidelines and rules regarding social media use. CWSD's social networking policy includes rules, guidelines, and best practices for CWSD-authorized social networking and personal social networking.

2.11.2 General Provisions

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to, employee's own or CWSD's video or wiki posting, social networking sites such as Facebook, LinkedIn, and Twitter, personal blogs, personal websites, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with CWSD.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of CWSD. Employees are expected to protect the privacy and well-being of CWSD and its employees. Employees are prohibited from disclosing confidential employee and non-employee information and any other non-public information to which employees have access to the extent such discussion or disclosures are not protected under state or federal law.

All CWSD policies apply in all social media forums. Policies include, but are not limited to, code of ethical standards, equal employment opportunity, anti-harassment, bullying, and workplace violence.

2.11.3 CWSD Monitoring

Employees are cautioned there is no expectation of privacy while using CWSD's Internet, equipment, or facilities for any purpose, including authorized posting or editing to social networking sites. Employee's posting can be viewed by anyone, including CWSD. CWSD reserves the right to monitor its Internet, equipment, and facilities that are used to

post comments or discussions about CWSD or its employees on social networking sites. CWSD may use search tools and software to monitor use of its Internet, equipment, and facilities for posting to social networking sites.

CWSD reserves the right to use content management tools to monitor, review, or block content on CWSD's social networking sites that violate this policy.

2.11.4 Reporting Violations

CWSD requests and strongly urges employees to report any actual or perceived violations of this policy to his/her immediate supervisor.

2.11.5 Discipline for Violations

CWSD will investigate promptly and respond to all reports of violations of the social networking policy and other-related policies. Violation of CWSD's social networking policy may result in disciplinary action, up to and including termination. CWSD reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

2.11.6 Authorized Social Networking

The goal of authorized social networking is to become a part of the community conversation and promote web-based sharing and exchange of CWSD information and feedback from members of the public. Authorized social networking is used to convey information about CWSD operations and services; promote and raise awareness of the organizational culture; search for potential new equipment and training tools; communicate with other employees, members of the public, and interested parties; issue or respond to breaking news or other matters of public interest; and discuss organization-specific activities and events.

When social networking, CWSD must ensure that use of these communication paths maintain honesty, integrity, courteousness, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

2.11.7 Rules and Guidelines

The following rules and guidelines apply to entries made on all CWSD-related social networking sites.

Only authorized employees can prepare and modify content for CWSD's social networking sites. If an employee is required to use social media as part of his/her job duties, for CWSD's marketing, public relations, recruitment, communications, or other business purposes, the content must be relevant, and add value. If uncertain about any information, material, or conversation, employee will contact his/her supervisor to discuss the content.

Note that CWSD owns all social media accounts used on behalf of CWSD or otherwise for business purposes, including any and all log-in

information, passwords, and content. CWSD owns all such information and content regardless of the employee that opens the account or uses it; ~~and~~ and will retain all such information and content regardless of separation of any employee from employment with CWSD. If an employee's job duties require him/her to speak on behalf of CWSD in a social media environment, the employee must still seek approval for such communication from his/her supervisor.

All employees must identify themselves as employees of CWSD when posting comments or responses on CWSD's social networking sites. If an employee is contacted to comment about CWSD for publication, including any social media outlet, the request should be directed to General Manager who will then determine the response to be provided on behalf of CWSD.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.

All employees of CWSD are responsible for ensuring all social networking information complies with CWSD's written policies. Management is authorized to remove any content posted on an CWSD social media site that does not meet the rules and guidelines of this policy, any other CWSD policy, or that may be illegal, prohibited, or offensive. Removal of such content will be done at the discretion of CWSD without permission or advance warning.

CWSD expects all CWSD-authorized guests to social networking sites to abide by all rules and guidelines of this policy. CWSD reserves the right to remove, without advance notice or permission, all guest content considered malicious, defaming, obscene, threatening, or intimidating. CWSD also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

Employees must not expose themselves or CWSD to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites visited to ensure compliance with those terms of service.

2.11.8 Personal Blogs and Social Networking Sites

CWSD respects the right of employees to use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of CWSD. In accordance with provision of NRS 613.135, CWSD will not request usernames and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers.

CWSD does not discriminate against employees who use these sites for personal interests and affiliations or other lawful purposes.

Commenters are personally responsible for his/her commentary on social networking sites and can be held personally liable for commentary that is

considered malicious, defamatory, obscene, threatening, intimidating, or libelous by any offended party, not just CWSD. Remember that what is published might be available to be read by the masses (including CWSD, future CWSDs, and social acquaintances) for a long time. Employees should keep this in mind before posting content.

Employees shall not use social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with CWSD. Social media should never be used in a way that violates any other CWSD policies or employee obligations. If an employee's social media activity would violate any of CWSD's policies in another forum, it will also violate them in an online forum.

If employee chooses to identify him/herself as an employee of CWSD, note that some readers may view him/her as a spokesperson for CWSD. Because of this possibility, employee is required to state his/her views expressed on the social networking site belongs to the employee alone and is not reflective of CWSD or of any person or organization affiliated or doing business with CWSD.

Employees should use good judgment about what is posted on social media and remember that anything posted can reflect on CWSD, even if a disclaimer is used. Employees should always strive to be accurate in their communications about CWSD and remember that posted statements and materials have the potential to result in liability for the employee and CWSD. CWSD encourages professionalism and honesty in social media and other communications.

Employees cannot post the name, trademark, or logo of CWSD or any business with a connection to CWSD. Employees cannot post CWSD-privileged information, including copyrighted information or CWSD-issued documents.

Authorized employees posting to CWSD-owned social media accounts may not post photographs of other employees, volunteers, members of the public, vendors, and suppliers on CWSD premises, nor can employees post photographs of persons engaged in CWSD business without prior authorization by immediate supervisor.

Employees cannot post any advertisements or photographs of CWSD products and services, nor use CWSD in advertisements without disclosing the employee's connection to CWSD.

Employees cannot link from a personal social networking site to CWSD's internal or external websites.

This policy is not intended to restrict communications or actions protected or required by federal or state law.

2.11.9 Media Contacts

If contacted by the media, press, or any other public news source about employees' post that relates to **CWSD** business, employees are required to obtain approval from the immediate supervisor prior to responding on behalf of CWSD.

2.11.10 Prohibition Against Retaliation

CWSD will not tolerate any retaliation by management or by any other employee against an employee who reported a violation of this policy or cooperating with an investigation. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

2.12 Use of CWSD Property and Premises

Employees will use CWSD's property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, and facilities only for work-related purposes as directed or approved by management. When using CWSD property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of CWSD. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of CWSD keys or other access devices. Employees are prohibited from transporting family members in CWSD's vehicles unless specifically authorized to do so by their supervisor/manager.

CWSD may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by CWSD to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol and illegal drugs. Prior notice to employees that CWSD-owned property or space is to be searched is not required, entrance onto or use of CWSD property is deemed consent. A search may be conducted either in or outside the employee's presence.

2.13 Information Technology

2.13.1 Policy

CWSD requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information/communication) responsibly and in a manner which is not detrimental to the mission and purpose of CWSD. To maintain a level of professionalism, any publication through any means (electronic or otherwise) which is potentially ~~adverse~~adverse to the operation, morale, or efficiency of CWSD will be deemed a violation of this policy.

2.13.2 Privacy

Employees should not expect privacy with respect to any of their activities when using CWSD's computer and/or electronic and telecommunication property, systems, or services. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. CWSD reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on CWSD's computer systems and/or equipment.

CWSD's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

CWSD will not request ~~user names~~usernames and passwords for personal social media accounts and will not take any type of employment action against an employee who refuses to provide the ~~user name~~username and password for their personal social media account. This provision does not prevent CWSD from requiring an employee to disclose their ~~user name~~username and password for access to CWSD's computer or information system.

2.13.3 Use

1. The computers, electronic equipment, associated hardware and software, including, but not limited to, electronic mail (email or instant messaging "IM") and access to online services, as well as voice mail, pagers, smart phones (e.g., BlackBerry, I-phones) and faxes, belong to CWSD and, as such, are provided for business use. Very limited or incidental use by employees for personal, non-business purposes is acceptable as long as it is:
 - a) Conducted on personal time (i.e., during designated breaks or meal periods~~);~~.
 - c) Does not consume system resources or storage ~~capacity;~~capacity.
 - d) Does not involve any prohibited uses; or
 - e) Does not reference CWSD or themselves as an employee without prior approval. This includes, but is not limited to:
 - Text which identifies CWSD.
 - Photos which display CWSD logos, patches, badges, or other identifying symbols of CWSD.
 - Information of events which occurs involving CWSD without prior approval.
 - Any other material, text, audio, video, photograph, or image which would identify CWSD.
2. Employees loading, importing, or downloading files from sources outside CWSD's system, including files from the Internet, World Wide Web, social media sites, and any computer disk, must ensure the files and disks are scanned with CWSD's current virus detection software before installation and execution. Compliance to copyright or trademark laws prior to downloading files or software must be adhered to explicitly.
3. Employees may use information technology, including the Internet, ~~World Wide Web~~, and social media sites during work hours on job-related matters to gather and disseminate information, maintain their currency in a field of knowledge,

participate in professional associations, and communicate with colleagues in other organizations regarding business issues.

4. An employee's use of CWSD's computers~~s-systems~~, ~~telecommunication-phones~~, ~~office equipment and systems~~, and other devices or the employee's use of personally-owned ~~electronic~~ devices to gain access to CWSD's files or other work-related materials maintained by CWSD constitutes the employee's acceptance of this policy and its requirements.

2.13.4 Prohibited Use

Prohibited use includes, but is not limited to, the following:

1. Sending, receiving, or storing messages or images that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal or prohibited activity, or any that contain belittling comments, slurs, or images based on race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.
2. Sending, receiving, or storing chain letters.
3. Conducting outside employment in any manner.
4. Engaging in illegal, fraudulent, defamatory, or malicious conduct.
5. Writing or participating in blogs that injure, disparage, and/or defame CWSD, members of the public, and/or its employees' reputations by name or implication.
6. Downloading, uploading, or otherwise transmitting without authorization:
 - a) Confidential or proprietary information or material
 - b) Copyrighted material
 - c) Illegal information or material
 - d) Sexually explicit material
7. Obtaining unauthorized access to other systems.
8. Using another person's password or account number without explicit authorization by CWSD.
9. Improperly accessing, reading, copying, misappropriating, altering, misusing, or intentionally destroying the information/files of CWSD and other users.
10. Loading unauthorized software or software not purchased or licensed by CWSD.

11. Breaching or attempting to breach any security systems or otherwise maliciously tampering with any of CWSD's electronic systems including, but not limited to, introducing viruses.
12. Using CWSD's information technology for personal, non-business purposes in other than a very limited or incidental way.

2.14 Reporting Convictions, Investigations, and Change of License

2.14.1 Reporting Convictions

All employees and volunteers are required to immediately report convictions, guilty or nolo contendere plea, or deferred adjudications for felony, misdemeanor (excluding juvenile adjudication) or any lesser crime other than a minor traffic infraction to their supervisor or manager. Convictions shall not automatically impact the employees' employment or the volunteer's assignment.

CWSD will make an assessment of the effect of the conviction to the essential duties of the position the employee holds or the duties the volunteer performs.

2.14.2 Reporting Investigations

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

2.14.3 Reporting Changes of License

An employee or volunteer must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job or volunteer assignment.

2.15 Personal Appearance

2.15.1 Policy

Each employee is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with his/her supervisor or manager.

2.16. Telecommuting ~~(Added 3-18-15)~~

2.16.1 Purpose

The purpose of this policy is to define the telecommuting program of the employer and the guidelines under which it will operate.

Telecommuting is defined as working at an alternate worksite that is away from the main or primary worksite typically used by CWSD. Telecommuting is a mutually agreed upon alternative work location between the telecommuting employee and CWSD.

Telecommunicating is not an employee benefit, but rather a work alternative based upon the job content, satisfactory work performance, and work requirements of the department and employer.

2.16.2 Scope

The policy applies to all employees, supervisors, and managers who are approved to telecommute as a work alternative. All supervisors/managers must be familiar with the contents of this policy.

An employee who wishes to request a telecommuting arrangement shall request approval from the General Manager. If the request for telecommuting is for more than two days, the employee shall submit a written request. The form shall be approved by the General Manager before employee ~~may~~ may work remotely telecommute.

2.16.3 Employee Rights and Responsibilities

Except as specified in this policy or agreed to in the individual telecommuting agreement signed by the employee, employee rights and responsibilities are not affected by participating in telecommuting. An employee's compensation, benefits, and expected total number of hours worked will not change regardless of work location.

No benefits provided by CWSD are enhanced or abridged by the implementation of a telecommuting agreement. All forms of telecommuting imply an employee-employer relationship. The employee is expected to adhere to all of the same policies, regulations, and performance expectations established for all employees of CWSD.

Telecommuting employees must keep their supervisor/manager informed of progress on assignments worked on at the alternative worksite, including any problems they may experience while telecommuting. The employee must generate a synopsis of activities and accomplishments for the workday in a prescribed format. Methods of planning and monitoring the work shall be at the discretion of the supervisor/manager and/or CWSD.

Office needs will take precedence over telecommute days. An employee must forgo telecommuting if needed in the office on the regularly scheduled telecommute day.

The employee is responsible for providing an appropriate workspace, including all necessary equipment to perform their normal job functions unless otherwise stated in the written agreement. Equipment supplied by employer is to be used for business purposes only. Any additional financial burden resulting from the telecommuting arrangement is solely the responsibility of the employee.

Telecommuting is not intended to serve as a substitute for child or adult care. If children or adults, in need of primary care, are in the alternate work location during employees' work hours, some other individual must be present to provide care.

2.16.4 Employer Rights and Responsibilities

Participation in a telecommuting agreement is at the sole discretion of the CWSD. Except as specified in this policy or agreed to in the individual telecommuting agreement, CWSD rights are not affected by an employee's participation in telecommuting.

CWSD will determine the methods of planning, monitoring, receiving, and reporting the employee's activity and accomplishment. CWSD must manage the work of employees in their area of responsibility and assure that employees receive the assistance they need to accomplish their responsibilities.

The employees will be given as much advance notice as possible if they will be needed in the office on the regularly scheduled telecommute day.

Each telecommuting agreement will be discussed and renewed at least weekly. Because telecommuting is selected as a feasible work option based on a combination of job characteristics, employee performance, and CWSD needs, a change in any one of these elements may require a review of the telecommuting agreement.

2.16.5 Termination of Telecommuting Agreement

CWSD and/or employee may terminate the telecommuting agreement for any reason, at any time. Whenever feasible, written notice will be provided, but this is not a requirement.

The opportunity to participate in a telecommuting agreement is offered only with the understanding that it is the responsibility of the employee to ensure a proper work environment is maintained, dependent care arrangements must not interfere with work, and personal disruptions such as non-business telephone calls and visitors must be kept to a minimum. Employees must notify their supervisor of any changes to their standard workweek (~~i.e.~~, sickness, health care provider visits, annual leave). Failure to maintain a proper work environment, as determined by CWSD, provides cause for discipline and the termination of the employee's telecommuting agreement.

Approval for any telecommuting request is based upon CWSD and department requirements as determined by CWSD. Employees previously participating in a telecommuting agreement are not assured a telecommuting agreement in the future.

2.17 Related Forms

Documentation for Reasonable Suspicion Drug/Alcohol Testing
Alcohol Test Informed Consent - Applicants
Drug/Alcohol Test Informed Consent – Current Employees
Drug Test Informed Consent: Applicants
Investigation Checklist
Nevada Consanguinity/Affinity Chart
Suggested Steps for Reasonable Suspicion Drug-Alcohol Testing
Last Chance Agreement - Drug and Alcohol
Telecommuting Request Form

3. EMPLOYMENT

THIS SECTION COVERS HIRING FOR REGULAR FULL AND PART-TIME POSITIONS, AND FOR CASUAL/TEMPORARY/SEASONAL POSITIONS.

3.1 Source of Candidate

Regular positions may be filled by applicants from within the organization or from the outside. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

When deciding what type of recruitment to initiate, CWSD will consider such factors as the impact of the decision on CWSD's efforts to have a workforce which is representative of:

1. The local ~~population~~; population.
2. The qualifications and level of responsibility required by the ~~position~~; position.
3. The extent to which the knowledge and skills required for the position can readily be acquired on the ~~job~~; job.
4. The qualifications of employees potentially available for ~~promotion~~; promotion.
5. The effects on retention of present employees; and
6. The likelihood of attracting well-qualified outside applicants.

After CWSD has determined how they will announce the vacancy, they will determine what types of media (e.g., internet, newspapers, trade journals) will be used to advertise, ensuring outreach efforts reach diverse applicant groups.

3.2 Job Announcements

Prior to initiating recruitment, CWSD should verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

3.2.1 Open Recruitments

CWSD will announce all vacancies for regular positions. Position vacancies will be publicized to allow potentially qualified and interested individuals to apply. The announcement will normally include:

1. Title and pay range of the class of the ~~vacancy~~; vacancy.
2. Nature of the work to be performed, including the essential job ~~functions~~; functions.
3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, or other special criteria associated with the ~~position~~; position.
4. License or certifications ~~required~~; required.
5. Manner of applying (where, how and deadlines); and

3.2.2 Promotional Recruitments

Notice of promotional recruitments will be posted in CWSD's work locations as appropriate.

3.3 General Requirements for Filing of Applications

3.3.1 Application Forms

Applications for employment must be made on prescribed forms. Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. Applications must be signed by the applicant. CWSD may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications submitted become the property of CWSD.

3.3.2 Signatures

Applications must be signed by the applicant. An electronic signature is acceptable.

3.4 Eligibility of Applicants

An applicant may be disqualified from further participation in the recruitment process by CWSD for material reasons, including, but not limited to, those listed below:

1. The application is not fully and/or truthfully completed.
2. The applicant has prior convictions that relate to the position for which s/he is being considered. Prior conviction shall not automatically disqualify an applicant from employment; however, an applicant's prior conviction of a crime may be considered in the employment decision. CWSD will take into consideration the nature and gravity of the offense, the time that has passed since the offense, and nature of the position sought.
3. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with CWSD.
4. The applicant does not appear at the time and place designated for an examination or interview.
5. The applicant does not possess required license, certificate, permit, etc.

3.5 Interviewing Applicants

Selecting the most appropriately qualified applicant for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the organization.

Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview vs. those who will not be interviewed based on applicants' education, experience, and other ~~job-related~~job-related qualifications, all applicants should be notified as to their status.

Prior to conducting an employment interview, managers should:

1. Review the job descriptions.
2. Create job-related questions to ask each candidate to help ensure consistency. Ask open-ended, job-related questions about past work experiences to identify skills and strengths.
3. Prepare an Applicant Interview Evaluation Form to measure strengths and weaknesses.
4. Convene an interview team of approximately three members who are representative of both genders and ethnically diverse.

Each applicant applying for the same position should be asked the same, job-related questions on the question guide and rated using the same evaluation form. Whenever necessary, ask follow-up questions to clarify the response of the applicant. Avoid asking questions which are unlawful or on inappropriate subjects.

3.6 Selection

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard. CWSD will not request ~~user names~~usernames and passwords for personal social media accounts.

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, CWSD must give preference first, to honorably discharged military personnel who are citizens of the State of Nevada, and second to citizens of the State of Nevada.

3.7 Reference Checks

3.7.1 Acquiring References

Reference and background checks are conducted to assist CWSD in assessing an applicant's fitness for employment with CWSD. Only those employees so designated by CWSD may acquire employment references.

3.7.2 Providing References

CWSD has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that CWSD maintains concerning current and former employees shall be provided upon request:

1. Name
2. Class/Job Title
3. Dates of Employment
4. Salary

5. Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with CWSD's legal counsel.
6. Employment information and documented incidents regarding the character, honesty, and potential for violence of CWSD's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality, or city employers, or any other private (non-governmental) CWSD where the employee's character, honesty, sexual misconduct, and potential for violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or safety of children, the elderly or health care patients, or positions having access to money and/or valuables. CWSD must provide information requested by public safety agencies in accordance with NRS 239B.
7. In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and his/her CWSD are immune from liability for damages, either to the requester or to the person whom the information concerns.

3.8 Offers of Employment

3.8.1 Job Offer Letters

After an applicant has been selected for employment or promotion, CWSD will extend an official written offer of employment or if further non-medical checks (background, criminal, DMV, consumer reporting, drug test) or medical exams are required a conditional offer of employment. CWSD may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been ~~made, but~~ made but must state that only a notification in writing can be considered as an official job offer.

The hiring supervisor/manager will notify all unsuccessful applicants that they have not been selected, either verbally or in writing. The hiring supervisor/manager will document any verbal notification.

Note: All non-medical checks must be completed before applicant is subject to medical exam.

3.8.2 Pre-Employment Drug Screening for Safety-Sensitive Positions

1. CWSD may require successful applicants for safety-sensitive positions, to consent to a pre-employment drug screen. CWSD will advise the applicant that offers of employment are contingent upon a negative drug test result. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

2. CWSD may direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible.
3. CWSD will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.
4. CWSD will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of CWSD for a period of 12 months.

3.8.3 Other Conditions

1. All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).
2. Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgement of this notice which is to be filed in employee's personnel file (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state).

3.9 Orientation

The General Manager will be responsible for the orientation of each new employee. Orientation may include, but is not limited to, a review of the organization and services of CWSD, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, alcohol and drug abuse, and workplace safety. Additionally, the General Manager will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit ~~forms;~~forms.
2. Will receive or be provided access to CWSD's personnel ~~policies;~~policies.
3. Has been introduced to other employees; and
4. Has had the opportunity to have questions addressed.

3.10 Introductory Period

All new and rehired regular employees, except elected officials and those identified as "at-will," will serve a ~~12-month~~12-month introductory period beginning with the day the employee initially reports for work. Current employees who are

promoted or transferred will also be required to serve a ~~3-month~~3-month introductory period. During this “introductory period,” the employee and CWSD have the opportunity to evaluate one another and determine whether the employee is a good fit for the position. At its sole discretion, CWSD may extend this introductory period up to 3 months when CWSD has had insufficient opportunity to assess the employee’s ability to perform the job functions or such extension is determined appropriate. The employment relationship can be terminated by the employee or by CWSD at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice.

Prior to completion of the introductory period, the supervisor/manager will conduct at least one performance evaluation to ascertain the advisability of continued employment.

3.11 Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by CWSD, that applicant may be deemed to have declined the position.

3.12 License/Occupational Certification

3.12.1 Purpose

CWSD mandates that, if required by the current job, all employees obtain and maintain a valid driver’s license.

Employee Responsibilities

1. All employees who must possess a valid driver’s license, must adhere to the provisions of NRS 425 including those provisions relating to paternity determination and child support.
2. In the event the employee receives notice of revocation or non-renewal of a driver’s license, s/he shall immediately notify the General Manager. The employee shall not perform any task for which the driver’s license is required after the driver’s license has been non-renewed or revoked.
3. In the event the employee does not have a valid driver’s license, s/he does not meet the job requirements. Failure to meet the job requirements will result in termination.

3.13 Related Forms

Authorization to Conduct Employment Investigations

Candidate Interview Evaluation Form

New Employee Orientation Checklist

Notification of Background Check

Formal Job Offer Letter

Employment Application

Reference Check Data Collection Form

4. WAGE AND HOUR

4.1. Pay Periods and Paydays

Employees are paid biweekly on every other Friday. If a payday falls on a holiday, employees are usually paid on the previous ~~work-day~~workday.

4.2. Work Week

The work week begins at 12:01 a.m. Friday of each week and ends seven days (168 hours) later at midnight Thursday.

4.3. Work Schedule

The working hours are scheduled according to the needs of CWSD. The standard work schedule for full-time employees is typically eight (8) hours a day for five (5) days in a work week.

4.4. Attendance

Employees are expected to be available and ready to work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the ~~work-day~~workday, is considered work time.

4.5. Rest Periods

Employees will be granted one (1) fifteen (15) minute break or rest period during each work period of four (4) or more hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

4.6. Meal Periods

Employees who work six (6) or more hours in a workday are allowed an uninterrupted, unpaid meal period up to sixty (60) minutes at or about mid-point of their workday. Employees are entirely relieved of their job responsibilities and are free to leave the work site.

4.7. Work Assignments

Nothing herein will be construed to limit or restrict the authority of CWSD to make temporary assignments to different or additional locations, shifts, hours of work, or duties as needed to meet operational needs or to respond to an emergency.

4.8. Position Designations - Exempt or Non-Exempt

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations. For cost accounting and billing purposes, CWSD requires employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked.

4.9. Time Reporting

Recording hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state laws, and to maintain an effective and efficient cost accounting system. For payroll purposes, all employees must report all time spent performing work.

Non-exempt employees will be paid for all hours worked. This includes, but is not limited to:

1. Hours worked before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his/her time. Note: Periods of fifteen (15) minutes or less are not considered overtime unless they occur regularly.
2. Rest periods of fifteen (15) minutes or less.
3. Travel time that occurs during an employee's normally scheduled work hours including regular days off, holidays, etc.
4. Hours spent at lectures and training classes unless attendance is completely voluntary.
5. Hours spent serving as volunteer ambulance, fire, or law enforcement personnel for an emergency response during their normally scheduled work hours.

All employees are responsible for accurately completing their own time sheets. Employees are encouraged to keep track of their hours worked on a daily basis. All non-exempt employees will record all hours worked and all leave hours including the type of leave taken. Exempt employees will record only those hours taken as annual leave and/or sick leave in multiples of eight (8) hours. Pursuant to NRS 281.1275, exempt employees need not use paid leave time for absences of less than one (1) day.

4.10. Overtime

Employees in positions designated as "non-exempt" will be eligible for overtime compensation for hours worked in excess of eight (8) hours in ~~any one~~anyone (1) ~~work day~~workday unless the employee has signed the Request For Variable Workday Schedule, then overtime will be considered after hours worked over forty (40) hours in one (1) work week, pursuant to NRS 281.100. Consistent with the FLSA (Fair Labor Standards Act) regulations, employees in exempt positions are not eligible for overtime. Time paid but not worked, such as vacation or holidays, does not count toward hours worked for the purpose of computing overtime hours.

All overtime hours must be specifically authorized by the General Manager. Overtime will be compensated at one and one-half (1 1/2) times the employee's regular rate of pay. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned.

4.11. Starting or Hiring Salary

Unless special circumstances warrant, the starting salary for the position will be the minimum of the salary range. The following factors may be taken into consideration when determining the starting salary under special circumstances:

1. Consideration of the salaries currently paid to other employees in the same or related ~~positions;~~positions.
2. A candidate's qualifications and ~~experience;~~experience.
3. Availability of other candidates with similar experience and qualifications; and
4. CWSD's budget availability.

Starting salaries for the position that is above Step 3 must get Board of Directors approval. The General Manager must approve the starting or hiring salary prior to the offer being extended.

4.12. LONGEVITY PAYMENT AND ELIGIBILITY

A longevity benefit is available to eligible employees. The eligibility determination date for longevity is the last complete pay period that occurs before the first payday in December and the first payday in June. Eligibility determination and longevity payment payout will occur semi-annually the first payday in December and June of each fiscal year. If, on the eligibility determination date, an employee has completed six years of continuous CWSD service, s/he will receive \$100 semi-annually payable on the first payday in December and the first payday in June. This payment is not an adjustment to an employee's base salary but a lump-sum payout that is subject to PERS contribution. For each additional year of continuous service at CWSD after the sixth year that has been achieved by the eligibility determination date, the employee will receive an additional \$50 semi-annually payable as above. Longevity payments shall be capped at a level for completion of 25 years of service and an employee with more than 25 years of service is paid the same amount as those who have completed 25 years of service. The semi-annual and total annual payments are set forth in the table listed below.

<u>Completed Years</u>	<u>Semi-Annual Longevity</u>	<u>Total</u>
<u>1-5</u>	<u>None</u>	<u>None</u>
<u>6</u>	<u>\$100</u>	<u>\$200</u>
<u>7</u>	<u>\$150</u>	<u>\$300</u>
<u>8</u>	<u>\$200</u>	<u>\$400</u>
<u>9</u>	<u>\$250</u>	<u>\$500</u>
<u>10</u>	<u>\$300</u>	<u>\$600</u>
<u>11</u>	<u>\$350</u>	<u>\$700</u>
<u>12</u>	<u>\$400</u>	<u>\$800</u>
<u>13</u>	<u>\$450</u>	<u>\$900</u>
<u>14</u>	<u>\$500</u>	<u>\$1000</u>

<u>15</u>	<u>\$550</u>	<u>\$1100</u>
<u>16</u>	<u>\$600</u>	<u>\$1200</u>
<u>17</u>	<u>\$650</u>	<u>\$1300</u>
<u>18</u>	<u>\$700</u>	<u>\$1400</u>
<u>19</u>	<u>\$750</u>	<u>\$1500</u>
<u>20</u>	<u>\$800</u>	<u>\$1600</u>
<u>21</u>	<u>\$850</u>	<u>\$1700</u>
<u>22</u>	<u>\$900</u>	<u>\$1800</u>
<u>23</u>	<u>\$950</u>	<u>\$1900</u>
<u>24</u>	<u>\$1000</u>	<u>\$2000</u>
<u>25</u>	<u>\$1050</u>	<u>\$2100</u>

OTHER REQUIREMENTS FOR LONGEVITY PAY

An employee shall be eligible for a semi-annual longevity payment if, at the last annual performance evaluation on file in the employee's official personnel folder, the employee received a summary performance rating of "meets expectation/at target" or better. Employees who lose their eligibility for semi-annual longevity payment because of a performance evaluation below "meets expectation/at target," will not become eligible for restoration of the longevity payment until (a) they receive a "meets expectation/at target" or better evaluation at the next regularly scheduled annual evaluation; and (b) the effective date of the "meets expectation/at target" evaluation occurs before the next eligibility determination date. While the employee loses a year of longevity payments for a performance evaluation below "meets expectation/at target," the time spent during that year is counted as part of the continuous service under the longevity benefit when longevity payments have been restored after the subsequent "meets expectation/at target" evaluation is achieved by the employee.

4.12.4.13. Salary Reviews and Increases

CWSD periodically reviews the salary ranges for each position. This review includes an evaluation of the ranges and, when appropriate, an adjustment of these ranges. Employees who are not paid at the maximum of the salary range for their position are eligible to be considered for a salary increase at the beginning of the new fiscal year. Salary increases are based on satisfactory performance and are not automatic. Salary increases may be granted only upon approval by the General Manager that the employee meets all the performance requirements of the position and complies with all of CWSD's rules, regulations, and policies. The General Manager's salary is set by CWSD Board of Directors every year and goes into effect at the beginning of the new fiscal year. ~~Any regular employee who has topped out for more than one year at their salary range will receive an annual longevity award of \$500 at the beginning of the new fiscal year, if the person has received a satisfactory or better performance review.~~

4.13.4.14. Classification and Compensation Plan

The purpose of a classification and compensation plan is to provide a complete and current description for each job and the salary range for each job.

The classification provisions include a current job description for each regular position. As changes occur in the organization, operational duties and responsibilities, minimum qualifications, and workplace conditions, the job descriptions may be updated. The job descriptions represent general guidelines

only and do not represent all duties which may from time to time be assigned. The job descriptions shall include:

1. A job ~~title;~~title.
2. The overall purpose and/or function of the ~~job;~~job.
3. The essential and non-essential duties of the ~~job;~~job.
4. The responsibility and authority assigned to the ~~job;~~job.
- 5 Qualifications for employment including knowledge, skills, abilities, experience and/or training necessary to perform the job; and
- 56 A description of physical conditions and working environment.

The compensation provisions of the plan assign each regular position to a salary range. Assignment to a salary range will be based on the relative complexity of the duties, responsibilities, and authority of the job. The salary ranges are determined and may be adjusted periodically by CWSD.

4.15 Reclassification

1. When General Manager believes the duties of a position have changed to the extent they no longer fit within the current class, the duties will be reviewed and, if appropriate, the position reclassified to the appropriate class. Reclassification will not be undertaken as a substitute for discipline or hiring practices, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities.
2. Reclassification must be confirmed by Board of Directors and will become effective no earlier than the first day of the next pay period following the approval.
3. A change in a position's classification does not constitute the sole basis for determining whether the employee in a position will also be assigned to the new position.
 - a. The decision as to reclassification of a position shall be made by the General Manager with the concurrence of the Board of Directors. The decision to place the current employee in the new class shall be based upon the qualifications and job performance of the employee. The employee will be assigned to the class whenever a position is reallocated to a ~~higher-level~~higher-level class and the employee has satisfied the following requirements:
 - i. Completes the introductory period for the position as previously ~~allocated;~~allocated.
 - ii. Demonstrates acceptable or better job performance; and
 - iii. Possesses the knowledge, skills, and ability required for the higher class.
 - b. Whenever a position is reclassified to a ~~lower-level~~lower-level class, the employee will be placed in the ~~lower-level~~lower-level class effective the first day of the pay period which follows the approval of the reclassification.
 - c. At the discretion of CWSD, out-of-class pay may be paid back to the date on which a formal reclassification request was made if the reclassification is subsequently approved.

5. BENEFITS

5.1. Holidays

The following holidays are recognized by CWSD:

New Year's Day – January 1
Martin Luther King, Jr.'s Birthday – Third Monday in January
President's Day – Third Monday in February
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – First Monday in September
Nevada Day – Last Friday in October
Veterans Day – November 11
Thanksgiving Day – Fourth Thursday in November
Family Day – Friday following the fourth Thursday in November
Christmas Day – December 25

Any day declared a legal holiday by the President of the United States and/or the Governor of the State of Nevada will be observed in accordance with the presidential or gubernatorial proclamation.

If a holiday falls on a Saturday, the Friday preceding will be observed as the holiday. If a holiday falls on a Sunday, the Monday following will be observed as the holiday. If a holiday falls during an employee's paid leave, it will not be charged as leave. In order to be paid for a holiday, an employee must be in paid status the day before and the day after the holiday. All regular employees are entitled to holiday pay. All regular part-time employees are entitled to a pro-rated holiday pay based on their budgeted time requirement for that fiscal year. For example, if an employee is budgeted to work three quarters (3/4) time for a given fiscal year, the employee would receive three-quarters (3/4) of eight (8) hours pay for any given holiday.

Designated holidays are typically non-workdays. A non-exempt employee who actually works on a designated holiday will be compensated at one and one-half (1 1/2) times his/her regular rate of pay for the hours worked on the holiday in addition to receiving holiday pay.

5.2. Annual Leave

All regular full-time employees are eligible for annual leave based on the formula described below:

For all exempt employees:

Length of service	Per Month	Per Year
0-5 years	10 hr.	120 hr.
After 5 years of continuous employment	14 hr.	168 hr.

For all regular non-exempt employees:

Length of service	Per Month	Per Year
Less than one year	6 hrs.	72 hrs.
After 1 yr. but less than 2 yrs.	8 hrs.	96 hrs.

After 2 yrs. but less than 5 yrs.	10 hrs.	120 hrs.
After 5 yrs. of continuous employment	14 hrs.	168 hrs.

An employee may use leave as it is accrued. A maximum of 320 hours of accrued vacation credit may be carried forward from year to year. Earned annual leave in excess of 320 hours must be taken prior to January 1 of each year or such excess will be forfeited.

All regular part-time employees are entitled to a pro-rated annual leave pay based on the number of hours worked in any given pay period, based on the formula shown below:

Hours Worked in Pay Period	% of Accrual
0-20	25
21-40	50
41-60	75
61-80	100

5.3 Use of Annual Leave

Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees may not use annual leave before the end of the pay period in which the hours accrued.

Upon termination of employment, the employee will be paid for all earned and accrued vacation at the employee's current rate of pay.

5.4. Management Leave

All exempt regular employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave shall be deleted from the employee's account as of June 30 of each year and no compensation shall be paid for unused management leave.

5.5. Sick Leave

All regular full-time employees are eligible for sick leave based on the formula described below.

For exempt employees:

Upon hiring, all exempt employees are entitled to 10 hours per month of sick leave pay.

For non-exempt employees:

Length of service	Per Month	Per Year
Less than one year	6 hrs.	72 hrs.
After 1-year 1-year continuous employment	10 hrs.	120 hrs.

All regular part-time employees are entitled to a pro-rated sick leave pay based on the number of hours worked in any given pay period, based on the formula shown below:

Hours Worked in Pay Period	% of Accrual
0-20	25
21-40	50
41-60	75
61-80	100

Sick leave hours are earned and credited to the employee on a biweekly basis, coinciding with pay periods. Leave may be used when accrued. Employees can accrue unlimited hours of sick leave.

Upon death, retirement, or resignation after five (5) years of satisfactory service, employees having a minimum of 200 hours of earned sick leave and the listed years of service with CWSD mentioned below, or their beneficiaries, shall receive compensation for unused hours up to 1,080 hours at the following rates:

Service Years	Rate
5-14	33.333%
15-19	50.00%
20-plus	75.00%

Sick leave is for use in those situations in which the employee must be absent from work due to:

1. Physical illness or injury to the employee.
2. Exposure to contagious diseases or whose attendance is prevented by public health requirements.
3. The need to care for a dependent child, spouse, domestic partner, or parents who reside with an employee or who are dependent upon the employee for support.
4. Medical or dental appointments for the employee provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the workday.
5. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or any other medical condition.

No employee will be entitled to sick leave because of a disability arising from an injury purposely self-inflicted or caused by willful misconduct.

Employees who report sick will be at their place of residence, a medical facility, their doctor's office, or will notify the General Manager of their whereabouts when using sick leave.

Any employee who is ill or unable to report to work for any reason will notify his/her supervisor no later than fifteen (15) minutes following the employee's normal work reporting time. CWSD may require an employee to provide a medical doctor's statement certifying the illness/injury incapacitated the employee from performing his/her duties, was necessary for the employee to make full and timely recovery or was appropriate to avoid the spread of a contagious disease. The statement will also certify the employee's fitness for return to work.

5.5.1 Abuse of Sick Leave

Use of sick leave for purposes other than those listed in 5.5 above is evidence of abuse of sick leave. Abuse of sick leave is cause for disciplinary action, up to and including termination.

Any gainful employment, pursuit of personal business, recreation, travel for recreation or non-sick leave purposes, or such other activity when an employee is on sick leave may be evidence of abuse of sick leave.

5.6 Bereavement Leave

A regular, full-time, or part-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of three (3) days of bereavement leave per each occurrence (reference: Nevada Consanguinity/Affinity Chart). Bereavement Leave longer than three (3) workdays may be charged to accumulated sick leave up to a maximum of two additional workdays, with the advance approval of CWSD. Casual, seasonal, or temporary employees are not eligible for bereavement leave.

5.7 Medical Insurance

All regular employees shall receive 100% CWSD paid group medical insurance (regardless of the insurance plan the employee is under). Dependents of employees, as defined under Carson City's insurance agreement, are also eligible for coverage under the insurance plan at a cost to the employee. Insurance costs for employee dependents will be consistent with Carson City's insurance agreement. Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee. If a regular employee has other medical insurance, the employee may opt to receive the cash equivalent of the lowest single insurance rate. Cash in lieu of medical insurance will be offered at a rate of three-quarters (3/4) of the lowest employee insurance costs. The cash distribution will be amortized over the entire year and paid in each pay period.

If eligible for coverage as an active employee, CWSD retirees may continue their medical, dental, and vision coverage under the plans available to active employees. However, the CWSD will not pay any portion of the premiums; the retiree is required to pay 100% of any and all premiums in order to continue this coverage. Failure to make timely payment will result in discontinuance of the coverage. Once a retiree's coverage ends for any reason (whether voluntarily or because of non-payment of premiums), he or she may not re-enroll in the plans in the future.

Retiree coverage under the CWSD's medical/prescription drug coverage plans may not be continued beyond the age when the retiree first qualifies for coverage under Medicare.

5.8 Plan Changes

CWSD will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as CWSD deems appropriate, in the level of coverage and the amount of premium cost to be paid by CWSD.

5.9. Vision and Dental Insurance

All regular employees shall receive 100% CWSD paid group Vision and Dental insurance). Dependent coverage is offered, at a cost to the employee. Employees who waive medical insurance will not be eligible for group Vision and Dental insurance.

5.10. Group Life Insurance

All regular employees are eligible for basic life insurance benefits. The cost of this coverage is included in the medical insurance costs and fully paid by CWSD. Employees who waive medical insurance will not be eligible for group life insurance. CWSD will not offer any group life insurance coverage to employees once employment ends.

5.11. Family and Medical Leave Act

Public employers are covered under the Family and Medical Leave Act (FMLA), ~~and~~ and will comply with the requirements of the FMLA and advise the employees if they meet all the FMLA eligibility requirements. CWSD must provide employees Form WHD-1420 and are also required to post and keep posted the notice in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible

Employees who have been employed by CWSD for at least one year, a total of 12 months and worked for CWSD at least 1,250 hours during the preceding 12-month period and are employed at a work site where 50 or more employees work for CWSD within 75 surface miles of that work site are eligible for FMLA leave.

CWSD does not employ 50 or more individuals; therefore, employees are not eligible for FMLA leave benefits.

5.12. Court Leave

Employees called to serve on jury duty or subpoenaed to appear as a witness in a court proceeding will receive their regular pay for their normal work hours spent in court or in travel to and from the court appearance.

An employee will not receive pay for that amount of work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against CWSD, unless the employee chooses to use his/her annual leave.

Upon completion of jury/court witness service, the employee will forward any compensation received from the court or other party served to CWSD. Employees may keep reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging.

An employee who is not required to report to court until the middle of his/her work schedule or is released from court/jury duty before the end of his/her work schedule will report to work for the hours which are not required for court duty or directly related to travel time, when reasonable. Court leave will not result in payment of overtime, nor will court leave time be considered as hours worked for purposes of determining eligibility for overtime, unless court leave is related to the employee's position with "CWSD."

5.13. Workers' Compensation

Employees are insured under the provisions of the State Workers' Compensation Act for occupational injuries and diseases that arise/arose out of and in the course of their employment—
Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within 24 hours of the accident, injury, or illness.

Any Board member who is not covered under their agency's Worker's Compensation while conducting CWSD business will be included in CWSD's Worker's Compensation Insurance policy coverage.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390:

1. When an employee is eligible at the same time for benefits for temporary total disability under chapters 616A to 616D, inclusive, or 617 of the NRS, and for any sick leave benefit s/he may, by giving notice to the supervisor or manager, elect to continue to receive his/her normal salary instead of the benefits under those chapters until his/her accrued sick leave time is exhausted. CWSD will notify the Workers' Compensation Administrator of the election. CWSD will continue to pay the employee his/her normal salary, but charge against the employee's accrued sick leave time as taken during the pay period an amount which represents the difference between his/her normal salary and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses under chapters 616A to 616D, inclusive, or 617 of the NRS for that pay period. When the employee's accrued sick leave time is exhausted, payment of his/her normal salary under subsection 1 must be discontinued and CWSD will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits to which the employee is entitled directly to the employee.
2. An employee who declines to make the election provided in subsection 1 may use all or any part of the sick leave benefit normally payable to him/her while directly receiving benefits for temporary total disability under chapters 616A to 616D, inclusive, or 617 of the NRS, but the amount of sick leave benefit paid to the employee for any pay period must not exceed the difference between his/her normal salary and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses under those chapters for that pay period.
3. If the amount of the employee's sick leave benefit is reduced, pursuant to subsection 3, below the amount of normally payable, the amount of sick leave time charged against the employee as taken during that pay period must be reduced in the same proportion.
4. An employee may decline to use any part of the sick leave benefit normally payable to him/her while receiving benefits under chapters 616A to 616D, inclusive, or 617 of the NRS. During that period of time, the employee will be considered on leave of absence without pay.

5.14 Retirement

As defined in NRS 286, CWSD is considered a public agency and employees in positions considered to be half-time or more according to the full-time work schedule for at least

120 consecutive days are covered by the Public Employees Retirement System. Details are available in Chapter 286 of the NRS.

5.15. Travel Expenses

Directors and employees will be reimbursed for all reasonable and necessary travel expenses when authorized and directly related to the performance of their assigned duties. CWSD will not reimburse or otherwise pay any expense that violates commonly accepted standards of sound judgment and good taste. All claims with required receipts for travel expenses are to be submitted within five (5) working days following a trip. Employees will be reimbursed for necessary meals and related mileage costs based on the travel guidelines established by the Board of Directors. Lodging will be reimbursed based on the cost of a single room, plus tax, if available.

CWSD will not reimburse for 1) fines and avoidable parking tickets, 2) towing or impounding fees, 3) traffic violations, 4) alcoholic beverages, 5) personal entertainment, 6) tobacco, and 7) unnecessary or extravagant costs of any kind.

Reimbursement for travel expenses must be done in accordance with the guidelines established by the Board of Directors under compensation for travel.

5.16. Educational Assistance

CWSD, subject to availability of budgeted funds, may provide educational assistance for tuition and/or fees required for career-related education, with a yearly maximum of \$500.00. The following qualifications must be met:

1. Employees must be employed with CWSD for a period of two years or more to be eligible for this benefit.
2. The course must be taken from an accredited institution of higher learning or a CWSD-approved adult education class.
3. The course must be job-related or be required for a degree that is job-related.

An employee must request approval for educational assistance from the General Manager. Such approval may be conditioned upon meeting commitments for continuing employment and/or job-related conditions. Employees who do not complete the course with a notice of “satisfactory” or grade of “C” or better, will not be eligible for reimbursement for the class.

5.17 Transitional Duty

5.17.1 Policy

CWSD is committed to providing work, when possible, for employees who have been restricted by a treating physician due to a work-related injury or illness. Work provided is subject to availability and will be assigned according to the nature of the injury or illness keeping within the limitations set forth by the treating physician.

5.17.2 Salary

While on transitional duty, employees will continue to receive their regular rate of pay.

5.17.3 Duration and Conditions of Transitional Duty

An employee on transitional duty must furnish a written update of from the health care provider to the workers' compensation coordinator from the treating physician after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 90 days, subject to review.

5.18. Leave of Absence Without Pay

5.18.1 Policy

CWSD may approve leaves of absence without pay. Such approval will be for exceptional circumstances and conditions, such as education or prolonged illness, when the approval of such leave is consistent with CWSD's needs, when the work of the office or department will not be impeded by the employee's absence, and when the leave will not require the appropriation of additional funds for the operation of CWSD's programs. Exceptions for leave beyond one year may be provided as required by law. CWSD will require the use of all accrued paid leave prior to granting leave without pay.

5.18.2 Procedure

1. Approval – Less Than 30 Days

Leaves of absence without pay not exceeding thirty (30) days may be granted by CWSD with substantiating documentation.

2. Approval – More Than 30 Days

CWSD may grant a leave in excess of thirty (30) days following written certification by the employee that the leave is consistent with the intent of this section and substantiating documentation as requested by CWSD is provided.

3. Purpose

Leaves of absence without pay will not be granted for the purpose of allowing an employee to seek or accept other employment, except when or if CWSD determines that the granting of such leave is in its best interest.

4. Employer Termination of Leave

CWSD may terminate any leave of absence without pay, except those granted pursuant to statute or regulation, prior to its expiration by providing written notice to the employee. The document granting the leave of absence will state the terms of the leave and any reason(s) for terminating such leave. Upon receipt of notice of termination of the leave, the employee is required to return to work within five (5) calendar days or by a later-approved alternate date. In the event CWSD terminates a leave of absence, the employee will be returned to the same class or position s/he occupied when the leave of absence was granted.

5. Failure to Return

An employee who fails to return to duty on the date specified is considered to have abandoned his/her employment unless there is a proven compelling reason beyond the control of the employee.

6. Insurance

Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with COBRA health benefit continuation regulations.

7. Return from Leave

Granting of a leave of absence without pay does not guarantee immediate reinstatement to paid status provided. An employee who does not return from a leave of absence without pay on the first workday following the end of a leave will be considered to have resigned.

8. Medical Reasons for Leaves

CWSD may require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay. CWSD may also require a statement from a health care provider certifying the employee's fitness to return to work.

9. Anniversary Date

An employee's anniversary date will be reduced by the number of days off work for all unpaid leaves of absence in excess of fifteen (15) days during any 12-month period.

10. Benefit Accrual

If an employee is on unpaid leave for more than one-half (1/2) of his/her regularly scheduled work hours in any pay period, no leave benefits shall be accrued for that period, nor shall CWSD contribute toward the cost of insurance benefits.

5.19. Military Leave

5.19.1 Policy

Employees who are members of the uniformed services are entitled to military leave and to re-employment rights as provided in 38 USC, Sections 2021-2024, and 4301 et. seq. and the relevant sections of the Nevada Revised Statutes. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or national emergency. The Army National Guard and Air National Guard are also covered.

5.19.2 Leave Without Pay

1. CWSD will treat the employee the same as any other employee on leave without pay.

2. The employee is entitled to fifteen (15) working days of leave with pay in one calendar year (NRS 281.145).
3. CWSD is not required to pay the employee's salary after fifteen (15) working days.
4. The employee may choose to use annual leave, if any, before going on leave without pay.

5.19.3 Health Insurance

There is no impact to the employee's insurance coverage, including life insurance inclusive of the health insurance package. CWSD and employee premium payments or obligations, if any, remain unchanged for thirty (30) days. Employee may then continue coverage similar to that required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) for either twenty-four (24) months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is lesser (see Reemployment). CWSD must reinstate coverage upon the employee's prompt reemployment without the imposition of exclusions or waiting periods. An employee who takes up to ninety (90) days after leaving the military before commencing his/her reemployment may stay on the military health insurance; however, it is the employee's responsibility to verify the continuation, scope, and duration of coverage.

5.19.4 Retirement

Time served will be counted as work time for purposes of retirement. CWSD must make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. CWSD contribution will be based on the rate of pay the employee would have been paid had s/he not been called to military service (e.g., a grade-and-step pay system). An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

5.19.5 Death or Disability

If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. CWSD must make the retirement contribution up to the date of the death or disability.

5.19.6 Reemployment

1. An employee has certain report-to-work obligations following military service. Eligible returning service members must be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:
 - a. Service of one to thirty (30) days: The beginning of the next ~~regularly scheduled~~ **regularly scheduled** work period on the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.

- b. Service of thirty-one (31) to one hundred eighty (180) days:
Application for reinstatement must be submitted not later than fourteen (14) days after completion of military duty.
 - c. Service of one hundred eighty-one (181) or more days:
Application for reinstatement must be submitted not later than ninety (90) days after completion of military duty.
- 2. The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and CWSD must make reasonable accommodations for the impairment.
- 3. Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by CWSD. Time spent in National Guard and reservist training does not count towards the five-year period.

5.19.7 Discharge

If time served is greater than thirty (30) days, but less than one hundred eighty-one (181) days, an employee may not be discharged within one hundred eighty (180) days of reemployment, except for just cause. If time served is greater than one hundred eighty (180) days, an employee may not be discharged for one year, except for just cause.

6. PERFORMANCE MANAGEMENT

6.1. Performance Appraisals

Performance appraisals may be conducted at any time during an employee's introductory period and will be conducted prior to the employee's completion of the introductory period and at least annually thereafter. The purpose of the appraisal is to let employees know how well they are performing their assigned job duties, where they can grow or develop, and whether they have any performance problems. Performance appraisals are not considered to be discipline. Employees will be allowed to comment on the appraisal, sign the forms, and receive a copy. A copy will be placed in the employee's personnel file.

6.2. Code of Ethical Standards

In order to establish a code of ethical standards to govern the conduct of CWSD's officials and employees, CWSD will comply with the provisions of NRS 281A.400 and NRS 281.230.

6.3 Discipline

Disciplinary action, up to and including termination, may be taken against an employee for unsatisfactory performance or for misconduct including, but not limited to, the following:

1. Conduct unbecoming an employee in CWSD's service, or discourteous treatment of the public or a fellow employee, or any other act of omission or commission impacts negatively on the public's perception of the integrity or credibility of CWSD or erodes the public confidence in CWSD.
2. Falsification of or making a material omission on forms, records, or reports including applications, ~~time cards~~timecards, and CWSD's records.
3. Absence from work without permission, failure to report to a supervisor or manager when absent from ~~work, or work or~~ being habitually absent or tardy.
4. Unauthorized possession or removal or use of CWSD's property, including but not limited to monies, funds, records, keys, confidential information of any kind, or any other material.
5. Insubordination, refusing to follow directions, or other disrespectful conduct to a supervisor.
6. Sexual harassment or other illegal harassment of another employee member of the public, vendor, or anyone doing business with CWSD, or anyone present on premises owned or controlled by CWSD.
7. Actual or threatened physical violence including, but not limited to, intimidation, harassment, overt or subtle threats, harassment, stalking, or any form of coercion, except as may be required of a peace officer in the course of his/her duties.
8. Possession or inappropriate use of drugs and alcohol on CWSD's property, in CWSD's facilities, or while on duty.
9. Possession, bringing, or aiding others in bringing unauthorized firearms, weapons, hazardous biological material or chemicals, or other dangerous substances onto property owned or controlled by CWSD.

10. Violation of safety or health policies or ~~practices, or~~practices or engaging in conduct that creates a safety or health hazard to other employees, the public, vendors, or him/herself.
11. Dishonesty, including intentionally providing false information, intentionally falsifying records, or documents, or making false statements when applying for employment.
12. Willful or intentional violation of CWSD's policies, rules, regulations, and/or procedures.
13. Unsatisfactory work performance.

6.4 Forms of Disciplinary Action

Disciplinary action includes, but is not limited to, one or more of the following:

1. Verbal warning (document time, date, and subject)
2. Written reprimand
3. Suspension
4. Pay reduction
5. Demotion
6. Termination

Employees' signed copies of the above items 1-6 must be placed in employees' master personnel file, and a copy provided to employees.

*Note: Exempt employees are subject to the following rules regarding disciplinary pay deductions and unpaid suspensions:

- a) Pay deductions may only be made in cases of violations of safety rules of major significance, including those rules related to the prevention of serious danger in the workplace or to other employees. An example would be violating a rule that prohibits smoking around flammable material. Deductions can be made in any amount.
- b) Unpaid suspensions may be imposed for infractions of workplace conduct rules, such as rules prohibiting sexual harassment, workplace violence, drug, or alcohol use, or for violating state or federal laws. The suspension must be for serious misconduct, not for performance issues. Suspensions must be in full-day increments.
- c) Suspensions for performance issues must be made in full week increments and must be imposed pursuant to a written policy applicable to all employees.

6.5 Due Process

Prior to taking disciplinary action involving suspension, reduction in pay, demotion, or termination against any regular employee, CWSD will take action intended to ensure that the employee is afforded due process. Due process in regard to employment-related disciplinary action includes, among other actions, making certain the employee is provided notice of the reason for the disciplinary action and is given the opportunity to

provide a response to the proposed disciplinary action prior to an appropriate supervisor making a final decision regarding the disciplinary action.

6.6 Written Notice

In situations where the proposed disciplinary action involves a suspension, a reduction in pay, a demotion, and/or termination, written notice of the proposed disciplinary action will be hand-delivered or sent certified mail to the employee. The notice will include the following information:

1. The nature of the disciplinary action proposed.
2. The effective date of the proposed disciplinary action.
3. A statement of the proposed disciplinary action with documentation, statements, and/or other evidence supporting the proposed disciplinary action.
4. A statement advising the employee of his/her right to file a written response, or to submit a written request for a pre-disciplinary conference with the General Manager, within five (5) workdays of receipt of the notice of proposed disciplinary action; and
5. A statement that the employee's failure to file a written response or request a pre-disciplinary conference in a timely manner, or to appear at the pre-disciplinary conference after requesting such, will constitute a forfeiture of the employee's rights to any further appeal.

6.7 Employee Review

If the employee requests, s/he will be given the opportunity, as soon as practical, to review the documents or other evidence, if any (except for confidential and privileged documents), on which the proposed disciplinary action is based. If the employee requests, CWSD will provide a copy of the documents used to support the proposed disciplinary action, including names of witnesses.

6.7.1 Conference Prior to Implementation

When the employee requests a conference after receipt of the proposed disciplinary process, but prior to any disciplinary action being imposed, the General Manager will schedule a meeting with the employee and his/her representative (if the employee requests a representative be present) in a timely manner to review the reason for and basis of the proposed disciplinary action. At this conference, CWSD will also provide the employee with an opportunity to present relevant information which may impact the nature or severity of the proposed disciplinary action.

6.7.2 Implementation of Discipline

No later than five (5) workdays from receipt of the employee's written response or conclusion of the pre-disciplinary conference, the General Manager will issue a written decision to the affected employee. The written decision will inform the employee that:

- a. The proposed disciplinary action will be implemented; or

- b. The proposed disciplinary action will be modified, with an explanation;
or
- c. The proposed disciplinary action is rescinded, with an explanation.

6.7.3 Appeal

1. The affected employee may appeal the disciplinary action to the Administrative Committee by filing a written appeal with the General Manager within five (5) workdays of the effective date of the disciplinary action. The written appeal must state the basis of the appeal and contain a specific admission or denial of each of the material statements in the decision. If an employee fails to file a written appeal conforming to these requirements within the prescribed time limit, s/he is deemed to have waived the right to appeal.
2. After an employee has submitted a timely appeal to the General Manager, the Administrative Committee will set a date for a disciplinary appeal hearing. At such hearing, the employee will have the right to be represented by an attorney or other representative retained by the employee, to present evidence and argument in response to the disciplinary action, and to question and cross-examine adverse witnesses. The hearing may be conducted informally without conforming to the formal rules of evidence and such informality of the hearing process shall not invalidate the decision rendered. The Administrative Committee will issue to the parties a decision following such hearing within five (5) workdays. The decision of the Administrative Committee is final.

6.8 Administrative Leave During Disciplinary Proceeding

CWSD may place an employee on administrative leave, with or without pay, pending an investigation prior to or during a disciplinary proceeding, or during the review of the employee's response to a proposed disciplinary action. The employee will be notified, in writing, of the decision to place him/her on administrative leave. The notice will include a statement that the leave is not a disciplinary action. The employee placed on administrative leave without pay who is later reinstated with no disciplinary action will be reimbursed for any pay lost during the leave.

6.9 Employee Concerns

CWSD is committed to maintaining a positive and productive work environment. Employees who encounter work-related problems are encouraged to discuss the problems with their immediate supervisor or manager as soon as possible. If the problems are not solved to the employee's satisfaction at that level, the employee may file a written letter of concern with the Administrative Committee. The Administrative Committee will investigate the employee's concern and provide the employee with a response as soon as reasonably possible.

Efforts will be made to provide employees an opportunity to raise their concerns or problems in confidence and without fear of reprisal. CWSD will make every effort to investigate and settle an employee's problem on a fair and equitable basis.

6.10 Employee Separation

6.10.1 Resignation

6.10.1.1 Notice

Employees are requested to provide at least two weeks' notice, in writing, of their intent to resign their employment. At the sole discretion of CWSD, an employee may withdraw a resignation at any time prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute cause for denying re-employment with CWSD.

6.10.1.2 Return of CWSD Property

When resigning or being terminated, an employee must return all **CWSD** property including clothing, keys, credit cards, employee ID, tools, equipment, and other items of value prior to the last day of employment.

6.10.1.3 Job Abandonment

CWSD may consider employees who are absent from work without approved leave for a period of three consecutive workdays to have abandoned their position and, thus, to have resigned. CWSD is required to follow due process procedures for termination if the employee has completed their introductory period.

6.10.1.4 Final Paycheck

CWSD shall issue a paycheck by the next payday following the effective date of resignation if sufficient notice was given by the employee and may issue a paycheck sooner when the employee resigns in good standing. Whenever CWSD discharges an employee, the wages and compensation earned and unpaid at the time of such discharge shall become due and payable on the next regular payday.

6.10.2 Layoffs

CWSD may lay off employees because of lack of work, lack of funds, material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by CWSD.

An employee hired for a project of limited duration (e.g., grant funded) will not be afforded rights relative to layoff at the end of the funding period unless, at the time of hire, CWSD elected to grant layoff rights to the employee.

6.10.2.1 Alternatives to Layoff

Whenever a layoff is anticipated, CWSD will notify employees whose jobs may be affected by the situation and explain all available options to them. CWSD will make reasonable efforts to integrate affected employees into other available positions. CWSD may also utilize options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in class or pay.

6.10.2.2 Order of Layoffs

In deciding which employees shall be laid off and which retained, CWSD shall consider job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations while with CWSD; and efficiency of operations. Where two employees are equally qualified based on the application of these factors, CWSD shall retain the employee with the most time served since the current hire date. (The order of layoff among employees in the same class within a department will be as follows: employees serving an introductory period will be considered first, and then all other employees will be considered.)

6.10.2.3 Designation of Employees to be Laid Off

In the event of a layoff, the General Manager shall provide the Board of Directors with a list designating the class, position, and names of employees to be laid off.

6.10.2.4 Layoff Notice

Such written notice of the layoff shall either be delivered in person or mailed to the affected employees at least fourteen days prior to the expected date of layoff.

6.10.2.5 Reinstatement

Employees who have been laid off shall be placed on a reinstatement list. When a vacancy occurs in the same job class for which a reinstatement list exists, the General Manager shall fill the vacancy using the appropriate reinstatement list.

6.10.2.6 Reinstatement Process

The most recently laid-off employee on the applicable reinstatement list who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists shall be reinstated. The General Manager may select the most appropriately qualified employee based upon the same considerations described under Section 6.10.2.2., Order of Layoffs. An employee reinstated to a position in the same class and department as held prior to the layoff will not be required to serve an additional introductory period, provided the required introductory period had been served prior to layoff.

6.10.2.7 Duration of Reinstatement List

The names of employees laid off shall be maintained on a reinstatement list for one year from the date of layoff. Persons on this list who are hired in positions in the same or (should they apply for and be selected for a vacancy) higher class from which they were laid off shall, upon such hire, be removed from the reinstatement list. An employee who refuses reinstatement to the same position from which the layoff

occurred shall be removed from the reinstatement list. Persons reinstated to a position in a lower class from which they were laid off or called to work as a casual worker shall remain on the reinstatement list for the designated period of time the reinstatement list is active.

6.10.3 Related Forms

Employee Separation Checklist

6.11 Outside Employment

6.11.1 Policy

In order to maintain a work force that is fit and available to provide CWSD's services and carry out CWSD's functions, employees are prohibited from engaging in outside employment which conflicts with their employment.

6.11.2 Conflicting Employment

Outside employment is considered to conflict with CWSD's if it:

1. Interferes with the employee's ability to perform his/her assigned job duties.
2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
3. Is conducted during the employee's work hours.
4. Requires the services of other employees during their normally scheduled work hours.
5. Utilizes CWSD's telephones, computers, supplies, or any other resources, facilities, or equipment.
6. Is represented as an activity of CWSD or an activity endorsed / recommended by CWSD.
7. Takes advantage of the employee's employment with CWSD, except to the extent that the work with CWSD may demonstrate expertise or qualification to perform the outside work.
8. Requires the employee to schedule time off at specific times that could disrupt the operation of the department.
9. Is employment with a firm that has contracts or does business with CWSD. Exceptions have been identified in NRS 281.230.

6.11.3 Procedure

1. Each employee will determine whether s/he believes the proposed outside employment may conflict with his/her employment with CWSD.
2. An employee must notify his/her supervisor or manager of the outside employment if such outside employment may be reasonably perceived to be in conflict with his/her employment, or if the employee is unsure about a perceived conflict.

3. In order to determine if there is a conflict with the employee's duties, the supervisor or manager may request information, such as:
 - a) The outside employer's name.
 - b) Hours of proposed employment.
 - c) Job location; and
 - d) Duties to be performed. If the General Manager turns down the request, the employee may request and CWSD will grant a review by the Administrative Committee.
4. If there is a conflict with the employee's employment, the General Manager will inform the employee, in writing, that the outside employment is not allowed, and a copy placed in the employee's personnel file.
5. The General Manager will advise employee of conflicts or perceived conflicts caused by an employee's outside employment.
6. The employee must terminate the outside employment if s/he wishes to remain an employee of CWSD.
7. Employees who engage in outside employment which is prohibited by this policy are subject to discipline, up to and including termination.

7 DEFINITIONS OF TERMS

The terms used in these policies shall have the meanings defined below:

Administrative Committee: An on-going committee established by CWSD Board of Directors.

Administrative Leave: An authorized leave for administrative purposes which may be with or without pay, depending on the circumstances.

Adulterated Specimens: A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Anniversary Date: The date the employee is hired, appointed, promoted, reclassified, or reallocated (as defined below) upward. The anniversary date may be adjusted as specifically provided elsewhere in the personnel policies. (Note special provisions regarding military leave.)

Applicant: A person, including a current employee, who is applying for any position with CWSD. May also be referred to as the candidate.

Appointment: The offer of and acceptance by a person to a position in accordance with the provisions ~~of of these personnel policies~~this manual.

At-will: Status of employment wherein the person appointed may be terminated from employment at any time with or without cause. An employee in an at-will status has no property right nor a right to continued employment with CWSD and is not covered by the provisions of the discipline, layoff, or dispute resolution sections of these personnel policies.

Board of Directors: Refers to CWSD Board of Directors.

Casual Worker/Hire: An employee hired on an as-needed basis, either as a replacement for permanent employees who are out on short- and long-term absences or to meet CWSD's additional staffing needs during peak business periods.

Class Specification: A description of the essential characteristics of a job class, and the factors and conditions that make it unique from other classes, described in terms of duties, responsibilities, and qualifications.

Concern: Unresolved work-related problems identified by an employee or group of employees pertaining to these policies. Concerns may not be related to a disciplinary action.

Contraband: Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conflicting Employment: Outside employment that interferes with the employee's ability to perform his/her assigned job.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

Date of Hire/Hire Date: The actual date an employee first renders paid service in a regular position.

Day: Calendar days unless workdays are specified.

Demotion: Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action.

Diluted Specimens: Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. The HHS has determined that specimens with creatinine levels greater than or equal to 2.0 mg/dL and have a specific gravity greater than 1.0010 but less than 1.0030 are dilute. Individuals with creatinine levels greater than or equal to 2.0 mg/dL but less than 5.0 mg/dL are required to be retested under direct observation.

Disability-Related Inquiry: A question (or series of questions) that is likely to elicit information about a disability.

Discharge: Termination, separation, dismissal, or removal from employment for cause.

Disciplinary Action: An action including, but not limited to, a written reprimand, a suspension, a demotion, or a discharge from employment for reasons which relate to the recipient's employment or conduct, and which has been or may be imposed on an employee by the General Manager or by the Board of Directors. Verbal warnings, counseling, written statements of performance expectations, including related notes and performance appraisals, are not considered disciplinary actions, although any of these may be considered subsequently in determining whether to take any disciplinary action and in determining the type and extent of disciplinary action to be taken.

Discrimination: Employment decisions or actions inappropriately based on such factors as the applicant's or employee's race, color, religion, age, sex, sexual orientation, national origin, disability, or union activity.

Domestic Partner: Persons who are registered as domestic partners with the State of Nevada per Senate Bill 283 of the 2009 Nevada Legislature.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

Employee: A person employed in a budgeted position on a full or part-time basis.

Regular Full-time Employee: A person who has successfully completed an introductory period in a budgeted position with a normally scheduled work week of forty (40) hours.

Regular Part-time Employee: A person who has successfully completed an introductory period in a budgeted position which requires at least twenty (20) hours per week but less than full-time employment.

Part-time Hourly Employee: An employee who is a non-regular employee who normally works less than 1,000 hours in a year and is not eligible for any benefits.

Exempt Employee: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the method of pay computation.)

Non-exempt Employee: An employee who is subject to the overtime provisions of the Fair Labor Standards Act.

CWSD Premises: All CWSD property and facilities, the surrounding grounds and parking lots, leased space, offices, desks, cabinets, closets, etc.

Essential Function: A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. (Marginal functions associated with any job should not be considered essential functions.)

Illegal Drugs: Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Introductory Period: A trial or working test period which is an integral part of the examination and selection process during which an employee serves in an at-will status and is required to demonstrate fitness for the position for which s/he was hired by actually performing the duties of the position.

Invalid Specimens: An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

Layoff: A separation from CWSD's service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

Leave Without Pay: Authorized leave in a non-paid status.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Medical Examination: A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health. (See Section 2.6.3. of these policies for a more complete description.)

Personnel Action: Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

Position: A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved **CWSD** budget or established by formal action of the Board of Directors.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Promotion: The movement of an employee from one class to another class having a higher maximum base rate of pay, usually as a result of some type of examination.

Rate of Pay: An employee's salary as shown in CWSD's compensation plan.

Reclassification: The change of a position to a different job class which results from changes in duties and responsibilities.

Reduction in Pay: Disciplinary action by CWSD moving an employee to a lower pay level in the same class and same pay grade.

Reinstatement: The restoration of a laid-off employee or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee.

Reinstatement List: A list of names of persons who have been laid off and are available for reinstatement (rehire without examination).

Reporting Officer: The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training for the CWSD and assure appropriate notices are posted.

Reprimand: A written notice to an employee which states specific improvements in behavior and/or performance which must be made and declares that further disciplinary action will follow if the required improvements are not made. (A performance review is not considered a reprimand.)

Resignation: A written notice by an employee for separation from CWSD's service.

Salary Range: The minimum and maximum salary set for each position as designated by the Classification and Compensation Plan.

Seasonal Employee: See Casual Worker.

Spouse: A husband or wife as defined or recognized under State law for purposes of marriage.

Step: A specific rate of pay within the salary range established for a class. (Also see Rate of Pay.)

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Substituted Specimens: Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine. The HHS has determined that specimens with creatinine levels of less than 2.0 mg/dL are substituted.

Suspension: The temporary separation from service without pay of an employee for disciplinary reasons or pending investigation of an employee's conduct.

Temporary Employee: See Casual Worker.

Transfer: A lateral change of an employee from one position to another position in the same class or to a different class in the same salary range.

Transitional Duty: A temporary assignment of an employee who is unable to perform the essential functions of their job but has been cleared by a medical provider to perform other assignments for CWSD.

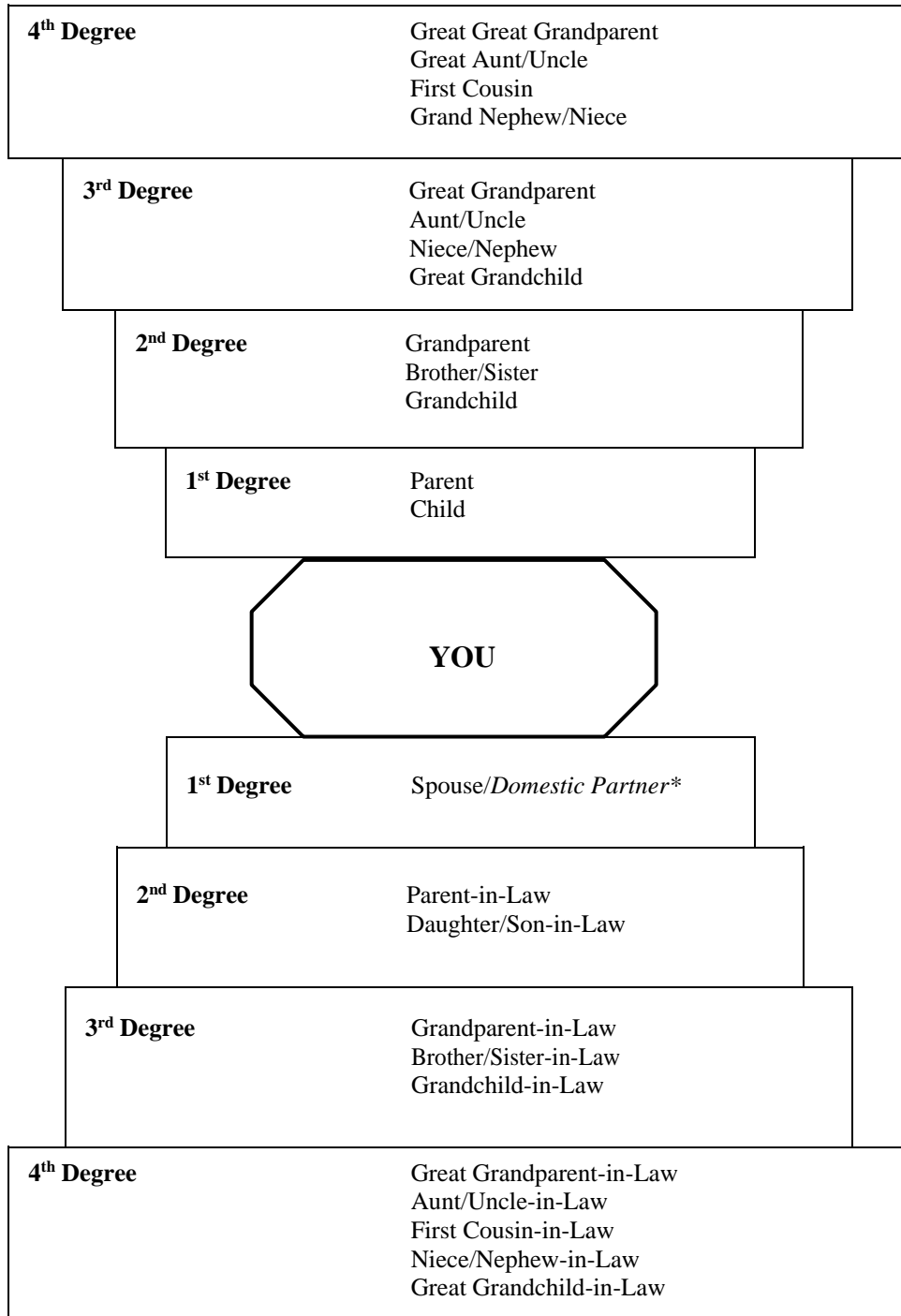
Volunteer: An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An individual is not considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

Warning: Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior. (Notes may be made regarding a warning for the use of the supervisor. When such notes do not become a part of the employee's file, warnings are not reprimands and, therefore, are not discipline.)

APPENDIX A

CONSANGUINITY / AFFINITY CHART

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Note: Step relationships (stepbrother, step-father, etc.) are considered to be the same as blood relationships.

*Registered Domestic Partnership with the Nevada Secretary of State.

AGENDA ITEM #11

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item #11 – For Possible Action: Approval of changes to CWSD Policies (1) Criteria for Selecting Board Officers and rotation of officers, (2) Criteria for Budget Expenditures, (3) Criteria for Selecting Committee Members, (4) Cost of Living Adjustment Policy, (5) Debt Management Policy Compliance with NRS 350.013, and (6) Director Meeting Compensation Policy

DISCUSSION: On August 30, 2021, the CWSD Administrative Committee met, discussed, and recommended that CWSD modify several CWSD policies (see draft committee notes with Item # 9). The changes to the policies are as follows:

- Criteria for Selecting Board Officers and rotation of officers – the change was to include Storey County.
- Criteria for Budget Expenditures – the change was to add some clarifying language.
- For Selecting Committee Members – the change is to keep the same committee members for a two-year period instead of changing every year.
- Cost of Living Adjustment – this is a new policy to establish how the cost of living would be calculated.
- Debt Management Policy Compliance with NRS 350.013 – the change is to correct the NRS citation number and modify the policy, so it follows the NRS format.
- Director Meeting Compensation - the change is the directors will be compensated for meetings they attend in-person, virtually, or by telephone.

Attached are the proposed policy changes.

STAFF RECOMMENDATION: Approve changes to the policies as presented.

CARSON WATER SUBCONSERVANCY DISTRICT CRITERIA FOR SELECTING BOARD OFFICERS

(Revised ~~September 2021~~ October 18, 2017)

Policy:

This policy is designed to create criteria for the various components as to who, when, and how the officer rotation would occur for election of officers of the Carson Water Subconservancy District (CWSD) Board of Directors.

Purpose and Objective:

The purpose of the policy is to establish a rotation of the officers of CWSD among the various counties in the Carson River Watershed. The officers considered under this policy are Chair, Vice Chair, Treasurer, and Secretary.

General Procedures, Guidelines, and Responsibilities:

The criteria to serve as a Board officer are:

- No county will hold more than one officer position at a time.
- Elections will be held every odd year and officers will serve for a two-year period.
- The Chair, Vice Chair, and Treasurer will rotate every two years with the recommendation that the officers will not serve in the same position for more than one consecutive term.
- The Chair, Vice Chair, and Treasurer positions will be rotated through Nevada counties, in the order of Churchill County, Douglas County, Carson City, ~~and~~ Lyon County, and Storey County. The Vice Chair will take over the Chairmanship, if voted in.
- The Treasurer will serve on the Finance Committee.
- The Chair, Vice Chair, and Treasurer must be voting Board members.
- The Chair, Vice Chair, and Treasurer must be members of the CWSD Board for two or more years.
- The Secretary could be either a Board member or staff, and the position is not currently considered in the rotation schedule.

Before the January Board meeting the Administrative Committee will review the slate of current and/or eligible officers for the coming calendar year. If there is a proposed change to the officer slate, the Administrative Committee will make a recommendation to the Board at the January Board meeting. At the January Board Meeting, the Board will vote for the proposed officers. If a proposed officer does not receive a majority vote, the position will then be offered to the other member(s) in the same county. If the other member(s) do not wish to serve or do not meet the criteria set above, then the position will be offered to the next county in the rotation.

If an officer cannot fulfill his/her term, another Board member in that county will assume the position if he/she meets the criteria. If no one in the given county is able to meet the criteria, the position will then be filled by the next county in the rotation.

CWSD staff will update and maintain the rotation list as follows (assuming a qualified candidate is available in each of the counties involved):

Election cycle #1:

- Chair - Churchill County
- Vice Chair - Douglas County
- Treasurer - Carson City

Election cycle #2:

- Chair - Douglas County
- Vice Chair - Carson City
- Treasurer - Lyon County

Election cycle #3:

- Chair - Carson City
- Vice Chair - Lyon County
- Treasurer - ~~Storey~~Churchill County

Election cycle #4:

- Chair - Lyon County
- Vice Chair - ~~Storey~~Churchill County
- Treasurer - ~~Churchill~~Douglas County

Election cycle #5:

- Chair - Storey County
- Vice Chair - ~~Churchill~~Douglas County
- Treasurer - ~~Douglas~~Churchill County

Repeat election cycles #1-~~5~~4.

Douglas County follows Churchill County

Carson City follows Douglas County

Lyon County follows Carson City

~~Storey~~Churchill County follows Lyon County

Churchill County follows Storey County

CARSON WATER SUBCONSERVANCY (CWSD) CRITERIA FOR BUDGET EXPENDITURES

(As of 8/20/14)
(Revised September 2021-8/16/17)

Policy:

This policy is designed to create criteria for the General Manager's authorization to approve expenditures during a given fiscal year based on the approved budget by the CWSD Board of Directors.

Purpose and Objective:

The purpose of this policy is to establish a common understanding of the authority of the General Manager to approve expenditures during a given fiscal year based on the approved budget established by the CWSD Board of Directors and to clarify what expenditures require additional authorization by the CWSD Board of Directors.

General Procedures, Guidelines, and Responsibilities:

The criteria below set guidelines on the General Manager's authorizations to approve CWSD expenditures:

- Each year the CWSD Board of Directors reviews and approves expenditures for a given fiscal year.
- Based on the approved budget, the General Manager is authorized to approve expenditures for the given accounts.
- If the expenditure exceeds the approved budget amount by \$10,000 in any given account, the General Manager must receive approval from CWSD Board of Directors to pay the expenditure.
- Any proposed expenditure not included in the authorized budget requires approval by the CWSD Board of Directors.
- Any expenditure, except any routine cost to CWSD, that is associated with the Outside Professional Services account requires approval by the CWSD Board of Directors.
- All transactions and financials must be presented to the Board every month for their review and approval.

Exception to the policy -

- The General Manager is authorized to approve expenditures greater than the approved budget amount if the account is associated with a pass-through grant as long as the total expenditures do not exceed the total grant amount.
- The Board reserves the right to remove any expenditure from this guideline and deal with the same as it deems appropriate under the circumstances.

CARSON WATER SUBCONSERVANCY DISTRICT POLICY FOR SELECTING COMMITTEE MEMBERS

(Revised ~~September 2021-10/18-17~~)

Policy Purpose and Objective:

The purpose of this policy is to establish a process of selecting individuals to serve on Carson Water Subconservancy District Committees. The objective of the committees is to review information and make recommendations to the full CWSD Board.

General Procedures and Guidelines:

Currently, CWSD has four committees:

1. **Administrative Committee** - This committee deals with personnel issues, contracts, policies, and other administrative issues.
2. **Finance Committee** - This committee reviews proposed budget and budget augmentations, funding requests, and requests for potential water rights purchases. The Treasurer serves on this committee.
3. **Legislative Committee** - This committee reviews proposed legislation. (NOTE: This committee does not have an Alpine County representative because it is primarily dealing with Nevada legislation. However, Alpine County representatives are encouraged to bring any California or federal issues to the attention of the General Manager/Board.)
4. **Regional Water System & Flood Committee** - This committee focuses on the regional programs, recharge projects, future construction, water quality, and flood projects and studies.

The committees will be set every odd calendar year at the January CWSD Board meeting ~~each year~~. To ensure a broad perspective, CWSD will include a representative from each county on each committee. If a committee member is not available to attend a committee meeting, the General Manager or his designee may select an alternate Board member to attend the meeting in their place. Staff will strive to set up meetings based on the availability of the majority of the committee members.

Committee Selection:

In November or December of the even calendar year, CWSD staff will contact each county representative to ask on which committees they would like to serve. A list of committee preferences will be brought forward to the Administrative Committee who will review the list and make recommendations to the full board. If two representatives from one county wish to serve on the same committee, the Administrative Committee will weigh the assets each brings to their committee of choice and their availability to attend the meetings and chose one representative to recommend serving on that committee. The recommendation will be brought to the full board at the January Board meeting.

CARSON WATER SUBCONSERVANCY DISTRICT
COST OF LIVING ADJUSTMENT
(Effective September 2021)

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.
(CUURO4005AD)

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

CARSON WATER SUBCONSERVANCY DISTRICT
DEBT MANAGEMENT POLICY
COMPLIANCE WITH NRS 350.013
(Revised September 2021)

Debt Management Policy

The Carson Water Subconservancy District (CWSD) Debt Management Policy related to the debt management policies and practices in accordance with NRS 350.013.

Except as otherwise provided by law, on or before August 1 of each year, CWSD shall submit to the Department of Taxation if there is a proposal to submit any general or special obligation debt. If CWSD anticipates any debt, CWSD will follow the specific requirements as listed below:

1. Discuss the ability to afford existing general obligation debt, authorize future general obligation debt and proposed future general obligation debt. CWSD has the ability to levy an ad valorem debt tax rate. The actual ad valorem rate levied will be .03 per \$100.00 of assessed value, which is the current maximum allowed ad valorem rate.
2. Discuss the capacity to incur authorized and proposed future general obligation debt without exceeding the applicable debt limit.
3. Discuss the general obligation debt that is payable from property taxes per capita as compared with the average for such debt of municipalities in this state.
4. Discuss the general obligation debt that is payable from property taxes as a percentage of assessed value of all taxable property within the boundaries of the municipality.
5. Discuss the policy statement regarding the manner in which the district expects to sell its debt, authorized future general obligation debt, and proposed future general obligation debt.
6. Discuss the sources of money projected to be available to pay existing general obligation debt, authorized future general obligation debt, and proposed future general obligation debt.
7. Discuss the operational costs and revenue sources, for the ensuing five fiscal years, associated with each project included in its plan for capital improvement submitted pursuant to paragraph (d) if those costs and revenues are expected to affect the property tax rate.

CARSON WATER SUBCONSERVANCY DISTRICT
DIRECTOR MEETING COMPENSATION
POLICY AND PROCEDURE
(Revised September 2021-4-21-21)

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 ~~attends~~ physically or virtually 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 be compensated for attending a meeting via in-person, video or phone conference.

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 James

DATE: September 15, 2021

SUBJECT: Agenda Item #12 – For Possible Action: Authorize staff to develop a Regional Water Resource Plan for the Carson River Watershed

DISCUSSION: CWSD recently received notice that we were not selected for USBR funding to conduct a regional water resource plan for the entire Carson River Watershed.

On August 30, 2021, the CWSD Administrative Committee met, discussed, and recommended that CWSD still pursue the development of a Regional Water Resource Plan (see draft committee notes with Item #9). Staff was asked to prepare a proposed draft budget.

The budget is based on utilizing and updating some of the existing models developed by the USGS for the Upper and Middle Carson River (see attached proposal), utilizing the data being developed by the USGS on the Carson Valley groundwater study, using Carson City's update water master plan, using corrected groundwater pumping data and surface water diversion records, and developing future water demands.

The study will evaluate the sustainable surface and groundwater supplies throughout the watershed. This will include the interaction of groundwater and surface water, evaluate the future water demands, and identify potential water shortfalls throughout the watershed. The study will then incorporate various climate change scenarios that have been developed by the USGS to see how climate change could impact the water supply and distribution.

Part of the study would include hiring a consulting firm to help gather the future growth, demands, and supplies for all the water purveyors in the watershed. The consultant would also develop and prepare the final plan. We hope the plan will also meet the water plan requirement by the State of Nevada for all the water purveyors. Below is the draft budget by year.

Fiscal Year	2021-22	2022-23	2023-24	2024-25
USGS	\$27,800	\$49,900	\$22,300	\$ 0
Consultant	\$ 0	\$15,000	\$70,000	\$25,000

The consultant will not need to be hired until the USGS results are available.

STAFF RECOMMENDATION: Authorize staff to develop a Regional Water Resource Plan for the Carson River Watershed.

Concept proposal to evaluate water use patterns contributing to trends in Carson River streamflow and effects of climate change and future growth on flow deliveries to Lahontan Reservoir

Nora Nelson
Kip K. Allander
Eric Morway
3/31/2021

U.S. Geological Survey
Nevada Water Science Center

Background and Problem – Population growth within the middle and upper Carson River basins (figure 1) is expected to continue at a slow to moderate rate into the future, resulting in continued changes in water use patterns throughout the basin. The Carson Valley (upper Carson River basin) is planning for a managed growth rate of 2 percent per year or less with minimal conversion of agricultural water use to municipal supply (Douglas County, 2012). In the middle Carson River basin, Carson City has secured enough water to meet their future growth. Dayton, Stagecoach, and Silver Springs areas have adequate groundwater supplies to meet their current water demands. However, there are questions regarding how much groundwater can be pumped to meet future growth without impacting surface flows in the Carson River, and how surface water supplies will be impacted by climate change.

Increased or altered water use patterns in the Carson River basin are expected to have some impact on streamflow deliveries to Lahontan Reservoir, the storage reservoir that supplies the Newlands Irrigation project; however, further investigation is needed to better understand the potential impacts of alternative water management scenarios. There is a concern that changes in upstream water use could reduce the quantity of water delivered to the reservoir compared to historic amounts. Moreover, change in upstream water use patterns may affect diversions from the Truckee River, owing to the physical and administrative connections that exist through the Truckee Canal linking the river systems, where increased diversions from the Truckee River may be required to maintain Lahontan Reservoir storage. Modifications in runoff and supply characteristics of the Carson River due to climate change further confound the ability to forecast impacts of changes in water use.

Additionally, it appears there are different trends in streamflow depletion along the Carson River between the upper and middle basins (James, 2021). Differencing long-term inflow and outflow streamflow records for the upper Carson River basin indicates an increasing streamflow depletion trend (figure 2a), whereas differencing long-term records of inflow and outflow for the middle Carson River basin suggest a decreasing stream depletion trend (figure 2b).

The U.S. Geological Survey (USGS) has developed a suite of tools for evaluating water management strategies and complex interactions and relations within the water cycle for the upper and middle Carson River basins. A numerical model of the upper Carson River basin simulates groundwater, streamflow, and the complex distribution of irrigation water according to the Alpine Decree for the Carson Valley and is nearing publication in a peer-reviewed scientific

journal (Kitlasten and others, in review). Although Kitlasten and others (in review) explain the Alpine Decree, only a brief summary is provided describing how it is implemented in the model, and more complete documentation is needed. The middle Carson River basin model simulates groundwater, streamflow, and Lahontan Reservoir levels and storage. Diversions within the middle Carson River model are specified and are based on historic irrigation water use for the middle Carson River basin from Eagle Valley (Carson City) to Churchill Valley (Silver Springs) (figure 1; Morway and others, in review). Demands on, and sources for, the Carson City water supply have changed significantly since the development of the middle Carson River basin Model, and therefore, the model needs to be updated.

Additionally, the USGS is currently updating and modifying the upper Carson River basin model to evaluate the potential impacts of various water management scenarios on Carson Valley groundwater levels and outflow of Carson River water to Carson City. The study will utilize scenarios similar to those presented by Yager and others (2012) but with more constrained growth rates.

Objective – The objectives of this study are to update the middle Carson River basin model and expand the scope of the current Carson Valley (upper Carson River basin) study to better understand water use patterns that are contributing to 1) increasing depletion trends in the upper Carson River basin and 2) decreasing depletion trends in the lower Carson River basin. Additional objectives include 3) extending the analysis of water management options currently planned for the upper Carson River basin through the middle Carson River basin, 4) evaluating the compounding impacts of climate change on those water management scenarios, and 5) further verifying and documenting how the Alpine Decree is represented and implemented in the middle and upper Carson River basin models.

Approach – To address these project objectives, a 3-year project is being proposed that includes 9 primary tasks:

Task 1: Develop and estimate agricultural diversion and pumping datasets for the middle Carson River basin and for as much of the upper Carson River basin as possible.

The Carson Water Subconservancy District (CWSD) will compile, and quality assure agricultural diversion and groundwater pumping datasets based on records from the Federal Water Master, Nevada Division of Water Resources (NDWR), and from interviews with farmers, ranchers, and other historic water users. The CWSD will also compile data for water importation to Carson Valley from Tahoe General Improvement Districts. This task is being provided as in-kind service to provide necessary and consistent data that will be used to update the middle and upper Carson River basin models. The pumping dataset will be quality assured and verified by NDWR to ensure accuracy of the record.

Task 2: Evaluate and document trends in stream depletion for the upper and middle Carson River basins.

The CWSD will perform this task as in-kind service to provide the depletion trends data and analysis documentation needed to evaluate the models. This information will be provided as spreadsheets with documentation sufficient to describe how the analysis was done. The material

will be evaluated for citation suitability. If determined necessary, USGS may reproduce the analysis for publication.

Task 3: Update the middle Carson River basin model to simulate period 1980 – 2020.

The USGS will update the middle Carson River basin model (Morway and others, in review) to extend simulation periods to match the upper Carson River basin model (1980 – 2020). This will require updating the inflow of Carson River at Carson City (USGS Gage 10311000), pumping, and diversions for the period of simulation. It is beyond the scope of this proposal to recalibrate the middle basin model. As such, the model will be used as is and any resulting limitations will be documented.

Task 4: Evaluate influence of climate change on Carson Valley Scenarios.

In addition to the various management scenarios being planned for the upper Carson River basin model, the USGS will apply climate projection scenarios developed by the Water for the Seasons project (Kitlsten and others, in review) for the East and West Fork Carson River inflows (USGS Gages 10309000 and 10310000, respectively). The USGS will evaluate the changes in groundwater levels and outflow at Carson River at Carson gage (USGS Gage 10311000) resulting from the climate projection scenarios, which include temperature increase increments from 1°C to 5°C.

Task 5: Evaluate impacts of Carson Valley water management scenarios and climate change on flow deliveries to Lahontan Reservoir.

The USGS will run the Task 4 scenario results from the upper Carson River basin model through the middle Carson River basin model to predict changes in inflow to and storage in Lahontan Reservoir.

Task 6: Evaluate water use patterns in the upper Carson River basin that are contributing to observed streamflow depletion trends.

The impact of groundwater development on long-term streamflow trends in the Carson River in the upper Carson River basin will be evaluated by the USGS by comparing the calibrated model with groundwater pumping to the calibrated model without pumping. Consumptive use irrigation efficiency variables will be adjusted to evaluate increasingly efficient agricultural operations as a potential explanation of the trends. Imported water to the upper basin will be included in this analysis to ensure potential trends are not related to, or influenced by, the water imports.

Task 7: Evaluate water use patterns in the middle Carson River basin that are contributing to observed increasing streamflow trends and estimate the increase in municipal water use that could be sustained without decreasing streamflow delivered to Lahontan reservoir from historic rates.

After verifying that observed depletion trends for the middle Carson River basin can be reproduced in the model, municipal use represented by 40-40-20 pumping along the river will be increased in the updated USGS model until no trend in stream depletion is apparent.

Task 8: Evaluate and document how the Alpine Decree is implemented within the upper and middle Carson River basin models.

The USGS will document how rules governing surface-water rights, as adjudicated in the Alpine Decree, were implemented in the upper Carson River basin model. Diversions implemented in the middle Carson River basin model will be compared to updated diversion datasets provided by CWSD. Simulated canal diversions for the upper and middle Carson River basin models will be extracted and published as described in Task 9, including those not monitored by Federal Water Master.

Task 9: Publication and progress updates.

The final results of this study will be published as a peer-reviewed USGS Scientific Investigations Report (SIR) and will be made available to the public through the USGS Publication Warehouse (<https://pubs.er.usgs.gov/>). The updated model and scenario models will also be available to the public through a published model archive. Selected datasets, such as simulated diversions, may also be published as a USGS data release. Written progress updates will be provided quarterly to CWSD and presentations summarizing progress will be given annually to stakeholders.

Budget – The estimated total cost for this project is \$200,000 which includes \$100,000 of direct funding from CWSD, \$30,000 of in-kind services from CWSD, and \$70,000 of USGS cooperative matching funds. This estimate is subject to change based on availability of USGS cooperative matching funds. Work on this project would begin around the beginning of Federal Fiscal Year 2022 (October 2021).

Table 1. Cost breakdown for project by Fiscal year and funding source.

Cost Category	FY22	FY23	FY24	Total
Labor	\$47,300	\$83,100	\$27,500	\$157,900
Travel	\$0	\$1,700	\$0	\$1,700
Report Processing	\$0	\$0	\$10,400	\$10,400
CWSD In-Kind Services	\$8,400	\$15,000	\$6,600	\$30,000
Total	\$55,700	\$99,800	\$44,500	\$200,000
CWSD Funding (50%)	\$27,800	\$49,900	\$22,300	\$100,000
CWSD In-Kind Services (15%)	\$8,400	\$15,000	\$6,600	\$30,000
USGS Cooperative Water Funds (35%)	\$19,500	\$34,900	\$15,600	\$70,000

References

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- Kitlasten, W., Morway, E.D., Niswonger, M.G., Gardner, M., White, J.T., Triana, E., Selkowitz, D., In Review, Integrated Hydrology and Operations Modeling to Evaluate Climate Change Impacts in an Agricultural Valley Irrigated with Snowmelt Runoff, Submitted to Water Resources Research p. x - y.
- Morway, E.D., Buto, S.G., Niswonger, R.G., and Huntington, J.L., In Review, Assessing Potential Effects of Changes in Water Use in the Middle Carson River Basin with a Numerical Groundwater-Flow Model for Eagle, Dayton, and Churchill Valleys, West-Central, Nevada: U.S. Geological Survey Scientific Investigations Report 202X-XXXX, xxx p.
- Yager, R.M., Maurer, D.K., and Mayers, C.J., 2012, Assessing Potential Effects of Changes in Water Use with a Numerical Groundwater-Flow Model of Carson Valley, Douglas County, Nevada, and Alpine County, California: U.S. Geological Survey Scientific Investigations Report 2012-5262, 84 p. <https://pubs.er.usgs.gov/publication/sir20125262>

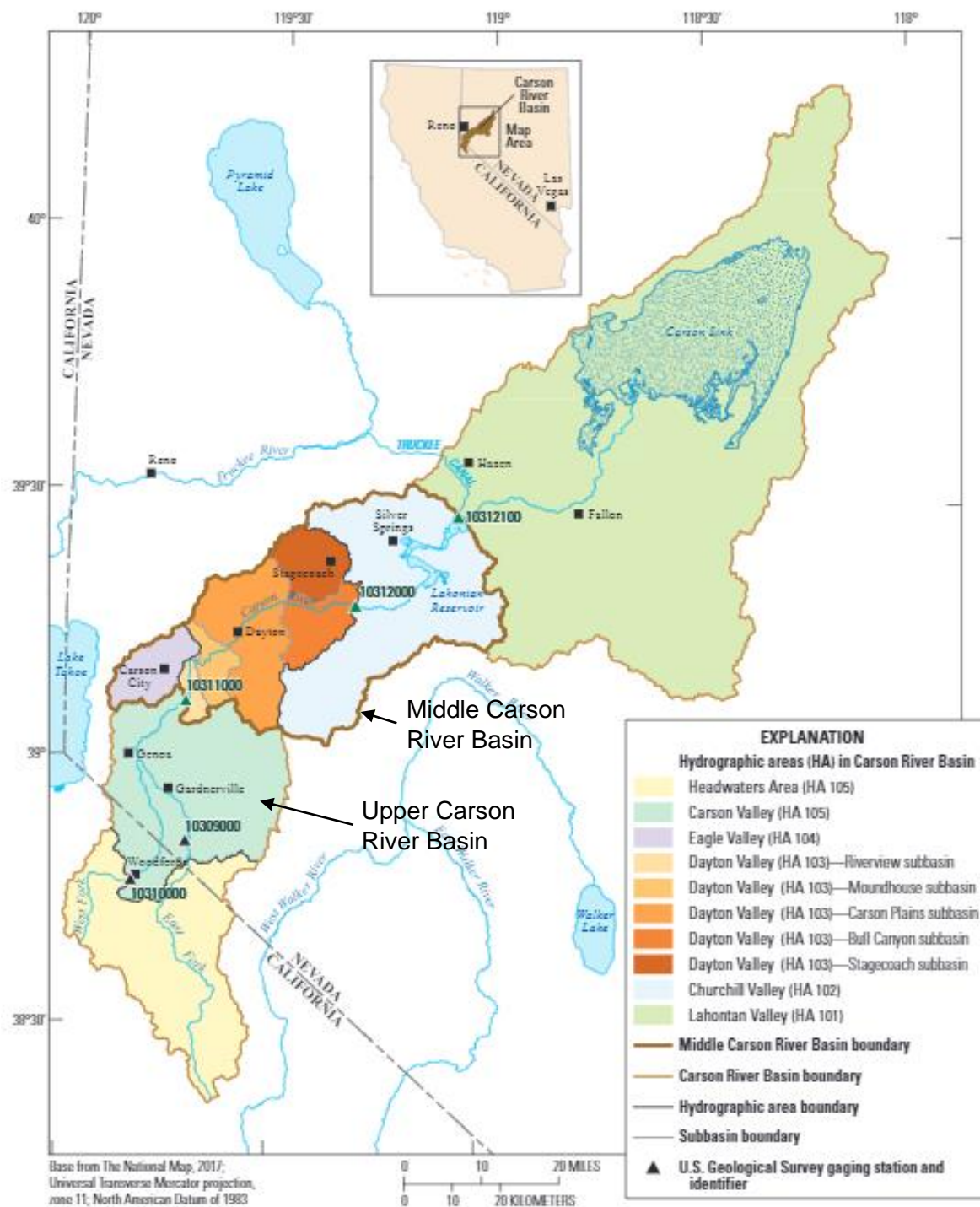
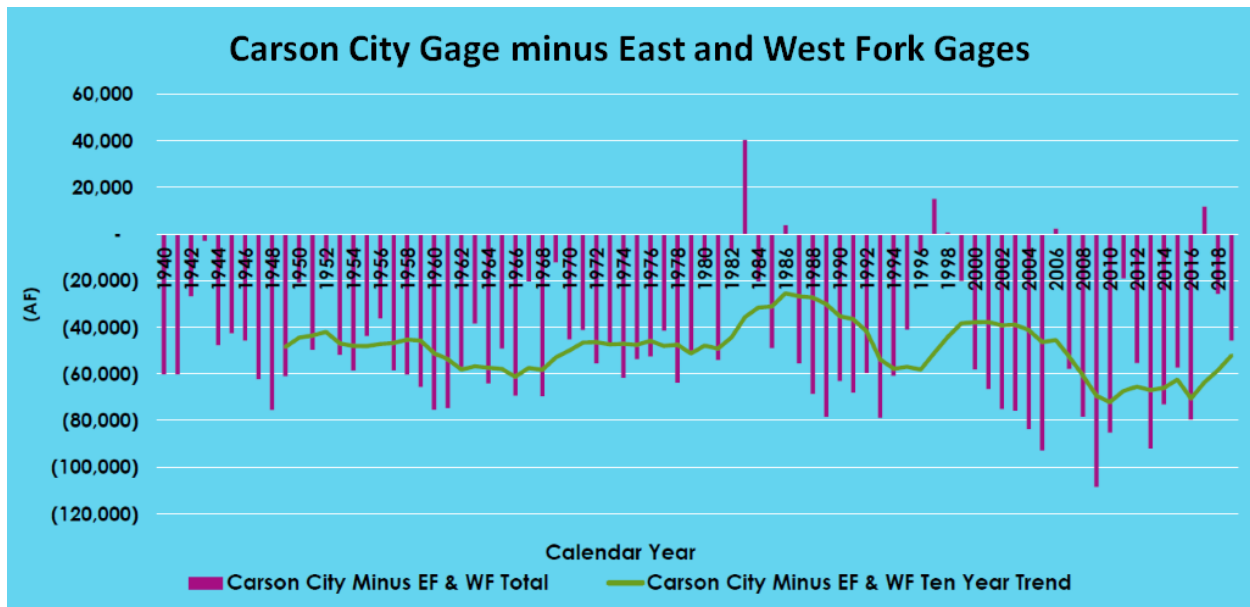


Figure 1. Location and extent of the larger Carson River Basin showing the relative locations of the Upper Carson River Basin (Carson Valley) and Middle Carson River Basin (Carson City, Dayton Valley, and Churchill Valley), Nevada from Morway and others (in review).

A



B

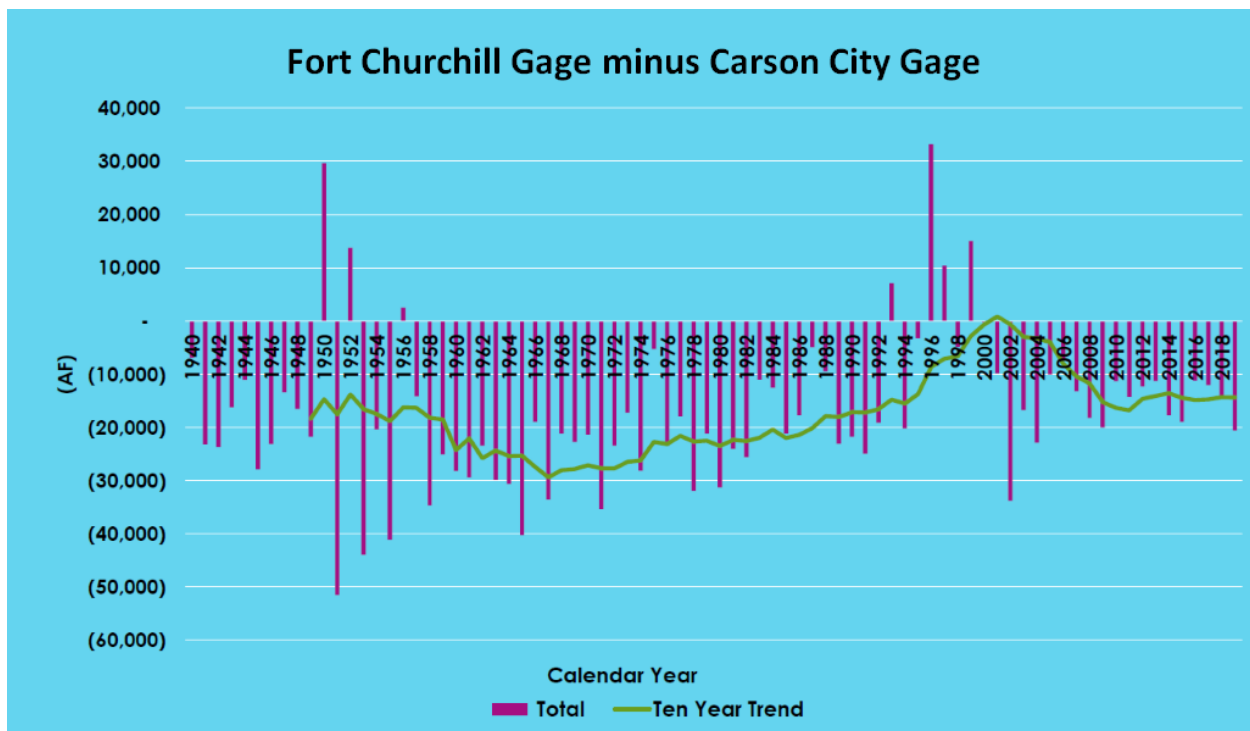


Figure 2. Figures from James (2021) showing trends in stream depletion for the (A) upper Carson River basin, and (B) middle Carson River basin.

AGENDA ITEM #13

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item #13 – For Possible Action: Authorize the Chairman to sign the letter to the Nevada Joint Special Committee to Conduct a Study Concerning Innovation Zones regarding CWSD Regional Water Resource Plan for the Carson River Watershed

DISCUSSION: The Nevada legislators have set up a special committee to study the Innovation Zones and develop proposed legislation. The only current proposed Innovation Zone would be located in Storey County. The Innovation Zone would set up its own government separate from Storey County. Storey County has several concerns with this proposal. CWSD staff's main concern is where the developer proposes to get the water needed for the Innovation Zone. The developer has purchased water rights near Gerlach in northern Nevada but has no practical way of getting the water down to the proposed development. There has been rumors that the developer maybe looking for water resources in the Carson River Watershed.

Attached is a letter to the legislative committee making them aware of CWSD concern regarding the water resources for the Innovation Zone and if the developer is looking for water from the Carson River Watershed we need to know where and the amount so we can include this data into the Regional Water Resource Plan for the Carson River Watershed.

STAFF RECOMMENDATION: Authorize the Chairman to sign the letter.



September 15, 2021

Joint Special Committee to Conduct a Study Concerning Innovation Zones
Assemblywoman Teresa Benitez-Thompson, Chairperson
Legislative Counsel Bureau
Attn: Angela Hartzler, Legal Division
401 S. Carson St
Carson City NV 89701

RE: Proposed Storey County Innovation Zone Project

Dear Assemblywoman Benitez-Thompson,

The Carson Water Subconservancy District (CWSD) is a multi-county, bi-state agency dedicated to establishing a balance between the needs of the communities within the Carson River Watershed and the function of the river system. Over the next three years, CWSD will be developing a regional water resource plan for the entire Carson River Watershed. During this period, CWSD will be working with the state, local counties, water purveyors, and all other users to understand their current and future water demands and supplies. CWSD will also be evaluating how climate change could impact the water supply picture. To develop this plan CWSD will need to know all the water demands being placed on the Carson River Watershed.

In relation to the Innovation Zone project proposed in Storey County, CWSD has concerns about the proposed water needs for this project and the possibility that the developers may be looking toward the Carson River Watershed for water supply. It is important to realize that the Carson River is fully allocated and all the groundwater basins in the watershed are over allocated. Any water taken from the Carson River Watershed will have to be transferred from an existing use.

CWSD implores the committee to carefully consider water resource needs when reviewing the proposed legislation for Innovation Zones. We ask you to address these important questions:

Where will Innovation Zones acquire water resources? How will taking water for Innovation Zones affect other water rights users?

CWSD requests that the legislative subcommittee please keep us informed of any proposal to transfer water resources from the Carson River Watershed for the Innovation Zones in Storey County. Please let us know if your committee would be interested in a presentation regarding the overall water situation in the Carson River Watershed.

If you have any questions, please contact our General Manager, Edwin James at 775-887-7456.

Thank you for your time.

R. Stacey Giomi, Chairman
Board of Directors
Carson Water Subconservancy District
RSG:cat

AGENDA ITEM #%

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item #14 – For Possible Action: Update on the USACE determination that the Carson River is a navigable water of the United States pursuant to the Rivers and Harbors Act

DISCUSSION: CWSD attorney and staff will give an update on the USACE determination of the navigability of the Carson River and its possible impact on water users.

Staff is working with the USACE and Nevada State Lands to set up a workshop in October to discuss the various permit requirements on the Carson River and see how we can develop a streamline process.

STAFF RECOMMENDATION: Provide direction.

AGENDA ITEM #15

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item #15 – For Possible Action: Approval of the new salary ranges for the CWSD staff

DISCUSSION: On August 30, 2021, the CWSD Administrative Committee met, discussed, and recommended that CWSD approve the new salary ranges for the CWSD staff (see draft committee notes with Item #9). Attached is the salary comparison and the proposed new salary ranges. The reset of all the employee's salary ranges has no impact on CWSD budget. The committee believes it is important to recognize the current employees. There was a discussion of giving the employees step increases or the cost-of-living adjustment in January 2022. Doing the adjustment January will avoid negatively impacting CWSD current grants.

STAFF RECOMMENDATION: Approve the new salary ranges for CWSD staff and adjust the salaries in January 2022.

Job comparisons

Pay Scale Comparison

General Manager – Current Pay Scale: \$ 105,844 to \$ 149,304

Carson City:

Public Works Director – All Directors are at the same pay scale \$104,520 – \$167,232

Deputy Public Work Director \$ 95,018 – \$152,030

Administrative Assistant - Current Pay Scale \$ 48,281 to \$ 68,105

Douglas County:

Admin Assistant to the BD \$44,450 – \$66,685

Carson City:

Office Manager \$49,591 – \$74,387

Lyon County:

Admin Assistant (A3) \$41,740 – \$66,798

Water Resource Specialist 2 & Watershed Program Specialist - Current Pay Scale \$ 54,897 to \$ 77,438

Douglas County:

Planner Senior \$67,038 – \$100,588

Weed Control Program Supervisor \$57,033 – \$ 85,571

Carson City:

Grant Admin \$59,416 – \$89,124

Senior Natural Res Specialist \$54,014 – \$81,021

Associate Planner \$59,416 – \$89,124

Lyon County:

Planner \$46,648 – \$72,973

Watershed Program Manager - Current Pay Scale \$ 67,882 to \$ 95,755

Douglas County:

Stormwater Program Manager – M1 \$72,051 – \$108,097

Carson City:

Senior Project Mgr \$71,893 – \$107,839

Senior Project Mgr (Stormwater) \$71,893 – \$107,839

Lyon County:

Senior Planner (P3) \$75,000 – \$110,000

Proposed Salary Ranges for CWSD staff

General Manager – Current Pay Scale: \$ 105,844 to \$ 149,304

General Manager's Current Step - K

General Manager – Proposed Pay Scale: \$ 117,351 to \$ 165,536

General Manager's Proposed Step – H

Administrative Assistant – Current Pay Scale: \$ 48,281 to \$ 68,105

Administrative Assistant Current Step - F

Administrative Assistant - Proposed Pay Scale: \$53,530 - \$75,509

Administrative Assistant Proposed Step - C

Water Resource Specialist 2 & Watershed Program Specialist Current Range- \$ 54,897 to \$ 77,438

Water Resource Specialist 2 & Watershed Program Specialist current step - I

Water Resource Specialist 2 & Watershed Program Specialist -

Proposed Pay Scale:- \$ 62,995 to \$88,862

Water Resource Specialist 2 & Watershed Program Specialist Proposed step – E

Watershed Program Manager Current Pay Scale - \$ 67,882 to \$ 95,755

Watershed Program Manager Current Step - I

Watershed Program Manager - Proposed Pay Scale: \$ 75,263 to \$106,165

Watershed Program Manager Proposed Step - F

Please note that the Water Resource Specialist 2, Watershed Program Specialist, and Watershed Program Manager work 35 hours per week so the actual salary paid is 87.5 percent of the yearly salary amount.

AGENDA ITEM #%

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: September 15, 2021

SUBJECT: Agenda Item # 16 – For Discussion Only: 2021 Water Year Update

DISCUSSION: Staff will give an update on the 2021 water year.

STAFF RECOMMENDATION: Receive and file.

STAFF REPORTS

CARSON WATER SUBCONSERVANCY DISTRICT

TO: BOARD OF DIRECTORS

FROM: EDWIN D. JAMES

DATE: September 15, 2021

SUBJECT: Agenda Item #17 - For Information Only: Staff Report

DISCUSSION: The following is a list of meetings/activities (mostly virtual) attended by Ed James and staff since the last Board meeting on August 18, 2021:

- 8/19/21 – Debbie attended FEMA training
- 8/23/21 – Ed attended USGS meeting re: Carson Valley
- 8/25/21 – Ed hosted Regional Water System & Flood Committee meeting
- 8/30/21 – Brenda & Shane attended AmeriCorps Supervisors meeting
- 8/26/21 – Debbie attended National Policy Briefing webinar
- 8/30/21 – Brenda & Shane held AmeriCorps planning meeting
- 8/30/21 – Ed & Catrina hosted Administrative Committee meeting
- 8/30/21 – Ed attended Nevada Water Resources Association (NWRA) Financial Committee meeting
- 8/30/21 – Ed attended MLWS Demand Study meeting
- 8/31/21 – Ed attended 2022 NWRA Annual Conference planning meeting
- 9/1/21 – Brenda & Shane met with Neon Agency re: Watershed Moments Campaign planning
- 9/1/21 – Staff meeting (Ed, Brenda, Shane & Debbie)
- 9/2/21 – Brenda attended Nevada Division of Environmental Protection (NDEP) webinar on a proposed regulatory action for Nevada's DRAFT Antidegradation Program
- 9/2/21 – Debbie attended Floodplain Management Association (FMA) High Water Mark dress rehearsal
- 9/3/21 – Ed attended United State Geological Survey (USGS) meeting re: Ground Water Project
- 9/7/21 – Ed gave a Water Marketing Study presentation to Truckee-Carson Irrigation District (TCID) Board of Directors meeting
- 9/7/21 – Ed attended UNR meeting

- 9/7/21 – Ed met with Carson Valley Conservation District (CVCD) re: Navigability of the Carson River determination
- 9/7/21 – 9/10/21 – Debbie attended Floodplain Management Association (FMA) Conference - Nevada, California, and Hawaii Floodplain Managers
- 9/8/21 – Brenda & Shane filming day for Watershed Moments Campaign
- 9/9/21 – Ed, Debbie, Shane, Kaylee (new AmeriCorps) & Catrina host Carson River Watershed Charter meeting
- 9/9/21 – Brenda attended Nevada Division of Environmental Protection (NDEP) technical session on a proposed regulatory action for Nevada's DRAFT Antidegradation Program
- 9/14/21 – Debbie attended FEMA meeting re: High Water Mark Project
- 9/14/21 – Ed attended Carson-Truckee Water Conservancy District (CTWCD) monthly meeting
- 9/15/21 – Ed & Debbie attended meeting to preview Cooperating Technical Partners (CTP) On-Boarding Packet

STAFF RECOMMENDATION: Receive and file.

NO CORRESPONDENCE