

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

NOTICE OF PUBLIC MEETING

DATE: November 30, 2021

TIME: 10 am

LOCATION: Zoom Meeting

Attend remotely via this [Zoom Link](#) or call (669)900 9128. ID: 850 3011 9936; Passcode: 740345

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 limited ability to speak, write, or understand English and/or to those with disabilities who wish to join the meeting. Please contact Catrina Schambra at (775)887-7450 or email: catrina@cwsd.org at least two business days in advance so that arrangements can be made.

1. Call to Order the CWSD Administrative Committee
2. Roll Call
3. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
4. For Possible Action: Approval of Agenda
5. For Possible Action: Approval of the Administrative Committee August 30, 2021, Meeting Minutes
6. For Possible Action: Approval of a Mission and Vision Statement for CWSD
7. For Possible Action: Review of Andy Aldax Award Nominees
8. For Possible Action: Approval of General Manager Contract
9. For Possible Action: Approval of Staff Salary Adjustment
10. 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.
11. 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 November 23, 2021, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the November 30, 2021 regular meeting of the CWSD Administrative Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

August 30, 2021, 10 am

Draft Minutes

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

Committee Members Present:

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

CWSD Staff Present:

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

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

Item #3 – Discussion Only: Public Comment - None

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Item # 8 – Discussion Only: Public Comment - None

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

Respectfully submitted,

Catrina Schambra

Secretary to the Board

DRAFT

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: November 30, 2021

SUBJECT: Agenda Item # 6 – For Possible Action: Approval of a Mission and Vision Statement for CWSD

DISCUSSION: One of the goals for the General Manager for Fiscal Year 2021-22 was to develop a Mission and Vision Statement for CWSD.

- The definition of a mission statement is a formal summary of the aims and values of a company, organization, or individual.
- A vision statement describes what a company desires to achieve overall, in a period of five to ten years, or sometimes even longer.

Below is a draft Mission and Vision Statement. Staff is looking for input to develop a Mission and Vision Statement that will be presented to the full CWSD Board.

Mission Statement

Plan, coordinate, educate, and fund regional programs to promote cooperative action with communities to conserve our natural resources in the Carson River Watershed.

Vision Statement

A healthy Carson River Watershed

STAFF RECOMMENDATION: Make recommendation to the CWSD Board to approve the Mission statement and the Vision Statement.

CARSON WATER SUBCONSERVANCY DISTRICT Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: November 30, 2021

SUBJECT: Agenda Item # – For Possible Action:

DISCUSSION: The Andy Aldax Carson River Watershed Award was created in 2007 to honor Andy Aldax, a CWSD Director from CWSD's inception in 1959 until 2012. The award recognizes individuals and organizations for significant contributions in promoting and achieving the Carson River Watershed Vision Statement.

The criteria for consideration of this award is that the nominee: (1) has demonstrated a commitment to Carson River Watershed conservation activities for 10 years or more; 2) has produced accomplishments toward the goals outlined in the Carson River Watershed Vision Statement; and 3) can be a landowner, community member, or employee of a federal, state or local entity.

Nominees for the 2022 Andy Aldax Award are:

- Bruce Scott, Resource Concepts, Inc.

See attached nomination letter. Also attached is the Alpine Watershed Group nomination letter. In 2020, there was a discussion at the Board meeting of whether groups or entities would qualify for the award. It was suggested this be discussed at the next Administrative Committee meeting. See minutes below:

Item #15 - For Possible Action: Select the 2021 Andy Aldax Award Recipient

The Board members had been sent the nominations for the Andy Aldax Award prior to the meeting for their consideration. Nominees for the 2021 Andy Aldax Award are:

- Phyllis Atkinson – nominated by Linda Conlin, River Wranglers Board Member
- Alpine Watershed Group – nominated by David Griffith, Alpine County Supervisor & CWSD Board Member
- Duane Petite – nominated by Paul Comba, Chief, Bureau of Water Quality Planning, NDEP
- Settelmeyer Ranch – nominated by Carson Valley Conservation District

There was discussion of the nominees by the Board members. The idea of creating a separate award for groups or entities was discussed as something to consider in the future by the Administrative Committee. Consensus of the Board is that it is meant to honor individuals. Of the individuals nominated it was determined the 2021 award should go to Phyllis Atkinson.

Director Penzel made a motion to award the 2021 Andy Aldax Award to Phyllis Atkinson. The motion was seconded by Director Giomi and unanimously approved by the Board.

STAFF RECOMMENDATION: Provide direction and recommend winner.

Andy Aldax Award Nomination

I respectfully nominate Bruce Scott for the 2021 Andy Aldax Award.

Since the late 1970's Bruce has quietly moved water resource protection along in our beautiful community and in the Carson River region. He was on the Carson City Open Space Advisory Committee—forever (I don't know how long but he recently stepped off due to questions regarding conflict of interest since RCI does so much work for the OSAC). Bruce was instrumental in getting the water rights for the big productive wells along the river. Bruce was one of the visionaries that helped to get the water exchange pipeline coming from Douglas County (which subsequently he has been chastised for by some in Douglas County). Bruce was instrumental in making the Aquatic Trail a reality.

Back when I first started working for RCI in 1999, the office quickly learned that I was an enthusiastic river guide and loved the Carson River. Bruce, as principal of RCI, pulled me aside and strongly encouraged me to take community leaders down the Class I and III stretch. Bruce told me to take as much time as I needed from work to do the trips and that in fact he would pay me as an employee of RCI to do this because he understood how critical it was to show people the amazing resource. Bruce offered to pay for my raft rental. He and John McLain contacted folks they thought should see the river and helped to coordinate the early trips.

Bruce Scott has done more for the Carson River and watershed as a community resource than any single person I know.

I would like to provide more information regarding Bruce, but I would need more time.

Thank you for hosting this award each year.



**County of Alpine
District 5 Supervisor David Griffith**

305 Carson View
Markleeville, CA 96120
dGriffith.9@gmail.com
tel.: 530-694-2168

02 December 2020

Mr. Ed James, General Manager
Carson Water Subconservancy District
edjames@cwsd.org

re: Andy Aldax Nomination

Dear Ed,

Please accept this letter as a nomination of the Alpine Watershed Group (AWG) for this year's Andy Aldax Award. This is the 20th anniversary year of the AWG as a formal organization, although they were also active in protecting the upper Carson River watershed before that as an informal group of dedicated volunteers. Currently the AWG has three full-time staff and hosts of volunteers from Alpine County and other nearby counties in both Nevada and California.

Over the years the AWG has been extremely effective in multiplying the support it has received from the Carson Water Subconservancy District (CWSD). Since 2009 the AWG has leveraged the \$227,500 it has been awarded by the CWSD to attract \$1.5 million in additional funding from governments, foundations, and non-profits. All of these funds have been invested in improving and protecting water quality in the upper Carson River watershed.

Notable past and present projects to improve water quality in the upper Carson River watershed include:

- Water quality monitoring. Four times/year at eight sites since 2004.
- Harmful Algal Bloom monitoring. 2019 and 2020 at reservoirs in cooperation with State Water Board.
- South Tahoe Public Utility District effluent monitoring for Contaminants of Emerging Concern during 2018 through 2020.
- Hope Valley Meadow Restoration. Partner with American Rivers for initial log-crib and restoration projects in 2015 and 2016. Managed stabilizing 450 ft. of eroding bank during 2020.
- Grover Hot Springs Meadow Restoration. Ongoing removal of invasive weeds including hosting Earth Day community workday since 2016. Water monitoring and interpretive signs for new ADA compliant trail in cooperation with California State Parks.
- East Carson Off-Highway Vehicle Restoration Project in 2017. Restored 5.15 acres of riparian habitat at seven sites along the East Fork Carson River above Hangman's Bridge. The entire 6.5-mile reach of river is now protected from riparian damage due to vehicles.
- Rivers and Ranches Project in 2016. Provided support to help a rancher improve the ranch's management practices, pasture utilization, and infrastructure to protect the health of the adjacent West Fork Carson River.

- Environmental Education Program for youth and adults. Includes working with the School District and water quality monitoring training for volunteers.
- Markleeville Creek Day. Annual cleanup of Markleeville Creek including protection of heritage trees from beavers and projects at other Carson River watershed sites including invasive weeds removal and willow planting.

I do note that although the Andy Aldax award is generally given to individuals, there have been exceptions in the past where the award was presented to a family and an informal group of individuals.



David Griffith
Markleeville,
CA

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: November 30, 2021

SUBJECT: Agenda Item # 8 – For Possible Action: Approval of General Manager Contract

DISCUSSION: Every three years the General Manager's employee contract needs to be renewed. The contract should have been renewed in 2020. Attached is the proposed contract. There are no proposed changes from the previous contract.

STAFF RECOMMENDATION: Make recommendation to the CWSD Board to approve the General Manager contract.

EMPLOYMENT AGREEMENT

This Agreement is entered into this 15th day of December 2021, between the CARSON WATER SUBCONSERVANCY DISTRICT, a political subdivision of the State of Nevada and through a Joint Powers Agreement with Alpine County, California, by and through its duly constituted Board of Directors (CWSD) and EDWIN D. JAMES (General Manager) both of whom understand and agree to the following provisions:

1. EMPLOYMENT. CWSD hereby agrees to employ Mr. James as General Manager of CWSD to perform the duties specified herein and the duties the Board of Directors shall from time-to-time assign.
2. DUTIES. The General Manager shall perform those duties necessary to conduct the directions of the Board of Directors, including, but not limited to, the duties listed in the job description of the General Manager, as adopted by the Board of Directors, and attached hereto as Exhibit "A".
3. TERM OF AGREEMENT. This Agreement supersedes the Agreement between CWSD and General Manager dated October 18, 2017, and shall be reviewed every three (3) years.
4. SALARY. CWSD shall pay the General Manager for services rendered based upon a salary range set by the Board of Directors, plus a monthly automobile allowance established by the Board of Directors. Cost of living and/or merit raises or increased monthly automobile allowance in addition to the foregoing may be considered on an annual basis.
5. BENEFITS. The General Manager is entitled to all benefits as specified in the CWSD Personnel Manual, which include medical, annual, management, and sick leave, and Public Employees Retirement System benefits.
6. TERMINATION AND SEVERANCE PAY. In the event the General Manager is terminated by the Board of Directors during such time as the General Manager is willing and able to perform his duties under this agreement, CWSD agrees to pay the General Manager, and the General Manager agrees to accept, a lump sum cash payment equal to six (6) months base salary in full settlement of such termination. The General Manager shall also be paid for accrued and unused annual, management, and sick leave as set forth in the Personnel Policy Manual.

In the event the General Manager is terminated because of conviction of any felony or any offense involving a violation of his official duties or moral turpitude, or because he has violated any provision of this Agreement, CWSD shall have no obligation to pay any severance pay, but the General Manager, nonetheless, shall be compensated in a lump sum for accrued and unused annual, management, and sick leave as set forth in the Personnel Policy Manual.

7. RESIGNATION. Unless otherwise agreed, if the General Manager voluntarily resigns his position with CWSD, he shall give CWSD at least thirty (30) days advance written notice. In the event of voluntary resignation, CWSD shall not be required or obligated to pay the General Manager any severance pay, but the General Manager shall be paid for accrued and unused annual, management, and sick leave as set forth in the Personnel Policy Manual.

8. PERFORMANCE EVALUATION. The Board of Directors shall review and evaluate the performance of General Manager at least once annually, near or around June of each year. Said review and evaluation shall be in accordance with specific criteria developed jointly by CWSD and the General Manager.

9. BINDING ARBITRATION. Any dispute over the validity of this Agreement, a breach of this Agreement, or enforcement of the provisions of this Agreement shall be submitted to binding arbitration with the American Arbitration Association.

10. MISCELLANEOUS TERMS AND CONDITIONS. The Board of Directors, in consultation with the General Manager, shall fix such other terms and conditions of employment as it may determine from time to time, relating to the performance of the General Manager, provided such terms and conditions are not inconsistent or in conflict with the provisions of this Agreement or other controlling legal authority.

11. OUTSIDE SERVICES. The General Manager shall be in the exclusive employ of CWSD, focusing his time and attention on CWSD business, except that he may engage in non-conflicting outside consulting services only with specific written approval of the Board of Directors.

12. INDEMNIFICATION. CWSD shall indemnify, defend, and hold the General Manager harmless against any and all claims, losses, liabilities, and damages, including attorneys' fees and costs, which arise from or relate to (i) the General Manager's duties under this Agreement, and (ii) the General Manager's acts and omissions as an employee of CWSD, provided that such acts or omissions were done or omitted in good faith. Such indemnification shall not include the General Manager's bringing an action or other proceeding in his own name and in his own right.

13. GENERAL PROVISIONS.

a) Entire Agreement. This Agreement expresses the entire agreement of the parties hereto and supersedes all prior promises, representations, understandings, arrangements, and agreements between the parties with respect to the subject matter hereof. The parties further acknowledge and agree that neither of them has made any representation to induce the execution of this Agreement, except as specifically set forth herein.

b) Amendment. This Agreement may only be amended by consent of both parties. Any amendments must be written and executed with the same formality as this Agreement.

c) Controlling Law. This Agreement shall be interpreted under Nevada Law.

d) Severability of Provisions. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable, shall not become affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the Carson Water Subconservancy District has caused this Agreement to be signed and executed in its behalf by its Chairperson, and the General Manager has signed and executed this Agreement, both in duplicate, on the date and year first above written.

CARSON WATER
SUBCONSERVANCY DISTRICT

GENERAL MANAGER

By: _____
R. Stacey Giomi, Chairperson

Edwin D. James

ATTEST:

Catrina Schambra, Secretary to the Board

Exhibit A

CARSON WATER SUBCONSERVANCY DISTRICT GENERAL MANAGER

DEFINITION:

Plans, directs, manages, and oversees the activities and operations of Carson Water Subconservancy District (CWSD). Performs high-level administrative, technical, and professional work in directing and supervising the administration of CWSD organization. Receives broad policy guidance from CWSD Board of Directors.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for the overall management of CWSD and for the supervision of management staff and management of CWSD resources consistent with the administrative and policy direction of the CWSD Board of Directors. This is an "at-will" position and serves at the pleasure of the CWSD Board of Directors.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Develops, evaluates, and implements administrative policies and procedures to meet CWSD goals and objectives; supervises the performance of CWSD personnel; coordinates the activities of CWSD to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates personnel staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates and represent CWSD in various activities and meetings with both private and public agencies, governmental entities and individuals; testifies on state and federal legislation; make educational and informational presentations to various organizations and news media;
4. Oversees the development of the annual CWSD budget for approval by the Board of directors; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, and provide monthly financials to the Board of Directors.
5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the City Council/Board of County Commissioners; analyzes information pertaining to City/County services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the City Council/Board of County Commissioners.
6. Administers the preparation of CWSD meeting agendas; attends CWSD meetings; makes oral and written presentations to CWSD Board of Directors and to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents the CWSD with other government agencies and in meetings with the public.

GENERAL MANAGER

7. Analyzes proposed legislation and administrative regulations for their impact on CWSD operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
8. Directs the collection of climatological and hydrologic data; advises the Board, counties/cities, state and federal agencies in the evaluation of flood threatened areas for flood control planning, including floodplain management.
9. Assists CWSD Board of Directors in the development of overall goals of CWSD; provides leadership and direction in the development of short- and long-range plans for achieving overall goals.
10. Advises the Board, counties/cities, state and federal agencies in the planning, design and construction of regional water supply, transmission, and treatment facilities.
11. Advises the Board, counties/cities, state and federal agencies in watershed management and issues that may or do impact the water resources of the Carson River Basin.
12. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of management and supervision;
- Principles of public budget preparation and administration;
- Principles of public personnel administration and employee relations; and
- Principles and practices of engineering administration, flood control projects, water supply, transmission and treatment, and watershed management.

Ability to:

- Develop policies and goals consistent with CWSD directives;
- Manage flood control, drainage, water supply, treatment, transmission, and watershed projects;
- Plan, direct, and evaluate the work of staff;
- Develop, motivate, and supervise reports;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Gain cooperation through discussion and persuasion;
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- Analyze policies, regulations, projects, activities, and methods;
- Project the consequences of proposed actions;
- Implement administrative policies and work programs consistent with regulations and with CWSD policies and goals;
- Understand, interpret, and apply laws and regulations;
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; and
- Communicate effectively in writing on matters related to department policies, funding, and operations.

GENERAL MANAGER

EXPERIENCE AND/OR TRAINING: Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Bachelor's Degree in Civil Engineering or other water resource-related field with a Master's Degree in Public Administration highly desirable, and at least ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations

PHYSICAL REQUIREMENTS: The physical requirements described here are fundamental for an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Light lifting (up to 30 pounds) is occasionally required. Able to work outside and walk on uneven ground.

SPECIAL CONDITIONS:

A valid Nevada driver's license is required.

Employee may be required to work evenings, weekends, and holidays.

FLSA Status: Exempt

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: November 30, 2021

SUBJECT: Agenda Item # 9 – For Possible Action: Approval of Staff Salary Adjustment

DISCUSSION: On September 15, 2021, CWSD Board of Directors approved the new salary ranges for all CWSD employees. The Board also agreed to a one-time salary adjustment. Due to all the various grants CWSD receives it was recommended that the adjustment would not occur until January 1, 2022. The salary adjustment is calculated based on the CWSD Cost of Living Adjustment policy. The adjustment used the average CPI for the West Region from the period of January to October (see data below). The CPI for the period of January to October is 4.1 %.

CPI for All Urban Consumers

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Avg
2021	1.4	1.6	2.4	3.9	4.7	5.1	5.2	5.0	5.3	6.0	4.1

STAFF RECOMMENDATION: Make recommendation to the CWSD Board to approve a 4.1% salary adjustment starting January 1, 2022.