

CARSON WATER SUBCONSERVANCY DISTRICT  
**Administrative Committee**

**November 30, 2021, 10 am**

**Minutes**

***NOTE: The CWSD Administrative Committee meeting was held via Zoom and in-person in the CWSD Conference room at 777 E. William Street, Suite 110A, Carson City, NV.***

**Committee Members Present:**

Ken Gray (in-person)  
David Griffith (via Zoom)  
Dave Nelson (via Zoom)  
Pete Olsen (via Zoom)  
Lisa Schuette (via Zoom)

**CWSD Staff Present:**

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

Absent: Fred Stodieck

Committee Member Griffith called the meeting of the CWSD Administrative Committee to order at 10:01 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 Agenda**

*Director Nelson made a motion to approve the Agenda. The motion was seconded by Director Olsen and unanimously approved by the Administrative Committee.*

**Item #5 - For Possible Action: Approval of the Administrative Committee Minutes of August 30, 2021**

*Director Schuette made a motion to approve the Administrative Committee Minutes from August 30, 2021. The motion was seconded by Director Nelson and unanimously approved by the Administrative Committee.*

**Item #6 - For Possible Action: Approval of a Mission and Vision Statement for CWSD**

Mr. James stated the need to formalize a mission statement and vision statement for CWSD had been discussed earlier this year and staff had put together a draft to be submitted to the committee for review and discussion.

Proposed 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.

Committee Member Griffith mentioned that a Mission Statement should be short (approximately 8 words) and discuss what we do, not how we do it. After discussion consensus was that the Mission Statement needed to be condensed to:

***To promote cooperative action with communities to conserve our natural resources in the Carson River Watershed.***

Proposed Vision Statement: A healthy Carson River Watershed

Committee Member Griffith thought the Vision Statement should include water users. After discussion it was agreed the Vision Statement should be amended to:

***A healthy Carson River Watershed that meets the water needs of all users.***

*Director Gray made a motion to recommend approval of proposed CWSD Mission Statement and Vision Statement as amended above to the full Board at the December 15, 2021, meeting as a Consent Agenda item. The motion was seconded by Director Olsen and unanimously approved by the Administrative Committee.*

**Item #7 - For Possible Action: Review of Andy Aldax Award Nominees**

Mr. James reported that only one nomination was received this year: Bruce Scott. He meets all the qualifications for this award and is well known for all his efforts over the years that have benefited the watershed. He noted he was recently recognized by Nevada Water Resources Association (NWRA) with a Lifetime Achievement Award.

Mr. James then led a discussion regarding whether groups or entities should qualify for the award. This question had been brought up due to a nomination in 2020 for Alpine Watershed Group to be recognized with the Andy Aldax Award. Consensus among the committee members was that not only should they be eligible for the award, but that we could have two categories awarded each year if the nominations merited.

*Director Gray made a motion to recommend approval of both Bruce Scott and Alpine Watershed Group be recipients of the 2022 Andy Aldax Award. The motion was seconded by Director Nelson and unanimously approved by the Administrative Committee.*

**Item # 8 - For Possible Action: Approval of General Manager Contract**

Mr. James reported this is his standard contract that is renewed every 3 years, but it was overlooked in 2020 during the Covid lockdown.

*Director Gray made a motion to recommend approval of renewing the General Manager Employment Contract thru 2024. The motion was seconded by Director Nelson and unanimously approved by the Administrative Committee.*

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

At the September Board meeting, 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. To calculate the adjustment staff used the CPI for Western Region. The average for January to October 2021 was 4.1%

Director Gray suggested that due to the rising trend in the CPI index that he suggests it be pushed to a 5% increase. He made a motion to that effect that was seconded by Director Schuette.

There was discussion among the committee that included the impact of this increase to the budget. Director Schuette stated she is in favor of this increase, but the budget numbers need to be presented for full transparency in discussing a budget item. Director Nelson suggested a 4.6% increase as a compromise.

Committee Member Griffith mentioned that if you calculated the difference in the CPI from October 2020 to October 2021 the adjustment would be greater than the average (the calculated adjustment is 6.1%).

Mr. James reminded the committee that in September the Board wanted to reward the staff and recognize their value. He offered to waive his increase if the committee was concerned about the impact on the budget to make sure staff received an adjustment. Committee Member Griffith thanked him for that, but this was for all CWSD employees, including Mr. James.

*Director Gray amended his motion to recommend approval of a 5% salary increase for all employees effective January 1, 2022, with the stipulation that it be subject to budget impact information being made available for discussion during the final vote at the December Board meeting. The motion was seconded by Director Schuette and unanimously approved by the Administrative Committee.*

**Item # 10– Discussion Only: Public Comment - None**

There being no further business to come before the Administrative Committee, Director Gray adjourned the meeting at 10:45 am.

Respectfully submitted,

*Catrina Schambra*

Secretary to the Board