

CARSON WATER SUBCONSERVANCY DISTRICT  
**Administrative Committee**

June 1, 2022, 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:**

Stacey Giomi (via Zoom)  
Ken Gray (in-person)  
David Griffith (in-person)  
Dave Nelson (in-person)  
Pete Olsen (via Zoom)  
Cassi Uhart (via Zoom)

**CWSD Staff Present:**

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

Chairman Giomi called the meeting of the CWSD Administrative Committee to order at 10:03 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**

*There being no objections, Chairman Giomi declared Administrative Committee Agenda approved as posted.*

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

*Committee Member Griffith made a motion to approve the Administrative Committee Minutes from November 30, 2021, with correction to spelling error caught in Item #6. The motion was seconded by Director Gray and was approved by the Administrative Committee 5-0-1. Chairman Giomi abstained.*

**Item #6 - For Possible Action: General Manager Annual Review**

Mr. James shared the General Manager Review responses that have been submitted to date, which are only 6 total. Mr. James stated that it is hard to get responses, but he had started the process later than usual this year in meeting with all the Board Members and he apologized for that. Mr. James asked if there are goals the committee wanted to set for the General Manager.

Director Gray apologized as he did not get his review submitted, but he thinks Mr. James does an excellent job! His suggestion of goals should be in alignment with the Strategic Planning goals. Committee Member Griffith agrees with both the caliber of the job performance and using the Strategic Planning goals as a focus for the coming year.

Mr. James stated the responses to the Strategic Planning Session priorities survey would be included in the June Board package. He also included his response to each category and how he proposes staff will pursue the goal. This way the Board can review the suggestions prior to the meeting.

Several committee members agreed that they may have been too generous in their priorities because of the extensive list of goals. Director Giomi suggested the Board can streamline the Strategic Plan at the June meeting. As far as Mr. James' job performance, he believes one of his biggest functions is communicating with Board members and he does a great job!

Director Gray's only concern is a succession plan. It is something he feels we need to address sooner rather than later because the time will come when we need to replace Mr. James. It would be ideal that we have someone that was mentored by him and was able to work alongside him prior to taking over his position. He asked Mr. James if he has been thinking about how long he is planning to work before retirement. Mr. James stated that it would be at least four more years as he has several projects, including the 30-year Regional Water Resource Plan, that he wants to bring into fruition before retiring. Mr. James agrees that within a year of his retirement it would be a goal to bring in a replacement to be trained and mentored by him before departing. Afterwards he could be available as a consultant on an as needed basis. Director Gray suggests that we have an Ad Hoc Committee on this subject so we will be prepared when the time comes. Mr. James said that would be a good idea as the position needs to be reviewed and determined how we want it filled. For instance, the way the job description is written right now, no one in-house would qualify. Committee Member Griffith agrees it is important that we investigate this so CWSD will not be caught in the lurch unprepared.

Chairman Giomi stated that we are getting a bit off topic and asked Mr. James to state the purpose of this agenda item. Mr. James stated per CWSD policy, to receive a merit increase he needs a satisfactory annual review. The committee makes a recommendation to the full Board for approval.

*Committee Member Griffith made a motion to recommend approval of the General Manager Annual Review and resulting July 1, 2022, merit increase to the full Board at the June 15, 2022, meeting. The motion was seconded by Director Gray and unanimously approved by the Administrative Committee.*

#### **Item #7 - For Possible Action: CWSD Staffing Requirements**

Mr. James reported that the extra staff person that had been hired in November had found a better position and resigned. We learned that the position of part-time with no benefits and only 16 hours a week did not work for us or the employee. It did not offer the flexibility we needed. The staff is working at capacity and needs another employee to help with the workload. Staff would like to propose hiring a Water Resource Specialist I. This would be a 35-40-hour position with benefits. We are working on the job description, but it would be in the \$55,000- \$75,000 salary range. Because we had budgeted for Holly's position already the impact to FY 2022-23 would be about \$50,000, including benefits costs. Implementation of the Strategic Planning goals and taking on more grants would require another employee.

Committee member Griffith thinks this request is justified due to the ever-increasing workload.

Director Uhart asks where the money would come from for budget planning. Mr. James responded that the expense would be covered by Ad Valorem Taxes and grant funds. CWSD has a low overhead. Our budget is roughly 30 % administration costs and 70% projects. Director Gray suggests we make it a temporary position due to concerns with the economy. Director Olsen agrees and suggests a temporary one-year position, subject to future funding. Chairman Giomi suggest not making it temporary but stressing to applicant that this position is subject to available funding. Mr. James says that grant funding covers about half our salaries. To call it a temporary job might dilute the applicant pool.

Chairman Giomi asks why not increase hours for our current staff? Mr. James explains that all three of our employees working less 40 hours enjoy the flexibility of a 30–40-hour workweek. It is a benefit they do not want to change. Committee Member Griffith suggests making it a temporary position will make it hard to attract quality applicants.

Mr. James says that when the economy goes south our partners will need our help. Committee Member Griffith asks about any the lag in taxes and the economy. Mr. James says that there is no bottom in our Ad Valorem taxes, but increases are capped at 3%. It is slower to go up and faster going down.

*Chairman Giomi made a motion to recommend support for the new position, but concern with future funding being available. The funding must be established for future years. The motion was seconded by Director Gray 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, Chairman Giomi adjourned the meeting at 10:45 am.

Respectfully submitted,  
*Catrina Schambra*  
Secretary to the Board