

CARSON WATER SUBCONSERVANCY DISTRICT  
**Administrative Committee**

December 5, 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 209, Carson City, NV.**

**Committee Members Present:**

Ken Gray (*via Zoom*)  
David Griffith  
Dave Nelson  
Pete Olsen (*via Zoom*)  
Lisa Schuette  
Cassi Uhart (*via Zoom*)

**CWSD Staff/Guests Present:**

Ed James  
Catrina Schambra  
Patrick King

David Griffith called the meeting of the CWSD Administrative Committee to order at 10am. 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 as presented. Director Schuette seconded the motion and the Agenda was approved unanimously.*

**Item #5 - For Possible Action: Approval of the Administrative Committee Minutes of June 1, 2022**

*Director Schuette made a motion to approve the Administrative Committee Minutes from June 1, 2022, as presented. The motion was seconded by Director Nelson and was unanimously approved by the Administrative Committee.*

**Item #6 - For Possible Action: Review Nominations and Recommend Andy Aldax Award Winner**

Mr. James reported that there was only one nomination this year but he commends the choice of Robb Fellows as a worthy nominee.

*Director Schuette made a motion to recommend approval of Robb Fellows as the 2023 Andy Aldax Award recipient. The motion was seconded by Director Uhart and was unanimously approved by the Administrative Committee.*

**Item #7 - For Possible Action: Update the CWSD Personnel Policy Manual – Section 5.1 Holidays to include Juneteenth – June 19**

Mr. James explained that the Juneteenth holiday has already been observed starting in 2022 by CWSD, but the Personnel Policy Manual was not updated to include the new Federal holiday language.

*Director Uhart made a motion to recommend approval of the update to the Personnel Policy Manual Section 5.1 Holidays to add Federal Holiday Juneteenth. The motion was seconded by Director Schuette and unanimously approved by the Administrative Committee.*

**Item # 8 – For Possible Action: Adopt Social Media Use Policy**

Mr. James reported there was a concerning comment made on CWSD social media that brought to light our need for a Social Media Use Policy to be posted on our Instagram, Facebook and YouTube sites. CWSD is basing our Social Media Use Policy language on what Carson City uses for its online sites. There was discussion of First Amendment concerns, and how deleting and blocking of public sites being litigated in the news. Mr. King says that a post would have to rise to the level of threatening or dangerous to be acted upon, and then law enforcement would be involved. Mr. James says that any concern will first be brought to him to decide action, and he would contact Mr. King for advice of counsel. Director Gray stated that in his orientation as State Representative, he was advised that blocking and deleting could be litigated, so to not do either. Committee Member Griffith asked that the Administrative Committee be advised if there is ever a cause to delete a comment or block a user on our sites. Mr. James agrees to advise the committee of any incidents.

*Director Schuette made a motion to recommend approval of the Social Media Use Policy to be posted on CWSD Social Media sites: Instagram, Facebook, and YouTube. The motion was seconded by Director Uhart and approved by a vote of 4-2-0 by the Administrative Committee.*

**Item # 9 – For Possible Action: Approve the updated Nondiscrimination Program & Policy**

Mr. James explained the Civil Rights requirements for Federal Funds and that CWSD was advised that a specific protocol to provide meaningful access to limited English proficient (LED) individuals needed to be added to our policy to comply with this regulation.

*Committee Member Griffith made a motion to recommend approval the update to the CWSD Nondiscrimination Program & Policy as presented. The motion was seconded by Director Nelson and unanimously approved by the Administrative Committee.*

**Item # 10 – For Possible Action: Approve the Grant Management Policy**

Mr. James explained the Nevada Department of Emergency Management (NDEM) grant for the 30-Year Water Resources Study requires that we have a Grant Management Policy. The proposed policy is simply putting our current grant management steps in writing to satisfy the requirement for NDEM funding.

*Committee Member Griffith made a motion to recommend approval of the Grant Management Policy as presented. The motion was seconded by Director Schuette and approved unanimously by the Administrative Committee.*

**Item # 11 – For Possible Action: Revision to CWSD/Alpine County Joint Powers Agreement**

Mr. James reported CWSD/Alpine County Joint Powers Agreement originally adopted in 2001, was marked up in 2016 to update information, clarify language and fix typo errors but then was never acted upon. The proposed revision is to pick up where we left off then and to further update the agreement. He asked Committee Member Griffith (Alpine County Supervisor) if he thought it should go to Alpine County first, for approval before going to the CWSD Board. Committee Member Griffith suggests putting it forth to the CWSD Board for approval at the December meeting and then send it to Alpine County for approval when the new Board of Supervisors is seated.

*Committee Member Griffith made a motion to recommend approval of the revision to CWSD/Alpine County Joint Powers Agreement as presented. The motion was seconded by Director Nelson and approved unanimously by the Administrative Committee.*

**Item # 12 – For Possible Action: Pursuing grant funding in California**

Mr. James led a brief discussion of the benefit of being able to pursue grant funding in California and what we might need to enable CWSD to do this on behalf of Alpine County. Mr. King suggested that we may already have that ability with the Joint Powers Agreement, he will investigate. Committee Member Griffith suggested that this should be tabled and brought forward to Alpine County in 2023. The Administrative Committee concurred with this recommendation.

*No action taken.*

**Item # 13 – For Possible Action: Revision to General Manager Annual Review Form**

Committee Member Griffith explained that his reasoning for requesting the expanding of the General Manager Annual Review performance criteria is because only three choices was too limiting. Director Schuette agreed that “adequate” was not a good option on a scale. Director Gray asked Mr. James how he felt about this issue. Mr. James responded that his best review is when he meets with each Board member personally one on one. He feels this form is simply protocol, but his personal review he really values and will continue to do so.

*Director Schuette made a motion to recommend approval of the revision to General Manager Annual Review Form to broaden the criteria for performance evaluation as presented. The motion was seconded by Director Uhart and approved unanimously by the Administrative Committee.*

**Item # 14 – For Discussion Only: Public Comment**

Ms. Schambra mentioned the Celebration of Life to honor Brad Bonkowski was today, December 5 at the Nashville Social Club in Carson City from 2pm to 5pm. She also updated the group on the plans for the CWSD Holiday Dinner on December 21.

There being no further business to come before the Administrative Committee, Director Gray adjourned the meeting at 10:50 am.

Respectfully submitted,

*Catrina Schambra*

Secretary to the Board