



# Carson Water Subconservancy District Board of Directors & Carson River Watershed Committee

## NOTICE OF PUBLIC MEETING

*A healthy watershed  
that meets the water  
needs of all users*

**DATE:** December 21, 2022  
**TIME:** 6:30 pm  
**LOCATION:** CWSD Conference Room  
777 E. William Street, Suite 209, Carson City, NV 89701

The meeting will be preceded by the CWSD Annual Holiday Dinner at the San Marcos Mexican Grill, 260 E. Winnie Lane in Carson City at 4:30pm. A quorum of the CWSD Directors may be present at the events preceding the Board meeting, but no action will be taken.

CWSD encourages Board Members attendance to be in-person meetings, but virtual attendance is available via [Zoom](#). If you prefer to phone in, call (669)900 9128. Meeting ID: 829 7892 4009; Passcode: 044399

## 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](mailto:catrina@cwsd.org) at least 3 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 Nov. 16, 2022

### **\*\*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 November 2022
8. For Possible Action: Approval of Payment of Bills for November 2022
9. For Possible Action: Update the CWSD Personnel Policy Manual – Section 5.1 Holidays to include Juneteenth – June 19
10. For Possible Action: Approval of Update to the Nondiscrimination Program & Policy

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*To promote cooperative actions with communities to protect the Carson River Watershed.*

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11. For Possible Action: Approval of the Grant Management Policy
12. For Possible Action: Approval of Social Media Use Policy
13. For Possible Action: Approval to revisions to General Manager Annual Review Form

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

14. For Possible Action: Approval of Winner of 2023 Andy Aldax Award
15. For Possible Action: Approval of Contract 2022-24 with JE Fuller for the Stagecoach Area Drainage Master Plan in the amount of \$338,581.00 and authorize the General Manager to execute change orders up to 10% of the contract amount
16. For Possible Action: Approval of Contract 2022-25 with Kimley-Horn for the North Silver Springs Area Drainage Master Plan in the amount not to exceed \$118,000 and authorize the General Manager to execute change orders up to 10% of the contract amount
17. For Possible Action: Approve Addendum to HDR Contract #2020-01 in the amount of \$44,342 to complete the Churchill County Floodplain Mapping Project
18. For Discussion Only: Watershed Moment
19. For Discussion Only: Overview of the Water Picture for the Carson River Watershed
20. For Possible Action: Approval of the 2022 CWSD Activities and Accomplishments Report
21. For Discussion Only: Staff Reports
  - General Manager
  - Legal
  - Correspondence
22. For Discussion Only: Directors Reports
23. For Discussion Only: Update on activities in Alpine County
24. For Discussion Only: Update on activities in Storey County
25. 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.
26. For Possible Action: Adjournment

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*Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 ([catrina@cwsd.org](mailto:catrina@cwsd.org)) and is available on the CWSD website at <https://www.cwsd.org>*

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**AGENDA ITEM #6**

**MINUTES OF LAST  
BOARD MEETING**

CARSON WATER SUBCONSERVANCY DISTRICT  
BOARD OF DIRECTORS AND  
CARSON RIVER WATERSHED COMMITTEE MEETING  
November 16, 2022

**Draft Minutes**

Director Gray called the meeting of the Carson Water Subconservancy District (CWSD) to order at 6:30pm in the CWSD Conference Room, 777 E. William Street, Suite 209, Carson City, NV 89701. Roll call of the CWSD Board was taken and a quorum was determined to be present.

**CWSD Directors present:**

Mark Gardner (via Zoom)  
Ken Gray  
Dave Nelson (via Zoom)  
Pete Olsen

Lisa Schuette  
Fred Stodieck  
Cassi Uhart  
Mike Workman

**Directors Absent:** John Engels, Stacey Giomi, Jim Hindle, and Ernie Schank.

Roll call included CWSD Committee Member present - January Riddle (via Zoom) and David Griffith was absent.

**CWSD Staff & Guests present:**

Kathy Canfield, Storey County  
Brenda Hunt, CWSD  
Edwin James, CWSD  
Patrick King, CWSD Attorney  
Debbie Neddenriep, CWSD

Kelly Nicolas, CWSD/AmeriCorps  
Nicola Neilson, Casey Neilson (via Zoom)  
Max Robinson, CWSD  
Catrina Schambra, CWSD (via Zoom)

*The Pledge of Allegiance was led by Director Stodieck.*

**Item #4 – Discussion Only: Public Comment –**

Ms. Hunt introduced Kelly Nicolas who started today as the new AmeriCorps intern with CWSD. Ms. Nicolas gave a brief description of her background and interest in learning more about water resources and conservation efforts in the watershed. She is an avid hiker and cyclist and active in Muscle Powered which is how she learned of this opportunity. She is very excited to get started! Director Schuette gave her kudos for her volunteer work with the Muscle Powered “Trash Mob” and appreciates her service to the community.

**Item #5 – For Possible Action: Approval of Agenda**

*Director Stodieck made a motion to approve the Agenda as presented.  
The motion was seconded by Director Olsen and unanimously approved  
by the Board.*

**Item #6 – For Possible Action: Approval of the Board Meeting Minutes of Oct. 19, 2022**

*Director Schuette made a motion to approve the Board Meeting Minutes  
of October 19, 2022, as presented. The motion was seconded by Director  
Stodieck and unanimously approved by the Board.*



**\*\*CONSENT AGENDA\*\***

**Item #7 - For Possible Action: Approval of Treasurer's Report for October 2022**

**Item #8 - For Possible Action: Approval of Payment of Bills for October 2022**

**Item #9 - For Discussion Only: Discussion of how counties plan to use Web Access System**

*Director Gardner made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Workman and unanimously approved by the Board.*

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

**Item #10 - For Possible Action: Approval of the Fiscal Year 2021-22 Annual Audit**

Nicola Neilon presented the FY 2021-22 Financial Statement Report to the Board. She pointed out key areas of the financial documents and reported there were no findings. She commended CWSD staff on their diligence and great work. Her team is still completing the Single Audit Report for FY 22 which has a later due date for reporting and will have that completed for presentation to the Board by December meeting. The Financial Statement will be filed with the Department of Taxation by December 1, 2022.

*Director Stodieck made a motion to approve the FY 22 Audit/Financial Statement as presented. The motion was seconded by Director Uhart and unanimously approved by the Board.*

**Item #11 - For Possible Action: Authorize CWSD staff to pursue FEMA Capability and Capacity Building (C&CB) grant on behalf of Storey and Lyon Counties for North Dayton Valley Drainage program**

Mr. James explained that FEMA implementation funding grants require that a Benefit-Cost Analysis (BCA) be done first. Mr. Robinson has started working on a FEMA Capability and Capacity Building (C&CB) grant application on behalf of Storey and Lyon Counties for the North Dayton Valley Drainage program. The due date is December 2, 2022. If awarded the C&CB, CWSD will use these funds to assist in conducting a Benefit-Cost Analysis (BCA) for potential detention basin locations specified in the North Dayton Valley Area Drainage Master Plan (ADMP). CWSD matching funds would come from the Flood Account. A BCA of 1 or better is required in FEMA grant applications that would fund construction of detention basins or other flood control structures. Once a successful BCA is completed, CWSD could pursue a Building Resilient Infrastructure and Communities (BRIC) grant, to fund detention basins in the North Dayton Valley ADMP. CWSD has a good chance at receiving these funding awards, but much do the required preliminary work first. Ms. Canfield noted that this project will benefit both Lyon and Storey counties and Storey County appreciated CWSD's work in this effort because Storey simply does not have the staff to accomplish this task.

*Director Gray made a motion to authorize CWSD staff to pursue FEMA Capability and Capacity Building (C&CB) grant on behalf of Storey and Lyon Counties for North Dayton Valley Drainage program as presented. The motion was seconded by Director Uhart and unanimously approved*

*by the Board.*

**Item #12 - For Discussion Only: Watershed Moment**

Ms. Hunt showed the Watershed Moment: "[Engage In Your Watershed](#)" video, which was launched today. Next up is "Curb Your Chemical Use," which is more complicated and doesn't lend itself as easily to our video format we've been using because there are so many different topics to highlight. Her idea is to promote this theme via several "reels" for social media instead. This would be accomplished in 4-5 "reels" focused on a specific topic of chemical use such as Storage of Chemicals, Purchasing Safer Chemicals; Disposing & Recycling; Different Chemical Types; Using Less, etc. and then combining them all onto a splash page to link to at the end. She is meeting with Chuck Schembre (NDEP) tomorrow for his approval of this plan and then we will be wrapping up this phase of the campaign in December.

CWSD has applied for another round of grant funding from NDEP to continue the next phase of the campaign. Hopefully we will hear by the end of November if we receive funding.

Director Schuette suggested that partnering with Public Works in the various counties would be great and Ms. Hunt agreed. Director Gardner suggested contacting Public Information Officers from each county for them to put links on the count websites. This is something we already do and Ms. Hunt explained the launch process.

*No action was taken.*

**Item #13 - For Discussion Only: Annual Report on the progress of implementation elements of the Storey County Hazard Mitigation Plan**

Ms. Neddenriep reported the reasoning behind becoming a jurisdiction to Storey County is it opens a whole other stream of funding CWSD is now eligible for. The FEMA Drought project funding is due to this. There is Congressional directed funding to each state. The Drought Management grant funding through NDEM was also assisted by the jurisdiction status. We should be receiving that award soon.

Mr. James states CWSD can assist other counties with this once the process is in place.

*No action was taken.*

**Item #14 - For Discussion Only: Review the current water related Bill Draft Requests (BDRs) for the 2023 Nevada Legislative Session**

Mr. James reported the State Engineer is not introducing any bills this round, he is waiting to see what will be put forth from Legislative Committee. He has heard that there is bipartisan support to address water issues.

*No action was taken.*

**Item #15 - For Discussion Only: Staff Reports**

Mr. James reported the following:

- There will be a meeting this Friday, November 18 with Churchill County and TCID to discuss the original flows provided to HDR. It looks like the flow rates were not correct. It is possible that the flood model and flood maps will have to be redone. He will report back to the Board after meeting.

- The State Water Plan is being updated for the first time in 20 years and he has been asked to be on the committee.
- There will be an Administrative Committee meeting to select the winner of the Andy Aldax Award and other administrative items. Recommendations will be brought to the December Board meeting.

Ms. Hunt reported the following:

- The CRC Education Working Group meeting is November 30. The Invasive Species Weed Group has a Workshop December 12. We are currently working on the Winter Newsletter. The 1997 Flood was 25 years ago and we will highlight that historical flood.

Ms. Neddenriep reported the following:

- This is Flood Awareness Week. There are activities all year, but November always has a week designated for public education and outreach events. The events have been publicized in newspapers and in radio spots. These events are a great opportunity to speak directly to the community and start a conversation on living in a watershed and inform them about flood events. Carson City signed a Flood Awareness Week Proclamation.

**Legal – None.**

**Correspondence –**

- 1) Pitch-In Watershed Moment Published in Carson Now October 24
- 2) Do Cty Student Water Quality Project Published in Record Courier October 22

*No action was taken.*

**Item #16 – For Discussion Only: Directors Reports –**

- Director Schuette reported she attended the Trails & Transportation Summit last week and it was great! She highly recommends everyone go next year.
- Director Gardner announced Douglas County would be signing a Flood Awareness Week Proclamation tomorrow. Also, at that meeting there will be a presentation on limiting septic tanks to less than 2 acres. There are mixed feelings on the Board. He will be reporting back on this issue. He reminded Douglas County Agricultural Reps that applications to be reappointed to CWSD are due Dec. 9 at 5pm.

*No action was taken.*

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

- Committee Member Riddle reported Committee Member Griffith is at the State Association of Counties Conference tonight.

- Measure D passed which prohibits Biomass Plants in east portion of the county.
- Thinning of the forest is on hold due to soggy soil.

*No action was taken.*

**Item #18– For Discussion Only: Update on activities in Storey County –**

Ms. Canfield reported the following:

- Storey County signed a Flood Awareness Week Proclamation also. There were school activities with NDWR for flood awareness.
- The EPA Mercury Study is ongoing and continues to cause issues in the county.

*No action was taken.*

**Item #19 – For Discussion Only: Public Comment –**

- Director Gardner stated good news – 20% chance of rain next Tuesday. Hope for cold to retain the snowpack!
- Mr. James stated the Truckee Canal has been cut off until September 2023 so Churchill County and Lahontan Reservoir will be 100% dependent on Carson River during this time.

There being no further business to come before the Board, Director Schank adjourned the meeting at 7:49pm.

Respectfully submitted,

*Catrina Schambra*  
Secretary to the Board

## **AGENDA ITEM #7**

### **TREASURER'S REPORT**

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**  
**Balance Sheet**  
**As of November 30, 2022**

	Nov 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1013-00 · Cash in Checking - U. S. Bank	210,409.06
1014-00 · Local Gov't Inv. Pool-Regular	993,167.92
1030-00 · Petty Cash	118.19
Total Checking/Savings	1,203,695.17
Other Current Assets	
1055-00 · Payroll Deposit - Carson City	500.00
Total Other Current Assets	500.00
Total Current Assets	1,204,195.17
<b>TOTAL ASSETS</b>	<b>1,204,195.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	669.75
Total Accounts Payable	669.75
Other Current Liabilities	
3360-00 · Accrued Vacation	24,979.38
3362-00 · Accrued sick leave	65,334.98
Total Other Current Liabilities	90,314.36
Total Current Liabilities	90,984.11
Total Liabilities	90,984.11
Equity	
4000-00 · Fund Balance	560,567.56
Net Income	552,643.50
Total Equity	1,113,211.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,204,195.17</b>

4:05 PM

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**

12/01/22

**Profit & Loss Budget vs. Actual**

Cash Basis

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5007-00 · Storey County Contribution	16,775.92	16,775.92		100.0%
5008-00 · Alpine Co. Joint Powers contrib	12,276.07	12,276.07		100.0%
5009-00 · Churchill County Ad Valorem	76,954.62	244,771.60	-167,816.98	31.4%
5010-00 · Lyon County Ad Valorem	88,690.46	216,545.36	-127,854.90	41.0%
5011-00 · Douglas County Ad Valorem	406,013.38	701,475.82	-295,462.44	57.9%
5012-00 · Carson City Ad Valorem	282,244.35	507,228.23	-224,983.88	55.6%
5022-00 · Water Lease - Mud Lake		58,000.00	-58,000.00	
5031-00 · Interest Income-LGIP Reg.	4,343.43	2,110.04	2,233.39	205.8%
5050-00 · Watershed Coordinator Grant				
5050-14 · NDEP-WS COORD V 1/1-12/31/2022	52,903.34	64,677.65	-11,774.31	81.8%
<b>Total 5050-00 · Watershed Coordinator Grant</b>	<b>52,903.34</b>	<b>64,677.65</b>	<b>-11,774.31</b>	<b>81.8%</b>
5058-00 · 208 Water Quality Plan				
5058-06 · NDEP 208 Water Quality AG	9,143.26	18,924.00	-9,780.74	48.3%
<b>Total 5058-00 · 208 Water Quality Plan</b>	<b>9,143.26</b>	<b>18,924.00</b>	<b>-9,780.74</b>	<b>48.3%</b>
5060-00 · Misc. Income/Watershed Tour		6,000.00	-6,000.00	
5082-00 · Alpine Co.-CASGEM Grant		800.00	-800.00	
5083-00 · Al.Co.-Mesa GW Monitoring Grant		800.00	-800.00	
5101-00 · State Parks Aquatic Trail Grant		60,000.00	-60,000.00	
6006-00 · FEMA-MAS #11	98,465.10	77,629.00	20,836.10	126.8%
6007-00 · FEMA-MAS #12	204,168.86	582,202.00	-378,033.14	35.1%
<b>Total Income</b>	<b>1,251,978.79</b>	<b>2,570,215.69</b>	<b>-1,318,236.90</b>	<b>48.7%</b>
<b>Expense</b>				
7015-00 · Salaries & Wages	197,757.78	506,147.00	-308,389.22	39.1%
7020-00 · Employee Benefits	75,697.43	193,600.00	-117,902.57	39.1%
7021-00 · Workers Comp Ins.	56.06	1,000.00	-943.94	5.6%
7101-00 · Director's Fees				
7101-01 · Director Benefits	43.25		43.25	100.0%
7101-02 · Director's Fees-Alpine Co.	560.00		560.00	100.0%
7101-00 · Director's Fees - Other	2,797.55	18,000.00	-15,202.45	15.5%
<b>Total 7101-00 · Director's Fees</b>	<b>3,400.80</b>	<b>18,000.00</b>	<b>-14,599.20</b>	<b>18.9%</b>
7102-00 · Insurance	5,067.21	5,400.00	-332.79	93.8%
7103-00 · Office Supplies	1,475.48	3,200.00	-1,724.52	46.1%
7104-00 · Postage	475.25	1,500.00	-1,024.75	31.7%
7105-00 · Rent	16,200.00	39,300.00	-23,100.00	41.2%
7106-00 · Telephone/Internet	1,852.91	3,500.00	-1,647.09	52.9%
7107-00 · Travel-transport/meals/lodging				
7107-01 · Car Allowance	2,500.00		2,500.00	100.0%
7107-00 · Travel-transport/meals/lodging - Other	1,728.61	16,000.00	-14,271.39	10.8%
<b>Total 7107-00 · Travel-transport/meals/lodging</b>	<b>4,228.61</b>	<b>16,000.00</b>	<b>-11,771.39</b>	<b>26.4%</b>
7108-00 · Dues & Publications	657.00	1,200.00	-543.00	54.8%
7109-00 · Miscellaneous Expense		1,000.00	-1,000.00	
7110-00 · Conferences & Education	1,295.00	1,700.00	-405.00	76.2%
7111-00 · Office Equipment	6,282.70	6,000.00	282.70	104.7%
7112-00 · Bank Charges	25.00	50.00	-25.00	50.0%
7114-00 · Outside Professional Services	329.52	30,000.00	-29,670.48	1.1%
7115-00 · Accounting	840.00	16,800.00	-15,960.00	5.0%
7116-00 · Legal	8,000.00	30,000.00	-22,000.00	26.7%
7117-00 · Lost Lakes Expenses		14,700.00	-14,700.00	
7118-00 · Mud Lake O & M		1,400.00	-1,400.00	
7120-00 · Integrated Watershed Programs				
7120-07 · Watershed Tour		7,000.00	-7,000.00	
7120-44 · NDEP WS Coord V -1/1-12/31/2023				
7120-49 · WS COORD-REIMBURSABLE				
7120-51 · WS COORD REIMB - Travel	275.01		275.01	100.0%



4:05 PM

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**

12/01/22

**Profit & Loss Budget vs. Actual**

Cash Basis

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
7120-52 · WS COORD REIMB- Operations	388.91		388.91	100.0%
7120-53 · WS COORD REIMB- NEON	12,650.00		12,650.00	100.0%
7120-54 · NCE-Web Access System CRASP	8,195.00		8,195.00	100.0%
<b>Total 7120-49 · WS COORD-REIMBURSABLE</b>	<b>21,508.92</b>		<b>21,508.92</b>	<b>100.0%</b>
7120-44 · NDEP WS Coord V -1/1-12/31/2023 - Other		14,373.65	-14,373.65	
<b>Total 7120-44 · NDEP WS Coord V -1/1-12/31/2023</b>	<b>21,508.92</b>	<b>14,373.65</b>	<b>7,135.27</b>	<b>149.6%</b>
<b>Total 7120-00 · Integrated Watershed Programs</b>	<b>21,508.92</b>	<b>21,373.65</b>	<b>135.27</b>	<b>100.6%</b>
7127-00 · State Parks Aquatic Trail		40,000.00	-40,000.00	
7332-00 · Carson River Work Days				
7332.08 · CR Work Days 2022-23		30,000.00	-30,000.00	
<b>Total 7332-00 · Carson River Work Days</b>		<b>30,000.00</b>	<b>-30,000.00</b>	
7337-00 · Carson River Restoration				
7337-01 · Carson Valley Conserv District				
7337-28 · CVCD - West Fork Bank 2021-22		210,000.00	-210,000.00	
7337-29 · Genoa River Restoration 2022-23	3,744.38		3,744.38	100.0%
<b>Total 7337-01 · Carson Valley Conserv District</b>	<b>3,744.38</b>	<b>210,000.00</b>	<b>-206,255.62</b>	<b>1.8%</b>
7337-02 · Dayton Valley Conservation Dist				
7337-37 · DVCD - Projects Inventory 21-22		118,000.00	-118,000.00	
7337-38 · DVCD Bank Stab & Dayton Bridge				
7337-34 · DVCD Bank Stab/Dayton Br (EXT)		45,000.00	-45,000.00	
<b>Total 7337-38 · DVCD Bank Stab &amp; Dayton Bridge</b>		<b>45,000.00</b>	<b>-45,000.00</b>	
<b>Total 7337-02 · Dayton Valley Conservation Dist</b>		<b>163,000.00</b>	<b>-163,000.00</b>	
7337-03 · The Nature Conservancy				
7337-50 · Riparian Reveg & Bank Stabilize		25,142.00	-25,142.00	
<b>Total 7337-03 · The Nature Conservancy</b>		<b>25,142.00</b>	<b>-25,142.00</b>	
7337-04 · Lahontan Conserv.Dist				
7337-45 · LCD Clearing & Sand Bar Removal		27,000.00	-27,000.00	
<b>Total 7337-04 · Lahontan Conserv.Dist</b>		<b>27,000.00</b>	<b>-27,000.00</b>	
<b>Total 7337-00 · Carson River Restoration</b>	<b>3,744.38</b>	<b>425,142.00</b>	<b>-421,397.62</b>	<b>0.9%</b>
7404-00 · Noxious Weeds Control-CR Wtrshd		85,000.00	-85,000.00	
7406-00 · 208 Water Quality Mgmt. Plan				
7406-04 · NDEP 208 Water Qual AG 2022-23	526.88	2,200.00	-1,673.12	23.9%
<b>Total 7406-00 · 208 Water Quality Mgmt. Plan</b>	<b>526.88</b>	<b>2,200.00</b>	<b>-1,673.12</b>	<b>23.9%</b>
7440-00 · FEMA - MAS #11				
7440-15 · Conference(Travel/Meals/Hotel)	68.75		68.75	100.0%
7440-31 · Smelter Creek LOMR -Kimley Horn	1,573.50		1,573.50	100.0%
7440-40 · 2022 Flood Awareness	3,188.56		3,188.56	100.0%
7440-51 · Clear Creek LOMR -Cardno	35,307.50		35,307.50	100.0%
7440-61 · CV Flood Forecast Model -HDR	22,143.80		22,143.80	100.0%
7440-71 · Web Access System-Michael Baker	16,334.65		16,334.65	100.0%
7440-00 · FEMA - MAS #11 - Other	20.13	43,206.00	-43,185.87	0.0%
<b>Total 7440-00 · FEMA - MAS #11</b>	<b>78,636.89</b>	<b>43,206.00</b>	<b>35,430.89</b>	<b>182.0%</b>
7440-72 · MB Web Access Match		7,200.00	-7,200.00	
7441-00 · FEMA - MAS #12				
7441-01 · CC EAST ADMP-MB	10,260.71		10,260.71	100.0%
7441-02 · CC Southeast ADMP - KH	50,031.70		50,031.70	100.0%
7441-03 · VC 6-Mile Cyn ADMP-Lumos	55,151.30		55,151.30	100.0%
7441-04 · Buckeye Creek -JEF	41,104.20		41,104.20	100.0%
7441-05 · Ramsey Cyn Flood Study-HMC	248.99		248.99	100.0%
7441-07 · Trvl/Hotel/Meals/Conf/Mileage	11.12		11.12	100.0%

For internal &amp; discussion purposes only.

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## CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

12/01/22

## Profit &amp; Loss Budget vs. Actual

Cash Basis

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
7441-09 · Mural Project-Jungle Designs	-1,289.05		-1,289.05	100.0%
7441-00 · FEMA - MAS #12 - Other	26.21	541,300.00	-541,273.79	0.0%
Total 7441-00 · FEMA - MAS #12	155,545.18	541,300.00	-385,754.82	28.7%
7442-00 · FEMA - COMS 1	104.79		104.79	100.0%
7500-00 · USGS Stream Gage Contract				
7500-04 · USGS Stream Flow Gauges 21-23	19,509.75	81,089.00	-61,579.25	24.1%
Total 7500-00 · USGS Stream Gage Contract	19,509.75	81,089.00	-61,579.25	24.1%
7508-00 · USGS Do.Co.WQ & GW Monitoring				
7508-04 · DoCo WQ/GW Mon. 2021-23	3,296.25	17,580.00	-14,283.75	18.8%
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring	3,296.25	17,580.00	-14,283.75	18.8%
7524-00 · USGS-GW Lvl & WQ in Ch.Co.				
7524-02 · USGS-GW Lvl & WQ-ChCo 2018-22		4,921.33	-4,921.33	
Total 7524-00 · USGS-GW Lvl & WQ in Ch.Co.		4,921.33	-4,921.33	
7526-01 · USGS Middle Carson GW 2020-22		15,250.00	-15,250.00	
7529-00 · USGS Water Resources 2022-24	6,520.00	44,375.00	-37,855.00	14.7%
7600-00 · Alpine County Projects				
7600-09 · Al.Co.-CASGEM		5.00	-5.00	
7600-10 · Al.Co.-Mesa GW Monitoring		2.00	-2.00	
7600-14 · AWG Programs 22-23	15,000.00	30,000.00	-15,000.00	50.0%
Total 7600-00 · Alpine County Projects	15,000.00	30,007.00	-15,007.00	50.0%
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	
7630-00 · Lyon County Projects				
7630-12 · HWY 50 Right-of-Way Project Exp		100,000.00	-100,000.00	
Total 7630-00 · Lyon County Projects		100,000.00	-100,000.00	
7640-00 · Churchill County Projects				
7640-20 · Lahontan Vly.Wtr.Lvl. 2021-24	4,050.00	14,500.00	-10,450.00	27.9%
7640-22 · Dixie Valley Wtr Lvl 2022-25	4,751.50	23,000.00	-18,248.50	20.7%
Total 7640-00 · Churchill County Projects	8,801.50	37,500.00	-28,698.50	23.5%
Total Expense	699,335.29	2,666,640.98	-1,967,305.69	26.2%
Net Ordinary Income	552,643.50	-96,425.29	649,068.79	-573.1%
Other Income/Expense				
Other Income				
8005-00 · Beginning Equity		703,347.45	-703,347.45	
8009-00 · Trans. In-Floodplain Mgmt. Fd.		7,200.00	-7,200.00	
8015-00 · Trans. In-Acq/Const. Fund		100,000.00	-100,000.00	
Total Other Income		810,547.45	-810,547.45	
Other Expense				
8002-00 · Transfer Out-Acq/Const Fund		135,000.00	-135,000.00	
8008-00 · Preliminary Planning		400,000.00	-400,000.00	
8014-00 · Trans. Out-Floodplain Mgmt. Fd.		51,800.00	-51,800.00	
Total Other Expense		586,800.00	-586,800.00	
Net Other Income		223,747.45	-223,747.45	

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12/01/22  
Cash Basis

**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**  
**Profit & Loss Budget vs. Actual**  
July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Net Income	552,643.50	127,322.16	425,321.34	434.1%

## CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

12/01/22

## Profit &amp; Loss YTD Comparison

Cash Basis

November 2022

	Nov 22	Jul - Nov 22
Ordinary Income/Expense		
Income		
5007-00 · Storey County Contribution		16,775.92
5008-00 · Alpine Co. Joint Powers contrib		12,276.07
5009-00 · Churchill County Ad Valorem		76,954.62
5010-00 · Lyon County Ad Valorem		88,690.46
5011-00 · Douglas County Ad Valorem	109,584.71	406,013.38
5012-00 · Carson City Ad Valorem	99,188.37	282,244.35
5031-00 · Interest Income-LGIP Reg.	1,298.32	4,343.43
5050-00 · Watershed Coordinator Grant		
5050-14 · NDEP-WS COORD V 1/1-12/31/2022	52,903.34	52,903.34
Total 5050-00 · Watershed Coordinator Grant	52,903.34	52,903.34
5058-00 · 208 Water Quality Plan		
5058-06 · NDEP 208 Water Quality AG		9,143.26
Total 5058-00 · 208 Water Quality Plan		9,143.26
6005-00 · FEMA -MAS #10		
6006-00 · FEMA-MAS #11	15,386.50	98,465.10
6007-00 · FEMA-MAS #12	27,200.33	204,168.86
Total Income	305,561.57	1,251,978.79
Expense		
7015-00 · Salaries & Wages	41,767.96	197,757.78
7020-00 · Employee Benefits	15,921.17	75,697.43
7021-00 · Workers Comp Ins.		56.06
7101-00 · Director's Fees		
7101-01 · Director Benefits	9.28	43.25
7101-02 · Director's Fees-Alpine Co.	80.00	560.00
7101-00 · Director's Fees - Other	640.00	2,797.55
Total 7101-00 · Director's Fees	729.28	3,400.80
7102-00 · Insurance		5,067.21
7103-00 · Office Supplies	-26.45	1,475.48
7104-00 · Postage	108.90	475.25
7105-00 · Rent	3,240.00	16,200.00
7106-00 · Telephone/Internet	454.90	1,852.91
7107-00 · Travel-transport/meals/lodging		
7107-01 · Car Allowance	500.00	2,500.00
7107-00 · Travel-transport/meals/lodging - Other		1,728.61
Total 7107-00 · Travel-transport/meals/lodging	500.00	4,228.61
7108-00 · Dues & Publications	425.00	657.00
7110-00 · Conferences & Education	1,000.00	1,295.00
7111-00 · Office Equipment	3,371.00	6,282.70
7112-00 · Bank Charges		25.00
7114-00 · Outside Professional Services		329.52
7115-00 · Accounting	840.00	840.00
7116-00 · Legal	2,000.00	8,000.00
7117-00 · Lost Lakes Expenses		
7120-00 · Integrated Watershed Programs		
7120-44 · NDEP WS Coord V -1/1-12/31/2023		
7120-49 · WS COORD-REIMBURSABLE		
7120-51 · WS COORD REIMB - Travel		275.01
7120-52 · WS COORD REIMB- Operations	169.14	388.91
7120-53 · WS COORD REIMB- NEON		12,650.00
7120-54 · NCE-Web Access System CRASP	2,500.00	8,195.00
Total 7120-49 · WS COORD-REIMBURSABLE	2,669.14	21,508.92
Total 7120-44 · NDEP WS Coord V -1/1-12/31/2023	2,669.14	21,508.92
Total 7120-00 · Integrated Watershed Programs	2,669.14	21,508.92
7332-00 · Carson River Work Days		
7332-07 · CR Work Days 2021-22		
Total 7332-00 · Carson River Work Days		
7337-00 · Carson River Restoration		
7337-01 · Carson Valley Conserv District		
7337-29 · Genoa River Restoration 2022-23	3,744.38	3,744.38

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## CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

12/01/22

## Profit &amp; Loss YTD Comparison

Cash Basis

November 2022

	Nov 22	Jul - Nov 22
Total 7337-01 · Carson Valley Conserv District	3,744.38	3,744.38
7337-02 · Dayton Valley Conservation Dist		
7337-37 · DVCD - Projects Inventory 21-22		
Total 7337-02 · Dayton Valley Conservation Dist		
Total 7337-00 · Carson River Restoration	3,744.38	3,744.38
7404-00 · Noxious Weeds Control-CR Wtrshd		
7404-01 · Noxious Weed Control-Alpine Co.		
7404-02 · Noxious Weed Control-Douglas Co		
7404-03 · Noxious Weed Control-CarsonCity		
7404-04 · Noxious Weed Control-Lyon Co.		
7404-05 · Noxious Weed Control-Churchill		
Total 7404-00 · Noxious Weeds Control-CR Wtrshd		
7406-00 · 208 Water Quality Mgmt. Plan		
7406-04 · NDEP 208 Water Qual AG 2022-23	291.00	526.88
Total 7406-00 · 208 Water Quality Mgmt. Plan	291.00	526.88
7439-00 · FEMA MAS #10		
7439-05 · Ch Cty Flood Maps (HDR)		
Total 7439-00 · FEMA MAS #10		
7440-00 · FEMA - MAS #11		
7440-15 · Conference(Travel/Meals/Hotel)		68.75
7440-31 · Smelter Creek LOMR -Kimley Horn		1,573.50
7440-40 · 2022 Flood Awareness	2,180.00	3,188.56
7440-51 · Clear Creek LOMR -Cardno	4,710.00	35,307.50
7440-61 · CV Flood Forecast Model -HDR	1,573.40	22,143.80
7440-71 · Web Access System-Michael Baker		16,334.65
7440-00 · FEMA - MAS #11 - Other	4.04	20.13
Total 7440-00 · FEMA - MAS #11	8,467.44	78,636.89
7441-00 · FEMA - MAS #12		
7441-01 · CC EAST ADMP-MB	9,309.75	10,260.71
7441-02 · CC Southeast ADMP - KH	4,495.20	50,031.70
7441-03 · VC 6-Mile Cyn ADMP-Lumos	6,198.20	55,151.30
7441-04 · Buckeye Creek -JEF	4,514.50	41,104.20
7441-05 · Ramsey Cyn Flood Study-HMC		248.99
7441-07 · Trvl/Hotel/Meals/Conf/Mileage		11.12
7441-09 · Mural Project-Jungle Designs		-1,289.05
7441-00 · FEMA - MAS #12 - Other	2.38	26.21
Total 7441-00 · FEMA - MAS #12	24,520.03	155,545.18
7442-00 · FEMA - COMS 1	20.13	104.79
7500-00 · USGS Stream Gage Contract		
7500-04 · USGS Stream Flow Gauges 21-23		19,509.75
Total 7500-00 · USGS Stream Gage Contract		19,509.75
7508-00 · USGS Do.Co.WQ & GW Monitoring		
7508-04 · DoCo WQ/GW Mon. 2021-23		3,296.25
Total 7508-00 · USGS Do.Co.WQ & GW Monitoring		3,296.25
7529-00 · USGS Water Resources 2022-24		6,520.00
7600-00 · Alpine County Projects		
7600-14 · AWG Programs 22-23		15,000.00
Total 7600-00 · Alpine County Projects		15,000.00
7610-00 · Douglas County Projects		
7610-10 · Do.Co.Reg.Pipeline Debt Service		62,500.00
Total 7610-00 · Douglas County Projects		62,500.00
7640-00 · Churchill County Projects		
7640-18 · Dixie Vlt Wtr Lvl Meas 2019-22		4,050.00
7640-20 · Lahontan Vly.Wtr.Lvl. 2021-24		4,751.50
7640-22 · Dixie Valley Wtr Lvl 2022-25		
Total 7640-00 · Churchill County Projects		8,801.50
Total Expense	110,043.88	699,335.29

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# CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

12/01/22

## Profit & Loss YTD Comparison

Cash Basis

November 2022

	Nov 22	Jul - Nov 22
Net Ordinary Income	195,517.69	552,643.50
Other Income/Expense		
Other Expense		
8002-00 · Transfer Out-Acq/Const Fund		
Total Other Expense		
Net Other Income		
Net Income	195,517.69	552,643.50

**Floodplain Management Fund**  
**Balance Sheet**  
As of November 30, 2022

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	Nov 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1013-03 · LGIP - Floodplain	344,013.70
Total Checking/Savings	344,013.70
Total Current Assets	344,013.70
<b>TOTAL ASSETS</b>	<b>344,013.70</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Retained Earnings	341,519.51
Net Income	2,494.19
Total Equity	344,013.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>344,013.70</b>

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11/30/22

Cash Basis

**Floodplain Management Fund**  
**Profit & Loss Budget vs. Actual**  
 July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
5032-03 · Int. Inc.-LGIP-Floodplain	2,494.19	918.60	1,575.59	271.5%
<b>Total Income</b>	2,494.19	918.60	1,575.59	271.5%
<b>Expense</b>				
8009-01 · Reg. Flood Preliminary Planning	0.00	300,000.00	-300,000.00	0.0%
8009-07 · Web Hosting (MB)	0.00	7,200.00	-7,200.00	0.0%
<b>Total Expense</b>	0.00	307,200.00	-307,200.00	0.0%
<b>Net Ordinary Income</b>	2,494.19	-306,281.40	308,775.59	-0.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8000-03 · Beginning Equity	0.00	306,200.00	-306,200.00	0.0%
8001-03 · Trans. In- General Fund	0.00	51,800.00	-51,800.00	0.0%
<b>Total Other Income</b>	0.00	358,000.00	-358,000.00	0.0%
<b>Net Other Income</b>	0.00	358,000.00	-358,000.00	0.0%
<b>Net Income</b>	<b>2,494.19</b>	<b>51,718.60</b>	<b>-49,224.41</b>	<b>4.8%</b>

**Floodplain Management Fund**  
**Profit & Loss YTD Comparison**  
November 2022

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	Nov 22	Jul - Nov 22
Ordinary Income/Expense		
Income		
5032-03 · Int. Inc.-LGIP-Floodplain	726.88	2,494.19
Total Income	726.88	2,494.19
Net Ordinary Income	726.88	2,494.19
Net Income	<u>726.88</u>	<u>2,494.19</u>



**Balance Sheet**

As of November 30, 2022

	Nov 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1013-01 · Local Gov't Inv.Pool-Reserve	1,044,610.20
Total Checking/Savings	1,044,610.20
Other Current Assets	
1101-00 · Due from Other Funds	105,000.00
Total Other Current Assets	105,000.00
Total Current Assets	1,149,610.20
<b>TOTAL ASSETS</b>	<b>1,149,610.20</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
4000-01 · Fund Balance - Capital Project	1,037,143.62
Net Income	112,466.58
Total Equity	1,149,610.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,149,610.20</b>

## Profit &amp; Loss Budget vs. Actual

July through November 2022

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-01 · Interest Income - LGIP Res.	7,466.58	2,971.37	4,495.21	251.3%
Total Income	7,466.58	2,971.37	4,495.21	251.3%
Expense				
8015-04 · Construction Projects		900,000.00	-900,000.00	
8015-05 · Right-A-Way Lyon Cty Utility SS		100,000.00	-100,000.00	
Total Expense		1,000,000.00	-1,000,000.00	
Net Ordinary Income	7,466.58	-997,028.63	1,004,495.21	-0.7%
Other Income/Expense				
Other Income				
8000-01 · Beginning Equity		990,458.00	-990,458.00	
8001-01 · Transfer In-General Fund	-105,000.00	135,000.00	-240,000.00	-77.8%
Total Other Income	-105,000.00	1,125,458.00	-1,230,458.00	-9.3%
Other Expense				
8002-01 · Transfer Out-GF	-210,000.00	100,000.00	-310,000.00	-210.0%
Total Other Expense	-210,000.00	100,000.00	-310,000.00	-210.0%
Net Other Income	105,000.00	1,025,458.00	-920,458.00	10.2%
Net Income	112,466.58	28,429.37	84,037.21	395.6%

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**CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION**

11/30/22

**Profit & Loss YTD Comparison**

Cash Basis

November 2022

	Nov 22	Jul - Nov 22
Ordinary Income/Expense		
Income		
5032-01 · Interest Income - LGIP Res.	2,207.21	7,466.58
Total Income	2,207.21	7,466.58
Net Ordinary Income	2,207.21	7,466.58
Other Income/Expense		
Other Income		
8001-01 · Transfer In-General Fund		-105,000.00
Total Other Income		-105,000.00
Other Expense		
8002-01 · Transfer Out-GF		-210,000.00
Total Other Expense		-210,000.00
Net Other Income		105,000.00
Net Income	2,207.21	112,466.58

## **AGENDA ITEM #8**

### **PAYMENT OF BILLS**

3:39 PM  
11/30/22  
Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

Transaction Detail by Account  
November 2022

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>1013-00 · Cash in Checking - U. S. Bank</b>						
Check	11/02/2022	10774	Euronev, Ltd.	#00074334 November Rent	-3,240.00	-3,240.00
Check	11/02/2022	10775	King & Russo, Ltd.	Professional Services October 2022	-2,000.00	-5,240.00
Check	11/02/2022	10776	Charter Communications	Acct#8354110011312511	-117.97	-5,357.97
Check	11/02/2022	10777	JE Fuller Hydrology & Geomorpholog...	Inv.#P3832.01-5	-4,514.50	-9,872.47
Check	11/02/2022	10778	HDR Engineering, Inc.	Inv#1200472277	-1,573.40	-11,445.87
Check	11/04/2022	10779	Nevada News Group	Cust#2093	-2,180.00	-13,625.87
Check	11/07/2022	10780	Michael Baker International, Inc.	Inv#1162637	-9,309.75	-22,935.62
Check	11/07/2022	10781	MacLeod Watts, Inc.	Inv#11722CWSD	-840.00	-23,775.62
Check	11/07/2022	10782	Regen Ag Lab	Acct #1297	-291.00	-24,066.62
Deposit	11/07/2022			Deposit	31,778.37	7,711.75
Check	11/08/2022	10783	Carson Valley Conservation District	1st Qtr #22-7	-3,744.38	3,967.37
Check	11/08/2022	10784	NCE	INV#1041022506	-2,500.00	1,467.37
Check	11/08/2022	10785	Kimley-Horn & Associates, Inc.	INV #22933640	-4,495.20	-3,027.83
Check	11/09/2022	10786	Pacific Office Automation	Acct#710047	-75.52	-3,103.35
Check	11/10/2022	10787	Carson City	CWSD Payroll #23	-28,751.40	-31,854.75
Check	11/14/2022	10788	Lumos & Assoc., Inc.	Inv#115324 Proj#10679	-6,198.20	-38,052.95
Check	11/14/2022	10789	VOID	VOID		-38,052.95
Check	11/14/2022	10790	Cardno, Inc.	INV#2003315	-4,710.00	-42,762.95
Deposit	11/16/2022			Deposit	109,584.71	66,821.76
Check	11/17/2022	10791	January Riddle	November Director Fee	-80.00	66,741.76
Deposit	11/21/2022			Deposit	52,903.34	119,645.10
Deposit	11/22/2022			Deposit	67,410.00	187,055.10
Check	11/22/2022	10792	Local Government Investment Pool	For deposit/CWSD General	-40,000.00	147,055.10
Check	11/22/2022	10793	Edwin James	Reimbursement	-3,260.24	143,794.86
Deposit	11/22/2022			Deposit	42,586.83	186,381.69
Check	11/28/2022	10794	Carson City	CWSD Payroll #24	-30,087.01	156,294.68
Check	11/28/2022	10795	Nevada Water Resources Assn.	65785103 & 67431781	-1,250.00	155,044.68
Check	11/28/2022	10796	Charter Communications	Acct#8354110011312511	-117.97	154,926.71
Check	11/28/2022	10797	Bank of America	Acct. #4024 4910 0003 3949	-707.34	154,219.37
Check	11/30/2022	10798	Deborah Neddenriep	Reimbursement	-135.00	154,084.37
Total 1013-00 · Cash in Checking - U. S. Bank					154,084.37	154,084.37
<b>1014-00 · Local Gov't Inv. Pool-Regular</b>						
Deposit	11/01/2022			Interest	1,298.32	1,298.32
Check	11/22/2022	10792	Local Government Investment Pool	CWSD investment in General Fund LGIP	40,000.00	41,298.32
Total 1014-00 · Local Gov't Inv. Pool-Regular					41,298.32	41,298.32
<b>3307-00 · CC Payroll Due</b>						
General Jo...	11/10/2022			Payroll #23 (10/21/2022-11/3/2022)	-28,751.40	-28,751.40
Check	11/10/2022	10787	Carson City	Payroll #23 (10/21/2022-11/3/2022)	28,751.40	
General Jo...	11/28/2022			Payroll #24 (11/4/2022-11/17/2022)	-30,087.01	-30,087.01
Check	11/28/2022	10794	Carson City	Payroll #24 (11/4/2022-11/17/2022)	30,087.01	
Total 3307-00 · CC Payroll Due						
<b>5011-00 · Douglas County Ad Valorem</b>						
Deposit	11/16/2022	734242	Douglas County	October Ad Valorem Taxes	-109,584.71	-109,584.71
Total 5011-00 · Douglas County Ad Valorem					-109,584.71	-109,584.71
<b>5012-00 · Carson City Ad Valorem</b>						
Deposit	11/07/2022	90309...	Carson City	Sept Ad Valorem Taxes	-31,778.37	-31,778.37
Deposit	11/22/2022	90310...	Carson City	October Ad Valorem Taxes	-67,410.00	-99,188.37
Total 5012-00 · Carson City Ad Valorem					-99,188.37	-99,188.37
<b>5031-00 · Interest Income-LGIP Reg.</b>						
Deposit	11/01/2022			Interest	-1,298.32	-1,298.32
Total 5031-00 · Interest Income-LGIP Reg.					-1,298.32	-1,298.32
<b>5050-00 · Watershed Coordinator Grant</b>						
<b>5050-14 · NDEP-WS COORD V 1/1-12/31/2022</b>						
Deposit	11/21/2022	91175...	Nevada State Controller	Inv#3 July-September 2022	-52,903.34	-52,903.34
Total 5050-14 · NDEP-WS COORD V 1/1-12/31/2022					-52,903.34	-52,903.34
Total 5050-00 · Watershed Coordinator Grant					-52,903.34	-52,903.34
<b>6006-00 · FEMA-MAS #11</b>						
Deposit	11/22/2022		FEMA	Draw 21	-15,386.50	-15,386.50
Total 6006-00 · FEMA-MAS #11					-15,386.50	-15,386.50
<b>6007-00 · FEMA-MAS #12</b>						
Deposit	11/22/2022		FEMA	Draw 8	-27,200.33	-27,200.33
Total 6007-00 · FEMA-MAS #12					-27,200.33	-27,200.33

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND  
Transaction Detail by Account  
November 2022

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>7015-00 · Salaries &amp; Wages</b>						
General Jo...	11/10/2022			Salary Payroll #23 Fryer	2,930.78	2,930.78
General Jo...	11/10/2022			Salary Payroll #23 Hunt	3,432.70	6,363.48
General Jo...	11/10/2022			Salary Payroll #23 James	6,552.60	12,916.08
General Jo...	11/10/2022			Salary Payroll #23 Neddenriep	2,538.09	15,454.17
General Jo...	11/10/2022			Salary Payroll #23 Robinson	2,832.86	18,287.03
General Jo...	11/10/2022			Salary Payroll #23 Schambra	2,307.94	20,594.97
General Jo...	11/28/2022			Salary Payroll #24 Fryer	2,772.16	23,367.13
General Jo...	11/28/2022			Salary Payroll #24 Hunt	3,604.34	26,971.47
General Jo...	11/28/2022			Salary Payroll #24 James	6,552.60	33,524.07
General Jo...	11/28/2022			Salary Payroll #24 Neddenriep	2,597.57	36,121.64
General Jo...	11/28/2022			Salary Payroll #24 Robinson	2,715.62	38,837.26
General Jo...	11/28/2022			Salary Payroll #24 Schambra	2,930.70	41,767.96
Total 7015-00 · Salaries & Wages					41,767.96	41,767.96
<b>7020-00 · Employee Benefits</b>						
General Jo...	11/10/2022			Benies Payroll #23 Fryer	868.37	868.37
General Jo...	11/10/2022			Benies Payroll #23 Hunt	1,683.26	2,551.63
General Jo...	11/10/2022			Benies Payroll #23 James	2,680.96	5,232.59
General Jo...	11/10/2022			Benies Payroll #23 Neddenriep	1,215.01	6,447.60
General Jo...	11/10/2022			Benies Payroll #23 Robinson	456.19	6,903.79
General Jo...	11/10/2022			Benies Payroll #23 Schambra	1,002.64	7,906.43
General Jo...	11/28/2022			Benies Payroll #24 Fryer	818.88	8,725.31
General Jo...	11/28/2022			Benies Payroll #24 Hunt	1,736.81	10,462.12
General Jo...	11/28/2022			Benies Payroll #24 James	2,680.96	13,143.08
General Jo...	11/28/2022			Benies Payroll #24 Neddenriep	1,233.58	14,376.66
General Jo...	11/28/2022			Benies Payroll #24 Robinson	436.31	14,812.97
General Jo...	11/28/2022			Benies Payroll #24 Schambra	1,108.20	15,921.17
Total 7020-00 · Employee Benefits					15,921.17	15,921.17
<b>7101-00 · Director's Fees</b>						
<b>7101-01 · Director Benefits</b>						
General Jo...	11/10/2022			Director Benies Payroll #23 Gardner		
General Jo...	11/10/2022			Director Benies Payroll #23 Giomi		
General Jo...	11/10/2022			Director Benies Payroll #23 Gray		
General Jo...	11/10/2022			Director Benies Payroll #23 Hindle		
General Jo...	11/10/2022			Director Benies Payroll #23 Nelson		
General Jo...	11/10/2022			Director Benies Payroll #23 Olsen		
General Jo...	11/10/2022			Director Benies Payroll #23 Schank		
General Jo...	11/10/2022			Director Benies Payroll #23 Schuette		
General Jo...	11/10/2022			Director Benies Payroll #23 Stodieck		
General Jo...	11/10/2022			Director Benies Payroll #23 Uhart		
General Jo...	11/10/2022			Director Benies Payroll #23 Workman		
General Jo...	11/28/2022			Director Benies Payroll #24 Gardner	1.16	1.16
General Jo...	11/28/2022			Director Benies Payroll #24 Giomi		1.16
General Jo...	11/28/2022			Director Benies Payroll #24 Gray	1.16	2.32
General Jo...	11/28/2022			Director Benies Payroll #24 Hindle		2.32
General Jo...	11/28/2022			Director Benies Payroll #24 Nelson	1.16	3.48
General Jo...	11/28/2022			Director Benies Payroll #24 Olsen	1.16	4.64
General Jo...	11/28/2022			Director Benies Payroll #24 Schank		4.64
General Jo...	11/28/2022			Director Benies Payroll #24 Schuette	1.16	5.80
General Jo...	11/28/2022			Director Benies Payroll #24 Stodieck	1.16	6.96
General Jo...	11/28/2022			Director Benies Payroll #24 Uhart	1.16	8.12
General Jo...	11/28/2022			Director Benies Payroll #24 Workman	1.16	9.28
Total 7101-01 · Director Benefits					9.28	9.28
<b>7101-02 · Director's Fees-Alpine Co.</b>						
Check	11/17/2022	10791	January Riddle	November Alpine County Director Fee	80.00	80.00
Total 7101-02 · Director's Fees-Alpine Co.					80.00	80.00
<b>7101-00 · Director's Fees - Other</b>						
General Jo...	11/10/2022			Director Fee Payroll #23 Gardner		
General Jo...	11/10/2022			Director Fee Payroll #23 Giomi		
General Jo...	11/10/2022			Director Fee Payroll #23 Gray		
General Jo...	11/10/2022			Director Fee Payroll #23 Hindle		
General Jo...	11/10/2022			Director Fee Payroll #23 Nelson		
General Jo...	11/10/2022			Director Fee Payroll #23 Olsen		
General Jo...	11/10/2022			Director Fee Payroll #23 Schank		
General Jo...	11/10/2022			Director Fee Payroll #23 Schuette		
General Jo...	11/10/2022			Director Fee Payroll #23 Stodieck		
General Jo...	11/10/2022			Director Fee Payroll #23 Uhart		
General Jo...	11/10/2022			Director Fee Payroll #23 Workman		
General Jo...	11/28/2022			Director Fee Payroll #24 Gardner	80.00	80.00
General Jo...	11/28/2022			Director Fee Payroll #24 Giomi		80.00
General Jo...	11/28/2022			Director Fee Payroll #24 Gray	80.00	160.00
General Jo...	11/28/2022			Director Fee Payroll #24 Hindle		160.00

For internal & discussion purposes only.

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Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

Transaction Detail by Account

November 2022

Type	Date	Num	Name	Memo	Paid Amount	Balance
General Jo...	11/28/2022			Director Fee Payroll #24 Nelson	80.00	240.00
General Jo...	11/28/2022			Director Fee Payroll #24 Olsen	80.00	320.00
General Jo...	11/28/2022			Director Fee Payroll #24 Schank		320.00
General Jo...	11/28/2022			Director Fee Payroll #24 Schuette	80.00	400.00
General Jo...	11/28/2022			Director Fee Payroll #24 Stodieck	80.00	480.00
General Jo...	11/28/2022			Director Fee Payroll #24 Uhart	80.00	560.00
General Jo...	11/28/2022			Director Fee Payroll #24 Workman	80.00	640.00
Total 7101-00 · Director's Fees - Other					640.00	640.00
Total 7101-00 · Director's Fees					729.28	729.28
<b>7103-00 · Office Supplies</b>						
Check	11/09/2022	10786	Pacific Office Automation	OCT Color Copies	47.52	47.52
Check	11/09/2022	10786	Pacific Office Automation	OCT B&W Copies	28.00	75.52
Check	11/28/2022	10797	Bank of America	Business Card Stock; copy paper	83.12	158.64
Check	11/30/2022	10798	Deborah Neddenriep	Computer adapters; wireless mice & keyboard for C...	135.00	293.64
General Jo...	11/30/2022			November Copies	-185.09	108.55
Total 7103-00 · Office Supplies					108.55	108.55
<b>7104-00 · Postage</b>						
Check	11/28/2022	10797	Bank of America	Board Package Mailing	108.90	108.90
Total 7104-00 · Postage					108.90	108.90
<b>7105-00 · Rent</b>						
Check	11/02/2022	10774	Euronev, Ltd.	November 2022 Rent	3,240.00	3,240.00
Total 7105-00 · Rent					3,240.00	3,240.00
<b>7106-00 · Telephone/Internet</b>						
Check	11/02/2022	10776	Charter Communications	October Wi-Fi /Internet Svcs.	117.97	117.97
Check	11/28/2022	10796	Charter Communications	November Wi-Fi /Internet Svcs.	117.97	235.94
Check	11/28/2022	10797	Bank of America	November Zoom	14.99	250.93
Check	11/28/2022	10797	Bank of America	Internet Domain Renewal NETWORK SOLUTIONS ...	122.97	373.90
Check	11/28/2022	10797	Bank of America	November - Microsoft Internet	75.00	448.90
Check	11/28/2022	10797	Bank of America	November- Microsoft 395	6.00	454.90
Total 7106-00 · Telephone/Internet					454.90	454.90
<b>7107-00 · Travel-transport/meals/lodging</b>						
<b>7107-01 · Car Allowance</b>						
General Jo...	11/10/2022			Car Allowance Payroll #23 James	250.00	250.00
General Jo...	11/28/2022			Car Allowance Payroll #24 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
<b>7108-00 · Dues &amp; Publications</b>						
Check	11/28/2022	10795	Nevada Water Resources Assn.	2023 NWRA Dues: Ed James & Max Robinson	250.00	250.00
Check	11/28/2022	10797	Bank of America	Annual Dues- Debbie Neddenriep ASFPM	175.00	425.00
Total 7108-00 · Dues & Publications					425.00	425.00
<b>7110-00 · Conferences &amp; Education</b>						
Check	11/28/2022	10795	Nevada Water Resources Assn.	2023 NWRA Annual Conference (Ed & Max: Regist...	1,000.00	1,000.00
Total 7110-00 · Conferences & Education					1,000.00	1,000.00
<b>7111-00 · Office Equipment</b>						
Check	11/22/2022	10793	Edwin James	2 MSI Desktop Computers (Debbie & Brenda)	3,260.24	3,260.24
Check	11/28/2022	10797	Bank of America	Vonage Phone System - November	110.76	3,371.00
Total 7111-00 · Office Equipment					3,371.00	3,371.00
<b>7115-00 · Accounting</b>						
Check	11/07/2022	10781	MacLeod Watts, Inc.	OPEB Actuarial Analysis FYE 2022	840.00	840.00
Total 7115-00 · Accounting					840.00	840.00
<b>7116-00 · Legal</b>						
Check	11/02/2022	10775	King & Russo, Ltd.	Professional Services OCTOBER 2022	2,000.00	2,000.00
Total 7116-00 · Legal					2,000.00	2,000.00
<b>7120-00 · Integrated Watershed Programs</b>						
<b>7120-44 · NDEP WS Coord V -1/1-12/31/2023</b>						
<b>7120-49 · WS COORD-REIMBURSABLE</b>						
<b>7120-52 · WS COORD REIMB- Operations</b>						
Check	11/28/2022	10797	Bank of America	Postage to Mail Cup Prize	10.60	10.60



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**CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**  
**Transaction Detail by Account**  
**November 2022**

Type	Date	Num	Name	Memo	Paid Amount	Balance
General Jo...	11/30/2022			November Copies	158.54	169.14
			Total 7120-52 · WS COORD REIMB- Operations		169.14	169.14
			<b>7120-54 · NCE-Web Access System CRASP</b>			
Check	11/08/2022	10784	NCE	Services thru 10/21/2022	2,500.00	2,500.00
			Total 7120-54 · NCE-Web Access System CRASP		2,500.00	2,500.00
			Total 7120-49 · WS COORD-REIMBURSABLE		2,669.14	2,669.14
			Total 7120-44 · NDEP WS Coord V -1/1-12/31/2023		2,669.14	2,669.14
			Total 7120-00 · Integrated Watershed Programs		2,669.14	2,669.14
			<b>7337-00 · Carson River Restoration</b>			
			<b>7337-01 · Carson Valley Conserv District</b>			
			<b>7337-29 · Genoa River Restoration 2022-23</b>			
Check	11/08/2022	10783	Carson Valley Conservation District	7/1/22-9/30/22 COntract 22-7 Genoa River Restorati...	3,744.38	3,744.38
			Total 7337-29 · Genoa River Restoration 2022-23		3,744.38	3,744.38
			Total 7337-01 · Carson Valley Conserv District		3,744.38	3,744.38
			Total 7337-00 · Carson River Restoration		3,744.38	3,744.38
			<b>7406-00 · 208 Water Quality Mgmt. Plan</b>			
			<b>7406-04 · NDEP 208 Water Qual AG 2022-23</b>			
Check	11/07/2022	10782	Regen Ag Lab	Soil Testing	291.00	291.00
			Total 7406-04 · NDEP 208 Water Qual AG 2022-23		291.00	291.00
			Total 7406-00 · 208 Water Quality Mgmt. Plan		291.00	291.00
			<b>7440-00 · FEMA - MAS #11</b>			
			<b>7440-40 · 2022 Flood Awareness</b>			
Check	11/04/2022	10779	Nevada News Group	FAW Outreach Ad #28700 Nevada Appeal 40K High...	850.00	850.00
Check	11/04/2022	10779	Nevada News Group	FAW Outreach Ad #28701 Nevada Appeal 40K stan...	530.00	1,380.00
Check	11/04/2022	10779	Nevada News Group	FAW Outreach Ad #28705 Daily Email Newsletter & ...	400.00	1,780.00
Check	11/04/2022	10779	Nevada News Group	FAW Outreach Ad #28706 Daily Email Newsletter & ...	400.00	2,180.00
			Total 7440-40 · 2022 Flood Awareness		2,180.00	2,180.00
			<b>7440-51 · Clear Creek LOMR -Cardno</b>			
Check	11/14/2022	10790	Cardno, Inc.	Inv#2003315 thru 10/28/2022	4,710.00	4,710.00
			Total 7440-51 · Clear Creek LOMR -Cardno		4,710.00	4,710.00
			<b>7440-61 · CV Flood Forecast Model -HDR</b>			
Check	11/02/2022	10778	HDR Engineering, Inc.	CV Flood Forecast Model 9/25/22-10/22/22	1,573.40	1,573.40
			Total 7440-61 · CV Flood Forecast Model -HDR		1,573.40	1,573.40
			<b>7440-00 · FEMA - MAS #11 - Other</b>			
General Jo...	11/30/2022			November Copies	4.04	4.04
			Total 7440-00 · FEMA - MAS #11 - Other		4.04	4.04
			Total 7440-00 · FEMA - MAS #11		8,467.44	8,467.44
			<b>7441-00 · FEMA - MAS #12</b>			
			<b>7441-01 · CC EAST ADMP-MB</b>			
Check	11/07/2022	10780	Michael Baker International, Inc.	Services thru 10/30/22	9,309.75	9,309.75
			Total 7441-01 · CC EAST ADMP-MB		9,309.75	9,309.75
			<b>7441-02 · CC Southeast ADMP - KH</b>			
Check	11/08/2022	10785	Kimley-Horn & Associates, Inc.	SECC ADMP -Svcs thru 10/31/22	4,495.20	4,495.20
			Total 7441-02 · CC Southeast ADMP - KH		4,495.20	4,495.20
			<b>7441-03 · VC 6-Mile Cyn ADMP-Lumos</b>			
Check	11/14/2022	10788	Lumos & Assoc., Inc.	Professional Services 10/1/2022-10/31/2022	6,198.20	6,198.20
			Total 7441-03 · VC 6-Mile Cyn ADMP-Lumos		6,198.20	6,198.20
			<b>7441-04 · Buckeye Creek -JEF</b>			
Check	11/02/2022	10777	JE Fuller Hydrology & Geomorpholog...	Buckeye Creek - 10/1/22-10/31/22	4,514.50	4,514.50
			Total 7441-04 · Buckeye Creek -JEF		4,514.50	4,514.50
			<b>7441-00 · FEMA - MAS #12 - Other</b>			
General Jo...	11/30/2022			November Copies	2.38	2.38



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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND  
Transaction Detail by Account  
November 2022

Type	Date	Num	Name	Memo	Paid Amount	Balance
Total 7441-00 · FEMA - MAS #12 - Other					2.38	2.38
Total 7441-00 · FEMA - MAS #12					24,520.03	24,520.03
7442-00 · FEMA - COMS 1 General Jo... 11/30/2022						
November Copies					20.13	20.13
Total 7442-00 · FEMA - COMS 1					20.13	20.13
<b>TOTAL</b>						

## **AGENDA ITEM #9**

# CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #9 – For Possible Action: Update the CWSD Personnel Policy Manual – Section 5.1 Holidays to include Juneteenth – June 19

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**DISCUSSION:** Juneteenth became a Federal Holiday in 2021 that is to be observed on June 19 each year unless it falls on a weekend, then it'll be observed on the closest working weekday. CWSD observes the same holidays as Carson City and therefore the CWSD Personnel Policy Manual Section 5.1 shall be updated as follows:

**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¶  
**Juneteenth Day – June 19¶**  
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. CWSD will honor Federal and State Holidays declared with 30 days' notice prior to the day of the holiday and that is recognized by Carson City for Carson City employees.¶

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.¶

This item was brought forward to the Administrative Committee and they recommended approval (See attached draft minutes).

**STAFF RECOMMENDATION:** The CWSD Administrative Committee recommends approval of the update to CWSD Personnel Policy Manual to include new federal holiday.

# 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

## **AGENDA ITEM #10**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #10 – For Possible Action: Approve updated Nondiscrimination Program & Policy

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**DISCUSSION:** The Department of Homeland Security Federal Civil Rights regulations require that CWSD update its Nondiscrimination Program & Policy to include specific protocol for arranging accommodations for Limited English Proficient (LEP) individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English. The following updates have been made in the attached draft:

**Added Policy language:**

CWSD will provide meaningful access to individuals with limited ability to speak, write, or understand English (LED). The latest available data ([July 1, 2021, US Census](#)) for Carson City, Nevada shows 22.9% of the population use a language at home other than English. CWSD will use the [I Speak...Language Identification Guide](#) to assist literate individuals who are not proficient in English to identify a preferred language and procure the necessary assistance needed. CWSD will use the [Northern Nevada International Center Language Bank](#) resources to accommodate LED individuals when needed. Available languages for translation & Interpretation:

- |             |             |                  |
|-------------|-------------|------------------|
| • Amharic   | • Hindi     | • Polish         |
| • Arabic    | • Hmong     | • Portuguese     |
| • Basque    | • Italian   | • Punjabi        |
| • Bengal    | • Japanese  | • Romanian       |
| • Bulgarian | • Kashmir   | • Russian        |
| • Cantonese | • Khek      | • Serbian        |
| • Cebuano   | • Korean    | • Serbo-Croatian |
| • Dutch     | • Kyrgyz    | • Spanish        |
| • Farsi     | • Malaysian | • Tagalog        |
| • French    | • Mandarin  | • Thai           |
| • German    | • Mongolian | • Ukrainian      |
| • Greek     | • Nepali    | • Urdu           |
| • Gujarati  | • Norwegian | • Uzbek          |
| • Harari    | • Oromo     | • Vietnamese     |
| • Hebrew    | • Persian   |                  |



## Procedures (B) Public Notice/Meeting Planning

*CWSD's public notices will include the following text:*

*"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 ([catrina@cwsd.org](mailto:catrina@cwsd.org)), at least 3 business days in advance so that arrangements can be made."*

Attached is the updated Nondiscrimination Program & Policy with changes highlight in red for your review. This item was brought forth to the Administrative Committee and they recommended approval (see draft meeting minutes with Agenda Item #9).

**STAFF RECOMMENDATION:** The CWSD Administrative Committee recommends approval of the updated Nondiscrimination Program & Policy to the Board of Directors.



# Carson Water Subconservancy District

## NONDISCRIMINATION PROGRAM

Carson Water Subconservancy District complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Educations Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

### Definitions

**A. Disability** – A hearing, vision, cognitive, ambulatory, self-care, and/or independent living difficulty.

**B. Limited English Proficient (LEP) Person** – Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English.

**C. Nondiscrimination Program Coordinator** – CWSD representative who ensures compliance with federal nondiscrimination statutes.

### Policy

CWSD is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides. CWSD will not tolerate intimidation, threats, coercion, or discrimination against any individual or group.

Title VI of the Civil Rights Act of 1964 is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Nondiscrimination prohibitions have been further broadened and supplemented by related statutes, regulations and executive orders.

CWSD will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under any of its

programs, regardless of the funding source for the program. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

CWSD will provide meaningful access to individuals with limited ability to speak, write, or understand English (LED). The latest available data ([July 1, 2021, US Census](#)) for Carson City, Nevada shows 22.9% of the population use a language at home other than English. CWSD will use the [I Speak...Language Identification Guide](#) to assist literate individuals who are not proficient in English to identify a preferred language and procure the necessary assistance needed. CWSD will use the [Northern Nevada International Center Language Bank](#) resources to accommodate LED individuals when needed. Available languages for translation & Interpretation:

- |             |             |                  |
|-------------|-------------|------------------|
| • Amharic   | • Hindi     | • Polish         |
| • Arabic    | • Hmong     | • Portuguese     |
| • Basque    | • Italian   | • Punjabi        |
| • Bengal    | • Japanese  | • Romanian       |
| • Bulgarian | • Kashmir   | • Russian        |
| • Cantonese | • Khek      | • Serbian        |
| • Cebuano   | • Korean    | • Serbo-Croatian |
| • Dutch     | • Kyrgyz    | • Spanish        |
| • Farsi     | • Malaysian | • Tagalog        |
| • French    | • Mandarin  | • Thai           |
| • German    | • Mongolian | • Ukrainian      |
| • Greek     | • Nepali    | • Urdu           |
| • Gujarati  | • Norwegian | • Uzbek          |
| • Harari    | • Oromo     | • Vietnamese     |
| • Hebrew    | • Persian   |                  |

CWSD will not tolerate intimidation, threats, coercion, or discrimination against any individual or group, either (1) for the purpose of interfering with any right or privilege guaranteed under law or regulations or (2) because the individual has filed a complaint or has testified, assisted or participated in any way in an investigation, proceeding or hearing or has opposed any CWSD action or decision.

## Procedures

### A. Public Notice of the CWSD's Nondiscrimination Program: Public notice of CWSD's Nondiscrimination Program will be prominently posted:

1. In CWSD's offices; and
2. On CWSD's website.

## **B. Public Notice / Meeting Planning:**

CWSD's public notices will include the following text:

*"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 ([catrina@cwsd.org](mailto:catrina@cwsd.org)), at least 3 business days in advance so that arrangements can be made."*

## **C. The Nondiscrimination Program Coordinator:**

1. Ensures information regarding CWSD's Nondiscrimination Program is internally and externally available;
2. Posts and maintains public notice of, and procedures for receipt and processing of complaints;
3. Tracks and reviews complaints received;
4. Trains department staff on CWSD's Nondiscrimination Program and procedures;
5. Provides written updates to complainants on the progress of investigations; and
6. Periodically reviews the efficacy of CWSD's Nondiscrimination Program.

## **D. Grievance Procedures:**

If someone believes they have suffered from discrimination under an CWSD program, they may contact the CWSD Nondiscrimination Program Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

1. Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Nondiscrimination Program Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the alleged discrimination, requested action, and contact information.
2. The Nondiscrimination Program Coordinator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
3. A complaint log will be kept by CWSD containing the name and address of the complainant, nature of the complaint, date of submission and results of the investigation.
4. If the complaint is outside the jurisdiction of CWSD, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

## **E. Complaint Processing:**

If the complaint is within the jurisdiction of CWSD, or informal resolution was not possible, it will be promptly investigated. CWSD's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

## **F. Preliminary Inquiry:**

CWSD will conduct a preliminary inquiry to determine the need for further investigation.

1. CWSD will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
2. If the preliminary inquiry by CWSD indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
3. If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

## **G. Complaint Investigation:**

1. Complaints warranting further investigation will be promptly processed by the CWSD Nondiscrimination Program Coordinator. The preponderance of evidence standard will be applied to all complaint investigations. The results of the investigation will be provided to the CWSD Board of Directors for review.
2. The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.
3. Records and investigative files will be kept for a minimum of three years.

## **AGENDA ITEM #11**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #11 – For Possible Action: Grant Management Policy

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**DISCUSSION:** Staff discovered a formal Grant Management Policy is now required for certain grant funding opportunities.

Attached is a draft Grant Management Policy for your review. This item was brought forth to the Administrative Committee and they recommended approval (see draft meeting minutes with Agenda Item #9).

**STAFF RECOMMENDATION:** The CWSD Administrative Committee recommends adoption of CWSD Grant Management Policy.

# Carson Water Subconservancy District

## GRANTS MANAGEMENT POLICY

It is the policy of Carson Water Subconservancy District (hereafter CWSD) that all CWSD funds managed by the Board follow the procedure described below when applying for and using grant funds:

### **A. Submitting Requests for Grant Funds:**

1. Requests for grant monies must be approved by the CWSD Board of Directors.
2. The Board will determine if the request for monies is necessary to the goals of the CWSD, and, if any match funds are required, that they are available. Funding from CWSD budgets may be considered for match purposes.
3. If the request meets the criteria as described in item 2, the Board may approve submission of a grant application and encumber the matching funds as appropriate. The General Manager will then submit the application to the granting agency. If the granting agency denies the application, the General Manager will notify the Board and the match funds will be released for other purposes.
4. If the application does not meet the criteria as described in item 2, the Board may deny the request.

### **B. The General Manager will manage all grant funds that are processed CWSD:**

1. When a grant award is received, it must be given to the Administrative Assistant for proper processing. The Administrative Assistant will create an account in CWSD Financials. The Administrator will maintain all financial records, contracts, bid documents, reports, and other documents relating to the grant in the CWSD office. All contracts relating to a grant must be signed by the Board Chairman except where a specified the General Manager signature is required.
2. The General Manager will be required to furnish to the Administrative Assistant all documents necessary to meet bookkeeping and audit requirements for each grant account. Requests for reimbursement will be submitted to the granting agency as soon as possible and copied to the Administrative Assistant. Payment of grant related expenditures will be processed by the Administrative Assistant.
3. All granting agencies will transmit funds to the CWSD General Fund by Electronic Funds Transfer when possible.



## **AGENDA ITEM #12**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #12 – For Possible Action: Adopt Social Media Use Policy

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**DISCUSSION:** It was brought to the attention of staff that CWSD needs to have a specific Social Media Use Policy linked on our Facebook and Instagram sites as a public notice. Attached is a draft CWSD policy based on the Carson City posted policy for your review. There was a lengthy discussion among the Administrative Committee regarding First Amendment concerns on taking down comments. The issue is people have a right to express their opinion even if it may be offensive to some. 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. Staff agreed that no post would be taken down without the General Manager and legal counsel concurrence. This item was brought forth to the Administrative Committee and they recommended approval by a 4-2 vote. (see draft meeting minutes with Agenda Item #9).

**STAFF RECOMMENDATION:** The CWSD Administrative Committee recommends approval of Social Media Use Policy to the Board of Directors as presented.

## **Carson Water Subconservancy District**

### **Social Media Use Policy**

A comment posted by a member of the public on this page is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, CWSD, nor do such comments necessarily reflect the opinions or policies of CWSD. CWSD disclaims any and all responsibility and liability for any materials that CWSD deems inappropriate for posting which cannot be removed in an expeditious or otherwise timely manner. CWSD reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Any articles, messages, posts, comments, images, video or other content containing any of the following shall not be allowed and may be removed as soon as possible:

1. Comments not topically related to the particular article or post being commented on;
2. Comments in support of or opposition to political campaigns or ballot measures;
3. Profane language or content;
4. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
5. Sexual content or links to sexual content;
6. Solicitations of commerce;
7. Conduct or encouragement of illegal activity;
8. Information that may tend to compromise the safety or security of the public or public systems; and
9. Bullying or intimidating comments.

## **AGENDA ITEM #13**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

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

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**DISCUSSION:** During the last annual review for the General Manager, Committee Member Griffith asked if the review form could be updated to expand the 1-3 scale to a 1-5 scale for performance criteria. The current scale is below. (See attached form.)

PERFORMANCE CRITERIA:

- 3 = Commendable
- 2 = Adequate
- 1 = Needs improvement

A possible 1-5 scale could be:

- 5 = Outstanding
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Below Expectations
- 1 = Unsatisfactory

This item was brought forth to the Administrative Committee and they recommended approval (see draft meeting minutes with Agenda Item #9).

**STAFF RECOMMENDATION:** The CWSD Administrative Committee recommends revising the General Manager Annual Review Form to broaden the performance criteria to the Board of Directors.

**AGENDA ITEM #%**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #14 – For Possible Action: Approval of Winner of 2023 Andy Aldax Award

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**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 the nominee:

1. has demonstrated a commitment to Carson River Watershed conservation activities for 10 years or more; and,
2. has produced accomplishments toward the goals outlined in the Carson River Watershed Vision Statement; and
3. can be an organization, landowner, community member, or employee of a federal, state or local entity.

Nominees for the 2023 Andy Aldax Award are:

- Robb Fellows, Senior Project Manager – Stormwater, Carson City

See attached nomination letter for Robb Fellows. This item was brought forth to the Administrative Committee and they recommended approval (see draft meeting minutes with Agenda Item #9).

**STAFF RECOMMENDATION:** The CWSD Administrative Committee recommends the Board approve Robb Fellows as the 2023 Andy Aldax Award winner.

## Andy Aldax Award Nomination - Robert (Robb) Fellows, PE, Carson City Chief Stormwater Engineer, CRS, Floodplain & NPDES Manager

Nominated by: Mark Gookin, PE, CFM; Randy Rice, MSc, PE; Dan Stucky, PE; Brianna Greenlaw, PE, CFM

Robert Fellows has spent nearly his entire 30+year career living in, recreating, and protecting the Carson River watershed. As a young engineer, Mr. Fellows worked with Vasey Engineering, in Minden, Nevada with a focus on efforts which enhanced the Carson River watershed. Robb's work included the design of erosion-resistant trail systems including the Faye-Luther trail network as well as flood protection efforts and Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMRs) to more accurately depict flood hazards on the Carson River tributaries in the area.

In 2001, Robb joined Carson City Public Works as part of the Development Engineering team. His responsibilities steadily advanced and changed to include managing floodplain and mapping efforts as well as stormwater quality aspects for Carson City. As Chief Stormwater Engineer, CRS, Floodplain & NPDES Manager, Robb oversees the management of the 18 watersheds affecting the community and has been a consistent supporter of efforts to manage the Carson River Watershed Floodplain Management Plan (Plan). Through Robb's guidance and participation in the Carson River Coalition, Carson City has been a key player in the implementation of the regional Plan. Robb's commitment to the Plan's "living river" concept is exemplified by his actions as Floodplain Manager, enabling 71% of the Special Flood Hazard Area in Carson City to reside in open space. In addition to his role in stormwater and floodplain management, Robb is a strong advocator for trail and multi-use path connections throughout the City, supporting opportunities to increase the quality of life of the community.

Working with CWSD as a Cooperating Technical Partner, Robb has managed nearly \$1.5M in flood insurance rate map (FIRM) updates which more accurately inform the public of flood hazards in the area. Significant watershed remapping efforts have included Eagle Valley, Goni Wash, Voltaire Canyon, and Clear Creek.

In addition to more accurate FEMA mapping, Robb has overseen the preparation of Area Drainage Master Plans for the City which identify improvements to more effectively protect the community from flooding while incorporating stormwater quality features to help preserve the beneficial uses of the Carson River. Included within plans for North, West, East (in-progress), and Southeast (in-progress) areas of the City are both conveyance features, as well as detention basins serving to capture excess sediment, provide biofiltration and nutrient uptake, and infiltrate stormwater runoff affected by contributions from disturbed and urban areas. Consistent with Robb's efforts to interweave water quality with stormwater infrastructure and flood protection improvements, Robb oversaw the development of the City's Low Impact Development (LID) manual adopted in 2021.

Robb has also been instrumental in managing stormwater infrastructure projects throughout the City. He spearheaded a \$4.5M investment to incorporate storm water improvements along South Carson Street to help alleviate flooding along the corridor during significant storm events. Another important mitigation effort led by Robb was the necessary expansion of the Carson City Vicee Basin following the Waterfall Fire.

Mr. Fellow's efforts have also included active community education and outreach efforts including overseeing the High-Water Mark mural project as part of the FEMA High Water Mark Initiative. As the technical lead, Robb concluded the project with an unveiling festival to promote how floodplains and open space work together - providing animal habitats, flood protection, groundwater recharge, and water quality benefits for the community.

Robb's consistent work in the Carson River watershed has served to advance the guiding principles of the Carson River Watershed Vision Statement including escalating the quality of life, protecting private and public properties, enhancing water quality, preserving open space, managing growth, collaborating with stakeholders, and promoting watershed education.



## **AGENDA ITEM #15**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item # 15 – For Possible Action: Approval of Contract #2022-24 with JE Fuller for the Stagecoach Area Drainage Master Plan in the amount of \$338,581 and authorize the General Manager to execute change orders up to 10% of the contract amount.

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**DISCUSSION:** Attached is the proposed draft agreement with JE Fuller to conduct an Area Drainage Master Plan for the Stagecoach area. Funding for this study will be paid for through a grant from FEMA. The select committee made up of representatives from CWSD and Lyon County reviewed the various proposals and recommend hiring JE Fuller.

Staff is requesting that the General Manager be authorized to sign a change order up to 10 percent of the original award if funding is available in the grant from FEMA.

**STAFF RECOMMENDATION:** Approve the agreement with JE Fuller and authorize the General Manager to sign a change order up to 10 percent of the original award if funding is available in the grant from FEMA.

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# Agreement

Carson Water Subconservancy District (hereinafter "CWSD") and JE Fuller/Hydrology & Geomorphology, Inc. (hereinafter "JE FULLER") hereby enter into an agreement whereby JE FULLER will complete Stagecoach Area Drainage Masterplan Project (hereinafter "Project") in accordance with and subject to the following terms and conditions:

1) **ASSIGNMENT**

JE FULLER's assignment shall relate to the following product(s) or service(s):

Stagecoach Area Drainage Masterplan Project, which is further identified and described in attached Exhibits A, B & C. The compensation paid to JE FULLER for the Stagecoach Area Drainage Masterplan Project shall not exceed **\$338,581.**

2) **INDEMNITIES**

- (a) To the fullest extent permitted by law JE FULLER shall indemnify, hold harmless and defend, not excluding the CWSD's right to participate, the CWSD from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of JE FULLER, its officers, employees and agents.
- (b) CWSD will indemnify and hold JE FULLER harmless with respect to any claims or actions instituted by third parties which result from the use by JE FULLER of material furnished by CWSD or where material created by JE FULLER is substantially changed by CWSD. Information or data obtained by JE FULLER from CWSD to substantiate claims made in advertising shall be deemed to be "materials furnished by CWSD."
- (c) In the event of any proceeding against CWSD by any regulatory agency or in the event of any court action or self-regulatory action challenging any advertising prepared by JE FULLER, JE FULLER shall assist in the preparation of the defense of such action or proceeding and cooperate with CWSD and CWSD's attorneys. CWSD will reimburse JE FULLER any out-of-pocket costs JE FULLER may incur in connection with any such action or proceeding.
- (d) Neither party waives any right or defense to indemnification that may exist in law or equity.

3) **INSURANCE**

Unless otherwise required in this Agreement, the CWSD and JE FULLER shall, during the performance of the services as provided herein, maintain insurance of the types and amounts specified, and with insurers satisfactory to the other party as follows:

- a) Comprehensive General Liability including \$1,000,000 per occurrence for bodily injury and property damage; \$1,000,000 Products/Completed Operations Aggregate; \$1,000,000 General Aggregate over all interests.
- b) Comprehensive Automobile Liability including coverage for owned, non-owned, and hired vehicles: \$1,000,000 Bodily Injury, \$1,000,000 Property Damage.
- c) JE FULLER shall name CWSD as an additional insured and deliver a certificate to CWSD.

4) **TERM OF AGREEMENT**

- a) The term of this Agreement will commence on the date of the last signature executed hereon and will continue in full force and effect until **12/31/2024**, unless extended by written agreement of the parties.
- b) JE FULLER will submit monthly invoices with a description of activities preformed.
- c) In the event of termination of this Agreement, the rights, duties, and responsibilities of JE FULLER shall continue in full force during the period of notice.
- d) If circumstances arise that require a time extension to complete the project, the CWSD Board grants the General Manager authority to do so in a written notice to JE FULLER.



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5) **PERFORMANCE**

Should JE FULLER fail to perform any of the services provided for in Exhibit "A", CWSD shall notify JE FULLER of such non-performance and allow thirty (30) days for JE FULLER to remedy the performance. If the performance has not been satisfied within thirty days, CWSD may withhold payment only for the services not performed in accordance with this Agreement.

6) **SUPPLEMENTS TO AGREEMENT**

The following Exhibits are an integral part of this Agreement:

- (a) Exhibit A JE FULLER Business Plan
- (b) Exhibit B JE FULLER Fee Table
- (c) Exhibit C JE FULLER Project Schedule

7) **INDEPENDENT CONTRACTOR**

JE FULLER acknowledges that it is furnishing the services contemplated by this Agreement hereto as an independent contractor, and not as an employee, or agent of CWSD or any of its affiliates.

8) **OWNERSHIP**

Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which are intended to be considered under this Agreement), or any other documents or drawings, prepared, or in the course of preparation, by JE FULLER (or its subcontractors) in performance of its obligations under this Agreement shall be the exclusive property of CWSD and all such materials shall be delivered into CWSD's possession by JE FULLER upon completion, termination, or cancellation of this Agreement. JE FULLER shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of JE FULLER's obligations under this Agreement without the prior written consent of CWSD.

9) **AGREEMENT TERMINATION**

- (a) Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Agreement may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.
- (b) Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Agreement may be terminated by either party upon written notice of default or breach to the other party as follows:
  - (1) If JE FULLER fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Agreement within the time requirements specified in this Agreement or within any granted extension of those time requirements; or
  - (2) If any State, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by JE FULLER to provide the goods or services required by this Agreement is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
  - (3) If JE FULLER becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
  - (4) If CWSD materially breaches any material duty under this Agreement and any such breach impairs JE FULLER's ability to perform; or
- (c) Time to Correct. Termination upon declared default or breach may be exercised only after service of formal written notice and the subsequent failure of the defaulting party within thirty (30) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.
- (d) Winding Up Affairs Upon Termination. In the event of termination of this Agreement for any reason, the parties agree that the provisions of this Section survive termination:



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- (1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Agreement. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
- (2) JE FULLER shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the CWSD;
- (3) JE FULLER shall execute any documents and take any actions necessary to effectuate an assignment of this Agreement if so requested by the CWSD; and
- (4) JE FULLER shall preserve, protect, and promptly deliver into CWSD possession all information in accordance with Section 8, Ownership.

10) **RIGHTS UPON TERMINATION**

Upon termination of this Agreement, JE FULLER shall transfer, assign and make available to CWSD or CWSD's representative, all property and materials in their possession or control belonging to and paid for by CWSD, subject, however, to any rights of third parties of which JE FULLER has informed CWSD.

11) **BREACH REMEDIES.**

Failure of either party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages. If the court awards reasonable attorney's fees to the prevailing party, in an amount to be determined by the Court.

The parties acknowledge or agree that the contract was written and agreed by both parties.

Prior to the initiation of any litigation the parties agree to mediate.

12) **PUBLIC RECORDS**

Pursuant to NRS 239.010, information or documents received from JE FULLER may be open to public inspection and copying. CWSD has a legal obligation to disclose such information unless a particular record is made confidential by law. JE FULLER may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that JE FULLER thereby agrees to indemnify and defend CWSD for honoring such a designation. The failure to so label any document that is released by CWSD shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

13) **NOTICES**

Any notice pursuant to this Agreement will be addressed to the following parties:

**Attn.: Edwin James**  
**Carson Watershed Subconservancy District**  
**777 E William Street, Suite 209**  
**Carson City, NV 89701**

**Attn.: Mike Kellogg**  
**JE Fuller/Hydrology & Geomorphology, Inc.**  
**8400 S. Kyrene Rd., Ste. 201**  
**Tempe AZ 85284**

14) **FORCE MAJEURE**

Neither party shall be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, pandemic or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will notify the other party in writing within ten (10) days after the beginning of any such cause that would affect its performance. Notwithstanding, if a party's performance is delayed for a period exceeding thirty (30) days from the date the other party receives notice under this paragraph, the non-affected party will have the right, without any liability to the other party, to terminate this agreement.



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15) **HEADINGS**

Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

16) **ENTIRE AGREEMENT**

This Agreement constitutes the whole agreement between the parties with respect to the subject matter contained herein, and there are no terms other than those contained herein. No modification or amendment of this Agreement shall be valid unless in writing and signed by the parties hereto.

17) **SEVERABILITY**

Each provision of this Agreement shall be considered separable and if for any reason any provision or provisions herein are determined to be invalid, unenforceable, or illegal under any existing or future law, such invalidity, unenforceability or illegality shall not impair the operation of or affect those portions of this Letter that are valid, enforceable and legal.

18) **GOVERNING LAW**

This Agreement shall be interpreted in accordance with the laws of the State of Nevada pertaining to contracts made and performed entirely therein. If the above accords with the parties' understanding and agreement, kindly indicate consent hereto by signing in the place provided below.

Accepted and Agreed on behalf of:  
**Carson Water Subconservancy District**

Accepted and Agreed on behalf of:  
**JE Fuller/Hydrology & Geomorphology, Inc.**

\_\_\_\_\_  
*Signature* *Date*  
Edwin D. James  
General Manager

\_\_\_\_\_  
*Signature* *Date*  
Mike Kellogg  
Vice President



## EXHIBIT A - Business Plan

**DATE** December 7, 2022

**TO** Ed James, Director  
Carson Water Subconservancy District

**FROM** Mike Kellogg, PG, CFM, GISP  
JE Fuller Hydrology & Geomorphology, Inc.

**RE** Stagecoach Area Drainage Master Plan – Business Plan

### Introduction

The following is a Business Plan (BP) for the Stagecoach Area Drainage Master Plan (SADMP). It is the project team's understanding that the overall vision for the project is to identify and quantify the flood hazard risk within the Stagecoach community and its surrounding area located north of the Carson River, and to develop flood risk mitigation alternatives. Residents and stakeholders will be informed of the project and have the opportunity to engage and provide input throughout the project through a public outreach process that is defined in this Plan. The major task headings for the Plan were selected to be in compliance with the FEMA Mapping Activity Statement (MAS) and Mapping Information Platform (MIP) activities.

### Project Goals

1. Define flood hazards for the 5-year, 24-hour storm.
2. Define flood hazards for the 25-year, 24-hour storm.
3. Define flood hazards for the 100-year, 24-hour storm.
4. Define flood hazards for the 100-year, 6-hour storm.
5. Identify flood hazard mitigation alternatives for both the 25-year, 24-hour, and 100-year, 24-hour (or 100-year, 6-hour if it controls) storms to minimize the impact of flooding.
6. Assist Carson Water Conservancy District (CWSD) with Benefit/Cost Analysis (BCA) consistent with current accepted FEMA methodologies.
7. Communicate the project goals and analysis results through a series of community outreach meetings.
8. Present the project results to the CWSD Board and Lyon County Commissioners.

### Deliverables

All Deliverables and Submittals for the project will be provided to the Client Team in digital format. A submittal for each task will be provided to the Client Team for review and approval and will include supporting digital data.

### Study Area

The study area is approximately 70 square miles and is located immediately east of Dayton Valley and north of the Carson River (Figure 1).

### Consultant Team

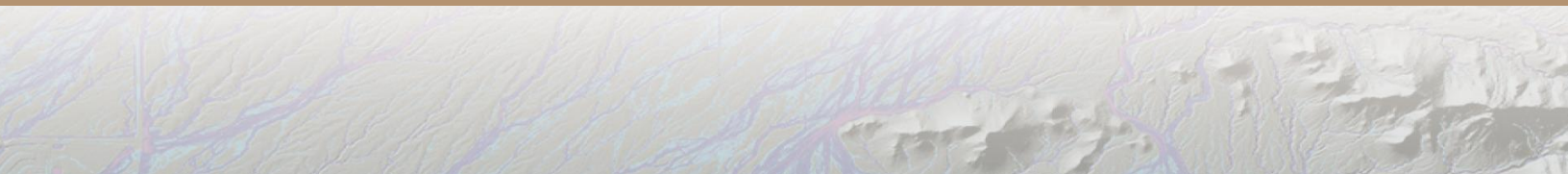
The Consultant Team is comprised of: JE Fuller/Hydrology & Geomorphology (JEF) who will serve as Prime and Lumos & Associates (LA) as Subconsultant.

- Project Manager: Mike Kellogg (JEF) (480) 222-5712
- Project Engineer: Richard Waskowsky (JEF) (480) 222-5702

### Client Team

The Client Team is comprised of Lyon County and the Carson Water Subconservancy District. Lead contacts are listed below.

- Carson Water Subconservancy District: Ed James (775) 887-7456
- Lyon County: Andrew Haskin (775) 463-6591 x1480  
David Bruketta (775) 246-6220 x3
- Lyon County Engineer: Damon McAlister (Farr West Engineering) (775) 853-7262





## Business Plan

### Task 1. TOPOGRAPHIC DATA COLLECTION

#### Task 1.1. General Data Collection

JEF will coordinate with Lyon County and the Carson Water Subconservancy District (CWDS) to collect, organize, and review pertinent data, reports, and plans for the SADMP. Data may include, but will not be limited to:

- Historical aerial photography
- Historical topography
- Geologic mapping
- NRCS soils mapping
- Photographs and video of documented flooding, erosion, and sedimentation
- Drainage reports
- Previous studies
- Computer modeling
- Land Use
- Rainfall and stream gage records
- NOAA Atlas 14 rainfall statistics

### Task 2. SURVEY DATA COLLECTION

#### Task 2.1. LiDAR Acquisition

JEF will subcontract for the acquisition of new LiDAR mapping. It is anticipated that the contract will be with Quantum Spatial, Inc. Figure 2 shows the extent of new LiDAR needed. The final digital product from Quantum Spatial will be:

- Classified Return .las files
- Bare Earth DEMs
- Technical Data Report

#### Task 2.2. Terrain

JEF will develop a baseline terrain for the study area from the new LiDAR mapping.

### Task 3. HYDROLOGIC DATA COLLECTION

#### Task 3.1. Upper Watershed Model Development

JEF will develop the base 2D model assuming existing conditions. Topography will be derived from the baseline terrain developed from the LiDAR (Task 2.0).

- Software. JEF will develop a rainfall/runoff hydrologic and hydraulic model for the Upper Watershed Area using the most updated version of the FLO-2D PRO software package developed by FLO-2D Software, Inc. The version used at the onset of the modeling effort will be used consistently throughout the project.
- Grid Size. The maximum grid size for the Upper Watershed Modeling will be between 20- and 40-feet. The tributary flow pattern of the Upper Watershed area is ideal for a larger grid size

model, which will allow for shorter run times and more efficient development of the upstream hydrology. The grid elevations will be determined by converting the LiDAR data (and other supplemental survey data as necessary) into a gridded raster dataset at the same cell size as the 2D model. Depending on the number of grids, multiple 2D model domains may be necessary.

- Rainfall. JEF will obtain rainfall data/distributions for the 5-year, 25-year, and 100-year 24-hour storms, and the 100-year, 6-hour storm. Rainfall hyetographs will be developed with close coordination with the Client Team and will be sourced from the Nevada Department of Transportation (NDOT) to be consistent with the adjacent Dayton Valley and South Dayton Valley ADMPs. Precipitation depths will be determined using NOAA Atlas 14 precipitation frequency estimates .
- Rainfall Losses. Infiltration losses will be computed using the statewide Green-Ampt parameters recently developed by the Nevada Department of Transportation<sup>1</sup>. The input parameters will be verified against similar parameters from applicable past-projects.
- Floodplain Cross-Sections. Floodplain cross-sections will be established throughout the model area based on preliminary 2D model results. The cross-sections will be aligned as perpendicular to the direction of flow as possible. The project team will coordinate with Client Team regarding the desired locations of floodplain cross-sections.
- Outflow Hydrographs. Hydrographs at the downstream boundary will be applied at the upstream boundary of the model for the Detailed Watershed Area. Scripts will be developed to automate this hydrograph application.

#### **Task 4. HYDRAULIC DATA COLLECTION**

##### **Task 4.1. Hydraulic Model Development**

JEF will develop the base 2D model assuming existing conditions.

- Software. JEF will develop a rainfall/runoff hydrologic and hydraulic model for the Detailed Watershed Area using the most updated version of the FLO-2D PRO software package developed by FLO-2D Software, Inc. The version used at the onset of the modeling effort will be used consistently throughout the project.
- Grid Size. The maximum grid size for the 2D modeling will be between 10 and 20-feet. The smaller grid size of 10-feet may be used if model stability and runtimes allow. This size should be adequate to represent road-side ditches and other major hydraulic structures within the modeling area. The grid elevations will be determined by converting the LiDAR data (and other supplemental survey data as necessary) into a gridded raster dataset at the same cell size as the 2D model. Depending on the number of grids, multiple 2D model domains may be necessary.
- Rainfall. The rainfall durations and distributions for the 5-year, 25-year, and 100-year 24-hour storms and the 100-year, 6-hour storm that were developed for Task 4.1 will be incorporated into the detailed model. The NOAA Atlas 14 Rainfall depths will be spatially varied across the 2D domain based on the NOAA atlas 14 dataset.
- Rainfall Losses. The same rainfall loss methodology applied in Task 3.1 will be applied to the detailed model.

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<sup>1</sup> <https://geohub-ndot.hub.arcgis.com/datasets/NDOT::greenandampt-statsgo2/explore?location=38.459798%2C-116.965921%2C7.58>

- Inflows. Outflow hydrographs from Task 3.1 will be incorporated into the 2D model as inflow hydrographs. The inflow hydrograph locations will be at the model boundary between the Upper Watershed and Detailed 2D models.
- Impervious Area. Impervious area will be estimated based on general assumptions on a zoning-level basis. Any rock outcrop areas identified in the NRCS soil survey will also be included.
- Land Use/Friction Losses. Any existing datasets that identify surface characteristics will be incorporated into the model. In areas without existing data, a n-value dataset will be generated based on major surface characteristics (e.g., roads, natural desert, developed parcels, etc.).
- Obstructions to Storage and flows. Volumetric and flow obstructions will be modeled from existing datasets (e.g., building footprints) using the area reduction factor (ARF) input data file. Other flow obstructions (such as berms) should be captured in the project LiDAR mapping but may be modified as necessary using the FLO-2D Levee file and cell elevation adjustments.
- Culverts. Hydraulic rating curves for larger, regional culverts (greater than 24 inches) will be developed from the field assessment data (Task 5.2) and available as-builts. The rating curves will be incorporated into the model as hydraulic structures. Given the historical problem with sedimentation and debris, a clogging factor will likely be used in when developing the hydraulic rating curves. Culverts smaller than 24 inches may be added if initial results indicate they are necessary.
- Floodplain Cross-Sections. Floodplain cross-sections will be established throughout the model area based on preliminary 2D model results. The cross-sections will be aligned as perpendicular to the direction of flow as possible. The project team will coordinate with Lyon County regarding the desired locations of floodplain cross-sections.
- Model Verification. A preliminary existing conditions model will be reviewed by County staff (Engineering, Road Maintenance, etc.) to verify the model is appropriately representing the locations and magnitude of flooding compared with historical flooding accounts. The preliminary results will also be compared with historical drainage complaints and damage reports provided by the Client Team.

#### **Task 4.2. Geomorphic Assessment**

JEF will conduct a geomorphic assessment of the study area to identify and classify the various landforms. Initial reconnaissance of the study area indicated the presence of the following landforms: mountain, alluvial fan, alluvial plain, and playa. Each of these landforms pose a different type of flood risk, thus need to be identified and assessed. This task will include a delineation of each identified landform type. This task will also include an historical flowpath assessment to evaluate how flowpaths have changed within the period of record.

JEF will conduct a historical flow path assessment. The purpose of this task is to determine the historical preferred flow path of the major wash corridors within Detailed Model Area. The assessment will be conducted using historical aerial photography and topography (as available). The results of the assessment will aid in better understanding the present flooding issues and help in calibrating the 2-dimensional models (Task 3.1 and Task 4.1).

#### **Task 4.3. Sedimentation Engineering**

Flooding-related sedimentation and debris accumulation have historically been problematic within the study area. JEF will conduct sedimentation engineering tasks to identify the areas potentially impacted

by sedimentation and quantify sedimentation rates. JEF will also perform sediment transport or yield computations to support the alternative assessments.

#### **Task 4.4. Field Assessment and Verification**

JEF will conduct a field assessment of the project area to verify surface features, culverts, land use, and preliminary results of the existing conditions modeling. Up to 16 sediment samples will be collected for the Sedimentation Engineering task. Samples will be collected either by bulk collection or pebble count. Grain size distribution for bulk collected samples will be determined by mechanical sieve laboratory procedures. Lab analysis will be conducted by a local geotechnical lab facility.

### **Task 5. FLOODPLAIN MAPPING**

#### **Task 5.1. Flood Hazard Classification**

JEF will define flood hazard risk to pedestrians (children), vehicles, and buildings using the depth-velocity relationship outlined in the United States Bureau of Reclamation (USBR) Technical Memorandum 11 (TM 11) (1988). The analysis will be conducted for the 5-year, 25-year, and 100-year flood events. The results will be hazard classification exhibits for pedestrians, impacted buildings and roadway locations for each flood event.

#### **Task 5.2. Mitigation Alternatives Development**

JEF will work closely with Lyon County in developing flood mitigation alternatives.

- 25-Year Flood Mitigation Alternative. The Consultant Team will develop a series of alternatives for areas (up to 12) with significant flood and sedimentation risk. This Task will include a priority list of projects to reduce flood risk.
- 100-Year Flood Mitigation Alternative. The Consultant Team will develop a series of alternatives for areas (up to 12) with significant flood and sedimentation risk. This Task will include a priority list of projects to reduce flood risk.
- Phasing Assessment Alternative. JEF will assess the results and develop a recommended phasing plan for the alternatives. Up to three additional 2D models may be created to aid in developing the recommended phasing plan.
- Off-Site 15% Design Plans. LA will prepare 15% preliminary engineering drawings for alternatives concepts. Per coordination discussions, LA anticipates that for each of these washes we will need to develop 15% schematic grading designs and cost estimates for both the 25-year, 24-hour storm event and the controlling 100-year storm (24-hour or 6-hour) event to allow Lyon County the ability to decide the level of protection they want to achieve and the cost to reach that level of protection. These improvements would be sited to retain/detain off site flows and sediment to mitigate downstream impacts to the developed areas.

The schematic plans will include:

- The drawings will be prepared on 11"x17" format sheets at a standard engineering scale.
- Plan view grading plans for basins
- Development of preliminary grading quantity estimates
- Plan view layout of piping
- Plan and profile concepts for channels to understand grading impacts

This task includes review meetings with JEF and the Client Team. It is assumed that there will be one round of comments between the Client Team and the Consultant Team.

- Life Cycle Cost Estimates. LA will prepare life cycle cost estimates for the facilities to account for annual maintenance and future replacement costs of the proposed facilities, based upon the 15% design plans. LA will provide these for all conceptual designs.

#### **Task 5.3. Technical Report**

JEF will draft a technical report encompassing all hydrologic, hydraulic, and design tasks and submit to the Client Team for review. One round of revisions is anticipated to address Client Team comments. Final digital copies of all models and model output will be provided to the Client Team.

Upon approval of the final technical report, JEF will draft a separate Executive Summary document.

#### **Task 5.4. MIP Submittal**

JEF will collect, organize, format, and submit the project data to the FEMA MIP.

#### **Task 5.5. BCA Assistance**

JEF will assist CWSD in developing the benefit/cost analysis consistent with current acceptable FEMA methodologies.

### **Task 6. HOLD PUBLIC EVENTS**

The project technical team will work with Lyon County to secure a venue for two public outreach meetings. The meetings will be an open house format.

Public Meeting #1: Open House Educational and Input Meeting located in Lyon County near the initiation of the study. The Consultant Team will work with the Client Team to complete the following:

- Location research, availability, confirmation, and set-up
- Development and review of speaker and content order
- Development of Boards
- Development of feedback handout
- Advertising (assuming some assistance by the County)
- Press Release development and distribution (assuming majority of this will be conducted by the County)
- Website correspondence management (assuming some assistance by the County)
- Compilation of input from residents

Public Meeting #2: Informational Public Meeting located in Lyon County near the conclusion of the study. The Consultant Team will work with the Client Team to complete the following:

- Location research, availability, confirmation, and set-up
- Development and review of speaker and content order
- Development of Boards
- Public input reporting
- Advertising (assuming some assistance by the County)



- Press Release development and distribution (assuming majority of this will be conducted by the County)
- Website correspondence management

JEF staff will prepare for and attend the following meetings at the conclusion of the project where the project results and alternatives will be presented:

- CWSD Monthly Board Meeting
- Lyon County Monthly Commissioners Meeting

#### **Task 7. Contractor Project Management and Meetings**

JEF will prepare for and attend progress meetings as requested by Lyon County and/or CWSD.

JEF will invoice CWSD monthly for work completed. A progress report will be included with each invoice.

### **Project Administration**

Stakeholder Coordination. It is anticipated that multiple stakeholders may be involved in the project, including but not limited to:

- Bureau of Land Management
- Carson Water Subconservancy District
- Local Irrigation Districts
- Local Ranchers/Farmers

It is anticipated that the Lyon County will assist JEF with identifying and coordinating with local stakeholders for data collection efforts and to obtain right-of-entry for the Field Assessment task.

Contract Type. The project contract type will be lump-sum.

Project Schedule. The project tasks will be completed per the schedule in Attachment A.

Project Fee. A project fee table is included as Attachment B.

#### **EXCLUSIONS, LIMITATIONS, AND ASSUMPTIONS**

The following are exclusions, limitations, and assumptions associated with this Business Plan:

- USGS LiDAR data identified in Figure 2 will be available at no cost
- Preparation of FEMA submittals for floodplain revisions are not included
- All data will be available at no cost (with the exception of LiDAR mapping data)
- A geotechnical report is not included
- Environmental Permitting is not included
- Storm Water Pollution Prevention Plan is not included
- Final construction plans are not included
- Landscape Plans are not included

- The Client Team will assist in locating documentation regarding existing easements and property information
- The Client Team will pay for any meeting venue rental fees



Figure 1. Stagecoach ADMP project area



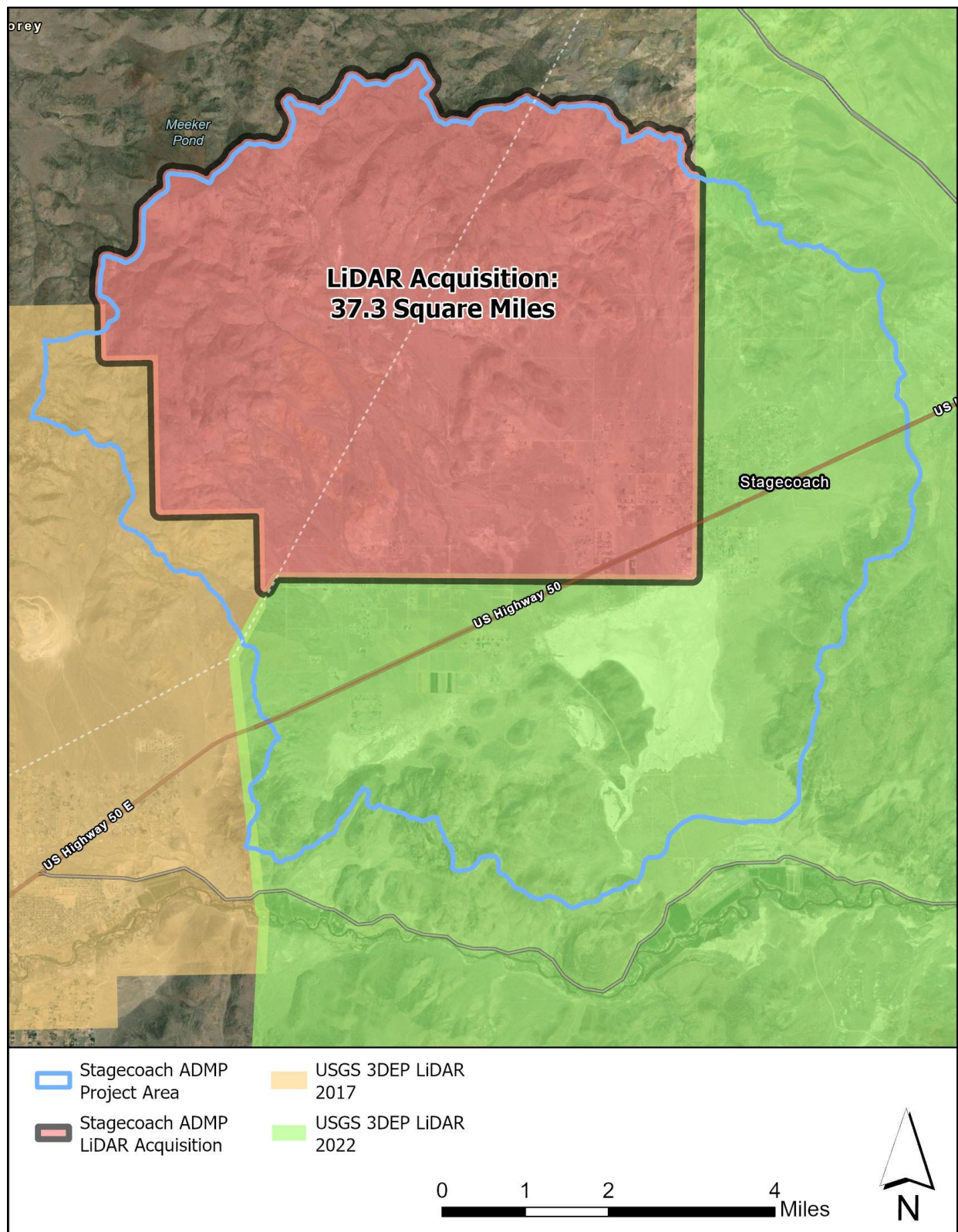


Figure 2. LiDAR acquisition area

# EXHIBIT B - Project Schedule

ATTACHMENT A – PROJECT SCHEDULE

TASKS	Task Start	Task End	2022												2023												2024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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## EXHIBIT C - Fee Table

### ATTACHMENT B – FEE TABLE

TASK	TASK DESCRIPTION	LABOR FEE	DIRECT EXPENSES	TOTAL FEE
1	Topographic Data Collection	\$ 5,100.00	\$ -	\$ 5,100.00
2	Survey Data Collection	\$ 5,950.00	\$ 39,576.00	\$ 45,526.00
3	Hydrologic Data Collection	\$ 32,300.00	\$ -	\$ 32,300.00
4	Hydraulic Data Collection	\$ 63,750.00	\$ 4,370.00	\$ 68,120.00
5	Floodplain Mapping	\$ 142,850.00	\$ -	\$ 142,850.00
6	Hold Public Events	\$ 29,025.00	\$ 5,460.00	\$ 34,485.00
7	Contractor Project Management and Meetings	\$ 10,200.00	\$ -	\$ 10,200.00
Notes: \$39,576 direct expense is the LiDAR acquisition fee.				
TOTAL FEE				\$ 338,581.00

**AGENDA ITEM #%**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #16 – For Possible Action: Approval of Contract #2022-25 with Kimley-Horn for the North Silver Springs Area Drainage Master Plan in the amount of \$118,000 and authorize the General Manager to execute change orders up to 10% of the contract amount.

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**DISCUSSION:** Attached is the proposed draft agreement with Kimley-Horn to conduct an Area Drainage Master Plan for the North Silver Springs area. Funding for this study will be paid for through a grant from FEMA. The select committee made up of representatives from CWSD and Lyon County reviewed the various proposals and recommend hiring Kimley-Horn.

Staff is requesting that the General Manager be authorized to sign a change order up to 10 percent of the original award if funding is available in the grant from FEMA.

**STAFF RECOMMENDATION:** Approve the agreement with Kimley-Horn.

**DRAFT**

# Agreement

Carson Water Subconservancy District (hereinafter "CWSD") and KIMLEY-HORN AND ASSOCIATES, INC. (hereinafter "KH") hereby enter into an agreement whereby KH will complete the North Silver Springs Area Drainage Master Plan (hereinafter "Project") in accordance with and subject to the following terms and conditions:

1) **ASSIGNMENT**

KH's assignment shall relate to the following product(s) or service(s):

Complete the North Silver Springs Area Drainage Master Plan which is further identified and described in Exhibit "A," and the compensation paid to KH for the North Silver Springs Area Drainage Master Plan shall not exceed \$118,000.

2) **INDEMNITIES**

- (a) To the fullest extent permitted by law KH shall indemnify and hold harmless the CWSD from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, to the extent arising out of any alleged negligent or willful acts or omissions of KH, its officers, employees and agents.
- (b) CWSD will indemnify and hold KH harmless with respect to any claims or actions instituted by third parties which result from the use by KH of material furnished by CWSD or where material created by KH is substantially changed by CWSD. Information or data obtained by KH from CWSD to substantiate claims made in advertising shall be deemed to be "materials furnished by CWSD."
- (c) In the event of any proceeding against CWSD by any regulatory agency or in the event of any court action or self-regulatory action challenging any advertising prepared by KH, KH shall assist in the preparation of the defense of such action or proceeding and cooperate with CWSD and CWSD's attorneys. CWSD will reimburse KH any out-of-pocket costs KH may incur in connection with any such action or proceeding.
- (d) Neither party waives any right or defense to indemnification that may exist in law or equity.

3) **INSURANCE**

Unless otherwise required in this Agreement, the CWSD and KH shall, during the performance of the services as provided herein, maintain insurance of the types and amounts specified, and with insurers satisfactory to the other party as follows:

- a) Comprehensive General Liability including \$1,000,000 per occurrence for bodily injury and property damage; \$1,000,000 Products/Completed Operations Aggregate; \$1,000,000 General Aggregate over all interests.
- b) Comprehensive Automobile Liability including coverage for owned, non-owned, and hired vehicles: \$1,000,000 Bodily Injury, \$1,000,000 Property Damage.
- c) KH shall name CWSD as an additional insured and deliver a certificate to CWSD.

4) **TERM OF AGREEMENT**

- a) The term of this Agreement will commence on the date of the last signature executed hereon and will continue in full force and effect until 12/31/2024, unless extended by written agreement of the parties.
- b) KH will submit monthly invoices with a description of activities performed. KH shall have the right to suspend performance of its services upon notice to CWSD in the event that any of its invoices are past due.
- c) In the event of termination of this Agreement, the rights, duties, and responsibilities of KH shall continue in full force during the period of notice.
- d) If circumstances arise that require a time extension to complete the project, the CWSD Board grants the General Manager authority to do so in a written notice to KH.



**DRAFT****5) PERFORMANCE**

Should KH fail to perform any of the services provided for in Exhibit "A", CWSD shall notify KH of such non-performance and allow thirty (30) days for KH to remedy the performance. If the performance has not been satisfied within thirty days, CWSD may withhold payment only for the services not performed in accordance with this Agreement.

**6) SUPPLEMENTS TO AGREEMENT**

The following Exhibits are an integral part of this Agreement:

- (a) Exhibit A - KH Business/technical plan of work

**7) INDEPENDENT CONTRACTOR**

KH acknowledges that it is furnishing the services contemplated by this Agreement hereto as an independent contractor, and not as an employee, or agent of CWSD or any of its affiliates.

**8) OWNERSHIP**

Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blueprints, plans, maps, data, system designs, computer code (which are intended to be considered under this Agreement), or any other documents or drawings, prepared, or in the course of preparation, by KH (or its subcontractors) in performance of its obligations under this Agreement shall become the property of CWSD upon completion of the services and payment in full of all monies due to KH. Any modifications made by CWSD to any of KH's documents, or any use, partial use or reuse of the documents without written authorization or adaption by KH will be at CWSD's sole risk and without liability to KH, and CWSD shall indemnify, defend and hold KH harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. KH shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of KH's obligations under this Agreement without the prior written consent of CWSD.

**9) AGREEMENT TERMINATION**

- (a) Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Agreement may be terminated upon written notice by mutual consent of both parties or unilaterally by either party without cause.
- (b) Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Agreement may be terminated by either party upon seven days' written notice of default or breach to the other party as follows:
  - (1) If KH fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Agreement within the time requirements specified in this Agreement or within any granted extension of those time requirements; or
  - (2) If any State, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by KH to provide the goods or services required by this Agreement is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
  - (3) If KH becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
  - (4) KH shall have the right to terminate this Agreement upon seven days' written notice to CWSD upon breach by CWSD of any of its obligations under this Agreement. In the event of such termination, KH shall be paid for all services performed up to the effective date of the termination and all damages, if any, resulting from CWSD's breach of this Agreement.
- (c) Time to Correct. Termination upon declared default or breach may be exercised only after service of formal written notice and the subsequent failure of the defaulting party within thirty (30) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.



**DRAFT**

- (d) Winding Up Affairs Upon Termination. In the event of termination of this Agreement for any reason, the parties agree that the provisions of this Section survive termination:
- (1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Agreement.
  - (2) KH shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the CWSD.
  - (3) KH shall execute documents and take actions necessary to effectuate an assignment of this Agreement if so requested by the CWSD; and
  - (4) KH shall preserve, protect, and deliver into CWSD possession all information, upon payment in full of all monies due to KH, in accordance with Section 8, Ownership.

10) **RIGHTS UPON TERMINATION**

Upon termination of this Agreement, KH shall, upon payment in full of all monies due to KH, transfer, assign and make available to CWSD or CWSD's representative, all property and materials in their possession or control belonging to and paid for by CWSD, subject, however, to any rights of third parties of which KH has informed CWSD.

11) **BREACH REMEDIES.**

Failure of either party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages. If the court awards reasonable attorney's fees to the prevailing party, in an amount to be determined by the Court.

The parties acknowledge or agree that the contract was written and agreed by both parties.

Prior to the initiation of any litigation the parties agree to mediate.

12) **PUBLIC RECORDS**

Pursuant to NRS 239.010, information or documents received from KH may be open to public inspection and copying. CWSD has a legal obligation to disclose such information unless a particular record is made confidential by law. KH may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that KH thereby agrees to indemnify CWSD for honoring such a designation. The failure to so label any document that is released by CWSD shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

13) **NOTICES**

Any notice pursuant to this Agreement will be addressed to the following parties:

**Attn.: Edwin James**  
**Carson Watershed Subconservancy District**  
**777 E William Street, Suite 110 A**  
**Carson City, NV 89701**

**Attn.: Geoff Brownell, P.E.**  
**Kimley-Horn**  
**7740 North 16<sup>th</sup> Street, Suite 300**  
**Phoenix, AZ, 85020**

14) **FORCE MAJEURE**

Neither party shall be held responsible for any delay or failure in performance of any part of this Agreement to the extent such delay or failure is caused by fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, pandemic, or other similar causes beyond its control and without the fault or negligence of the delayed or non-performing party. The affected party will notify the other party in writing within ten (10) days after the beginning of any such cause that would affect its performance. Notwithstanding, if a party's performance is delayed for a period exceeding thirty (30) days from the date the other party receives notice under this paragraph, the non-affected party will have the right, without any liability to the other party, to terminate this agreement. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the





# DRAFT

services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. Notwithstanding any other provision of this Agreement, KH shall not have liability for or be deemed in breach because of delays caused by any factor outside of its reasonable control, including but not limited to natural disasters, adverse weather, or acts of CWSD, third parties, or governmental agencies.

15) **HEADINGS**

Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

16) **ENTIRE AGREEMENT**

This Agreement constitutes the whole agreement between the parties with respect to the subject matter contained herein, and there are no terms other than those contained herein. No modification or amendment of this Agreement shall be valid unless in writing and signed by the parties hereto.

17) **SEVERABILITY**

Each provision of this Agreement shall be considered separable and if for any reason any provision or provisions herein are determined to be invalid, unenforceable, or illegal under any existing or future law, such invalidity, unenforceability or illegality shall not impair the operation of or affect those portions of this Letter that are valid, enforceable and legal.

18) **GOVERNING LAW**

This Agreement shall be interpreted in accordance with the laws of the State of Nevada pertaining to contracts made and performed entirely therein. If the above accords with the parties' understanding and agreement, kindly indicate consent hereto by signing in the place provided below.

Accepted and Agreed on behalf of:  
**Carson Water Subconservancy District**

Accepted and Agreed on behalf of:  
**Kimley Horn**

\_\_\_\_\_  
*Signature* *Date*  
Edwin D. James  
General Manager

\_\_\_\_\_  
*Signature* *Date*  
Principal Engineer

# Exhibit A - Business/Technical Plan



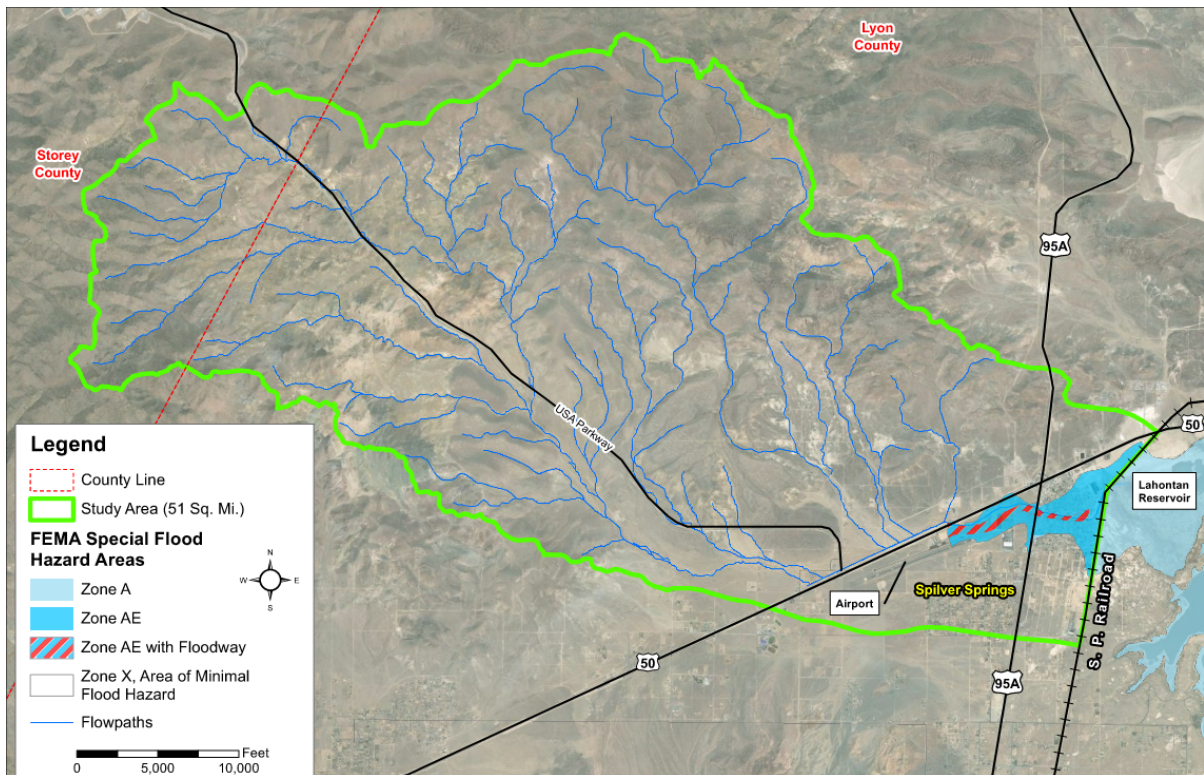
## Carson Water Subconservancy District

### North Silver Springs Area Drainage Master Plan (ADMP)

#### Business/Technical Plan of Work

The Carson Water Subconservancy District (CWSD), Lyon County (County), and FEMA have been working to more accurately define flood hazards along the Highway 50 corridor over the past several years. This study is a continuation of those efforts for the North Silver Springs area of the County.

The goals for the North Silver Springs ADMP project will be to identify flood mitigation solutions and flow paths that would protect existing and future structures from flooding.



The area is generally located both north and south of Highway 50, west of Lahontan Reservoir and east of Stagecoach. The overall watershed encompasses much of USA Parkway. The scope of work for the study/plan would incorporate the follow tasks:

**Task 1. Project Management**

- a. Project management includes onsite project meeting and presentation time, as well as FEMA Map Information Platform (MIP) management. The MIP tasks are general tasks that will only require the study data, a project narrative and self-certification forms to be uploaded to the MIP and no metadata. In addition, project management includes contract management, invoicing, internal meetings with staff, and Quality Control/Quality Assurance.

**Task 2. Topographic Data Collection**

- a. Kimley-Horn's will collect the applicable LiDAR topography data from CWSD, USGS, and/or House Moran Consulting. Kimley-Horn will process the LiDAR data as necessary to produce project specific topography. No new aerial photogrammetry or LiDAR topographic data will be collected for this project.

**Task 3. Data Collection**

- a. Kimley-Horn will collect, review, and process existing data provided by CWSD, Lyon County, House Moran Consulting and other sources as necessary to determine applicability of use for this effort. Data may include previous studies, GIS layers, and survey data. For hydrology and hydraulic modeling, it is assumed that models developed for the Ramsey Canyon Letter of Map Revision (LOMR) project will be utilized for this master plan.
- b. As part of the effort to evaluate the existing drainage facilities, it may be necessary to conduct field assessments and/or actual field survey to collect required data. Fees associated with this task include these efforts. If not required, these fees will be redirected to other tasks as needed.

**Task 4. Flood Risk and Mitigation**

- a. Kimley-Horn will evaluate the 10-yr, 25-yr, and 100-yr Ramsey Canyon LOMR models to determine existing conditions flood risk in the study area. If the 10-yr and 25-yr models were not previously compiled, Kimley-Horn will develop these models by updating just rainfall data in the 100-yr model.
- b. Kimley-Horn will develop new HEC-RAS 2D 10-yr, 25-yr, and 100-yr models for the gap identified in discussions between Stagecoach and the Ramsey Canyon LOMR models. See the attached exhibit for the area labeled "Separate Watershed" that has been identified in discussions as potentially needing to be added to the analyses.

- c. Kimley-Horn will coordinate with Lyon County and stakeholders to identify the flood hazard areas and compare with the model results. Initial alternatives will be discussed with the County prior to conceptual design.
- d. Kimley-Horn will work with the County and stakeholders to develop a drainage plan consisting of individual recommended alternatives to reduce impacts of the effective Special Flood hazard Areas. The recommended alternatives will be developed by analyzing cost, constructability, and with public and stakeholder input. Up to two (2) alternatives for each master plan component will be analyzed to identify the recommended alternative. The recommended design alternatives will be implemented into a proposed condition HEC-RAS model. The focus of this effort will be on implementable solutions that fit within budget constraints and are effective in mitigating flooding conditions.
- e. Impact maps will be created to display the upstream and downstream impacts for the recommended alternatives
- f. Kimley-Horn will develop conceptual level plan sheets for the design alternatives. Plan sheets will show plan and profile considering known right-of-way and utility constraints. Notes, details, and specifications will not be included.
- g. Kimley-Horn will compile all collected data, analyses, and design into a summary report for submittal and approval to the County and CWSD. Kimley-Horn will submit a draft report and final report that addresses all comments. It is assumed that all submittals will be electronic, and that one round of comments will be addressed.
- h. Kimley-Horn will complete a benefit costs analysis per FEMA's methodology that will show the potential damage to structures in existing and proposed conditions with the recommended alternatives in place.

**Task 5. – Public Outreach**

- a. Kimley-Horn will prepare and distribute postcards to residents in the study area to request information about flooding issues.
- b. Kimley-Horn will assist CWSD and the County in conducting up to one (1) public meeting to present the results of flood risk mitigation and conceptual designs. The public meeting will focus overall mitigation solutions and recommendations. Kimley-Horn anticipates conducting this meeting in person but can conduct virtually as needed. Kimley-Horn will prepare public meeting materials including display boards, meeting invitation language, PowerPoint presentation, and any required handouts. Kimley-Horn can also present technical data at the meeting if desired by the County. It is assumed that the County will secure facilities to host in person public meetings, and that CWSD will assist with public meeting preparation.
- c. Kimley-Horn will conduct up to two (2) stakeholder interviews with agencies such as NDOT, State Public Works, Lyon County maintenance staff or others identified by the project team.

- d. In addition to the public meetings described above, Kimley-Horn will present the results of the project to the Lyon County Board of Commissioners and the CWSD Board as directed by Lyon County and CWSD. It is assumed that these presentations will coincide with public meeting dates to reduce travel costs.

### **KIMLEY-HORN ALLOWANCES**

#### **Task 6. - Expenses (Allowance)**

- e. This allowance is for expenses anticipated for this project including: Travel expenses, in-house reproduction, and mileage.

### **OTHER EXCLUSIONS**

- a. Geotechnical and environmental services are not included
- b. Topographic mapping services are not included
- c. FEMA MIP Metadata

Kimley-Horn will perform the services in Tasks 1 - 8 for the total lump sum labor below. In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at cost.

Task 1	Project Management	\$11,000
Task 2	Topographic Data Collection	\$2,500
Task 3	Data Collection	\$2,500
Task 4	Flood Risk and Mitigation	\$86,500
Task 5	Public Outreach	\$13,000
Task 6	Expenses	\$2,500
Total Lump Sum Fee		\$118,000

EXHIBIT B - Project Schedule

			2022	2023												2024					
TASKS	Task Start	Task End	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1. Topogrpahic Data Collection	12/21/2022	6/30/2024																			
2. Survey Data Collection	12/21/2022	4/30/2023																			
3. Hydrologic Data Collection	1/1/2023	4/30/2023																			
4. Hydraulic Data Collection	3/1/2023	9/30/2023																			
5. Floodplain Mapping	9/1/2023	4/30/2024																			
6. Hold Public Events	1/1/2023	6/30/2024																			
7. Contractor Project Management	12/21/2022	6/30/2024																			

## EXHIBIT C – Fee Table

TASK	TASK DESCRIPTION	LABOR FEE	DIRECT EXPENSES	TOTAL FEE
1	Topographic Data Collection	\$ 5,100.00	\$ -	\$ 5,100.00
2	Survey Data Collection	\$ 5,950.00	\$ 39,576.00	\$ 45,526.00
3	Hydrologic Data Collection	\$ 32,300.00	\$ -	\$ 32,300.00
4	Hydraulic Data Collection	\$ 63,750.00	\$ 4,370.00	\$ 68,120.00
5	Floodplain Mapping	\$ 142,850.00	\$ -	\$ 142,850.00
6	Hold Public Events	\$ 29,025.00	\$ 5,460.00	\$ 34,485.00
7	Contractor Project Management and Meetings	\$ 10,200.00	\$ -	\$ 10,200.00
Notes: \$39,576 direct expense is the LiDAR acquisition fee.				
				<b>TOTAL FEE \$ 338,581.00</b>

**AGENDA ITEM #%**



## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #17 – For Possible Action: Approve Addendum to HDR Contract #2020-01 in the amount of \$44,342 to complete the Churchill County Floodplain Mapping Project

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**DISCUSSION:** One of the comments from the FEMA review team regarding the HDR modeling Churchill County Floodplain was a better description of how TCID would operate the various ditches during the 10-, 50-, and 100-year flow rates. When TCID went back through their notes during the 2017 flood event they realized that the flow rates provided to HDR did not include some return flows from the N-line & T12 River spill and from the T-line (see attached memo). This meant more flows would be occurring down the river than originally assumed. Based on this new information, the floodplain model needs to be recalibrated and new floodplain maps need to be developed. The cost to rerun the model and prepare the floodplain maps is \$44,342. Churchill County staff has agreed to cover half the costs to rerun the model if CWSD would cover the other half. This amount would be \$22,171. Staff is proposing these funds come out of the Floodplain Fund Account. CWSD would enter into the agreement with HDR and Churchill County would reimburse CWSD for their half.

The attached addendum also allows for an extension to complete the project by December 31, 2023.

**STAFF RECOMMENDATION:** Approve Addendum to HDR Contract #2020-01 in the amount of \$44,342 and invoice Churchill County \$22,171 for their half of the costs.



# Truckee-Carson Irrigation District

## *Newlands Project*

### MEMORANDUM

**Date:** October 20, 2022

**To:** File

**From:** Kelly Herwick

**Re:** Diversions for 10 and 50 year flood

BOARD OF DIRECTORS  
Eric Olsen, President  
David Stix, Jr., Vice-President  
Robert Oakden, Secretary  
Lester deBraga, Treasurer  
Abraham Schank, Director  
Joseph Gomes, Director  
Wade Workman, Director

Benjamin D. Shawcroft, General Manager

The following represents TCID's operating procedures for diversions during a 10-yr, 50-yr, and 100-yr flood event in the Newlands project. In both instances, TCID is required to comply with BOR's directive entitled "Emergency release criteria for Lahontan Reservoir" dated November 18, 1997, which is attached to this document.

\*\*\*All flows are under the assumption this event is outside the Water Season

#### 10-Year (1645cfs Lahontan Outflow)

Diversion to T-line: 185cfs

Diversion to V-line: 600cfs

- V-line Emergency Weir spill use is not required for 1700cfs or less below Lahontan Reservoir.

Diversion to Carson River gates: 860cfs

- This flow rate is under the assumption the Carson River channel from Diversion to Sagouspe is free and clear of trees and brush.
- No diversions to S-line due to sufficient capacity in V-line during the off season with no water user deliveries.

This puts approximately 920cfs at Bafford Bridge

- This includes returns flows from N-line & T12 River Spill approx. 60cfs.

At Sagouspe Dam approx. 955cfs

- This includes returns flows from T-line T-t55 Sagouspe Spill approx. 35cfs.
- 70cfs diverted to D-line.
- This will require the removal by machinery of the Sagouspe Carson River gates.
- This also requires to notify outside project users to prepare Wolfe Dam for flows above 400cfs.

Approx. 885cfs Carson River at Tarzyn gauge

**50-Year (2712 cfs Lahontan Outflow)**

Diversion to T-line: 185cfs

Diversion to V-line: 1552cfs

- Approx. 952cfs to V-line Emergency Weir Spill.
- Approx. 600cfs to V-line below 26'ft Drop power house.

Diversion to Carson River gates: 975cfs

- This flow rate is under the assumption the Carson River channel from Diversion to Sagouspe is free and clear of trees and brush.
- No diversions to S-line due to capacity from V-line during the off season with no water user deliveries.

This puts approx. 1035cfs at Bafford Bridge

- This includes returns flows from N-line & T12 River Spill approx. 60cfs.
- This has been identified as the maximum flow rate due to the bridge.

At Sagouspe Dam approx. 1070cfs

- This includes returns flows from T-line T-t55 Sagouspe Spill approx. 35cfs.
- 70cfs diverted to D-line.
- This will require the removal by machinery of the Sagouspe Carson River gates.
- This also requires to notify outside project users to prepare Wolfe Dam for flows above 400cfs.

Approximately 1000cfs Carson River at Tarzyn gauge

**100-Year (3328 cfs Lahontan Outflow)**

Diversion to T-line: 185cfs

Diversion to V-line: 1700cfs

- Approx. 1100cfs to V-line Emergency Weir Spill.
- Approx. 600cfs to V-line below 26'ft Drop power house.

Diversion to Carson River gates: 1443cfs

- This flow rate is under the assumption the Carson River channel from Diversion to Sagouspe is free and clear of trees and brush.
- This will cause flood damage at "River Village" upstream of Coleman Dam.
- No diversions to S-line due to capacity from V-line during the off season with no water user deliveries.
- Potential flood damage to property owner located downstream of Coleman Dam.

This puts approx. 1503cfs at Bafford Bridge

- This includes returns flows from N-line & T12 River Spill approx. 60cfs.
- This will cause flood damage at Bafford Bridge

At Sagouspe Dam approx. 1538cfs

- This includes returns flows from T-line T-t55 Sagouspe Spill approx. 35cfs.
- 70cfs diverted to D-line.
- This will require the removal by machinery of the Sagouspe Carson River gates.
- This also requires to notify outside project users to prepare Wolfe Dam for flows above 400cfs.

Approximately 1468cfs Carson River at Tarzyn gauge

---

Kelly Herwick  
TCID Water Master

Mitch Blum  
HDR Engineering Inc.  
November 29, 2022

Ed James  
Carson Water Subconservancy District  
777 E. Williams St., Suite 110A  
Carson City, NV 89701

Dear Mr. James:

This letter is a change order request for additional funding in the amount of \$44,342 for the Churchill County PMR Project. The rationale for this change order is a change in the flow rates for the Churchill County PMR Study. Changes in diversion strategy by TCID will result in the need to revise the HEC-RAS model, subsequent mapping, and reporting for this study. Below is a brief scope of work and associated fee for this change order by original task numbers.

**Task 1 Project Management:** It is anticipated that the changes to this scope will lengthen the project duration. This will necessitate additional funding for project invoicing, progress reporting, and coordination.

**Task 5 Hydraulics:** Revisions to the flow rates for the various diversions in for this study will necessitate revisions to the HEC-RAS model. HDR will review operations information provided by TCID and integrate those planned flow rates into the HEC-RAS model. The model will be revised using the most up to date versions of the US Army Corps of Engineers' HEC-RAS software at the time of this proposal. Revisions will include:

- Modification of the steady state flow files.
- Rerunning and debugging of the 10-, 2-, 1- and 0.2-percent-annual-chance (%) events in the model.
- Redoing the floodway analysis using both the Method 4 and Method 1 approaches.
- Post processing of the results for mapping.
- Redoing the Workmaps
- Redoing the flood profiles and floodway data tables

This model will be used to establish new base flood elevations (BFEs), floodplain and floodway mapping, and main channel water surface profiles for the 10-, 2-, 1- and 0.2-percent-annual-chance (%) events (10-, 50-, 100-, and 500-year events)

**Task 6 Mapping:** The floodplain and floodway mapping will need to be revised based on the new HEC-RAS analysis. HDR will prepare the digital shapefiles for the SFHAs and BFE data along with revised Work Maps and annotated FIRMs.

**Task 8 Reporting:** HDR will revise the hydraulic report to reflect changes in the flow rates, modeling approach and results. HDR will also package and submit revised products to the FEMA review team. It is assumed that these revised datasets will NOT be submitted via the MIP system.

**Budget:** Below is an anticipated budget for this Change order.

Task	Cost
1. Project Management	\$4,638
5. Hydraulic Analysis	\$20,273
6. Mapping	\$12,113
8. Project Reporting	\$7,318
<b>Sum</b>	<b>\$44,342</b>

Thank you for your consideration on this.

Sincerely,



Mitch Blum

HDR Engineering Inc.



**ADDENDUM TO CONTRACT #2020-01  
AGREEMENT BETWEEN  
CARSON WATER SUBCONSERVANCY DISTRICT AND  
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES**

WHEREAS, on May 20, 2020, the CARSON WATER SUBCONSERVANCY DISTRICT (hereinafter referred to "CWSD") and HDR ENGINEERING INC. (hereinafter referred to as "HDR") entered into a Contractor Agreement (hereinafter "Contractor Agreement #2020-01") addressing funding from CWSD to HDR for services in connection with the project known as Churchill County PMR Study (hereinafter referred to as "Project"); and

WHEREAS, HDR will need additional time and funds to complete Project; and

WHEREAS, CWSD has revised the budget for this project to provide HDR with additional funding for the Project; and

WHEREAS, it has been determined that additional funds in the amount not to exceed \$44,342 will be added to Contractor Agreement #2020-01 with HDR.

WHEREAS, it has been determined that an additional year will be added to Contractor Agreement #2020-01 with HDR.

NOW, THEREFORE IT IS AGREED:

1. An additional amount not to exceed \$44,342 will be provided to Contractor Agreement #2020-01 with HDR to complete the additional work no later than December 31, 2023.
2. All other terms of Contractor Agreement #2020-01 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Addendum on the day and year written below.

DATE: \_\_\_\_\_

HDR ENGINEERING, INC.

\_\_\_\_\_  
Craig Smart, Managing Principal

ADDENDUM TO CONTRACTOR AGREEMENT #2020-01

DATE: \_\_\_\_\_

CARSON WATER  
SUBCONSERVANCY DISTRICT

\_\_\_\_\_  
Edwin D. James, General Manager

**AGENDA ITEM #%**



## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #18 – For Discussion Only: Watershed Moment

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**DISCUSSION:** Staff will give an update on the I Am Carson River Watershed Campaign - Watershed Moments and show the “Curb Your Chemical Use” social media reels.

**STAFF RECOMMENDATION:** Receive and file.

**AGENDA ITEM #%**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #19 – For Discussion Only: Overview of the Water Picture for the Carson River Watershed

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

**STAFF RECOMMENDATION:** Receive and file.

## **AGENDA ITEM #20**

## CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** Board of Directors

**FROM:** Edwin James

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #20 – For Possible Action: Approval of the 2022 CWSD Activities and Accomplishments Report

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**DISCUSSION:** Every year staff puts together an Accomplishments and Activities Annual Report that is shared to all the counties. Attached is the 2022 CWSD Activities and Accomplishments Report.

**STAFF RECOMMENDATION:** Approve the 2022 CWSD Activities and Accomplishments Report.

# Carson Water Subconservancy District 2022 Activities & Accomplishments



## **Our Vision**

**A healthy watershed  
that meets the water needs of all users.**

## **Our Mission**

**To promote cooperative action with communities to  
protect the Carson River Watershed.**

Carson Water Subconservancy District (CWSD) strives to balance the municipal, agricultural, and environmental water needs of our watershed. We work with our watershed partners using an integrated watershed planning process to reach our goals of a sustainable, healthy watershed. To achieve this balance, CWSD integrates planning, coordinating, and management activities to support projects associated with floodplain management, river projects, water quality, water supply, invasive species, outreach and education, and recreation.

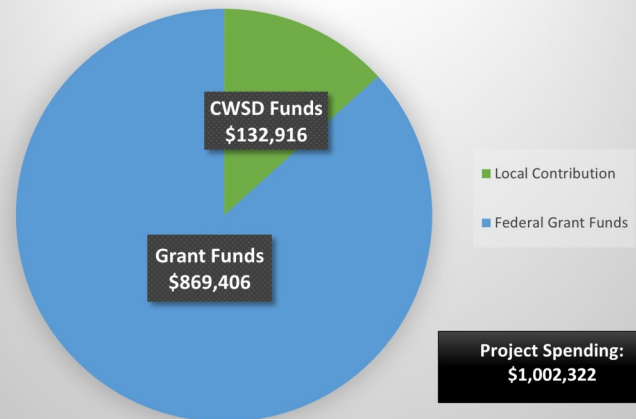
## **2022 accomplishments and activities are summarized as follows:**

Grant Administration.....	2
Carson River Coalition Watershed Coordination Program. ....	3
Water Supply.....	3
Water Quality. ....	4
Floodplain Management. ....	4-5
Invasive Species.....	5
River Rehabilitation and Stabilization. ....	6
Outreach and Education.....	6-7
Recreation. ....	7
Looking ahead to 2023. ....	7-8

# Grant Administration

**CWSD leveraged local funding over 6.5:1 with federal dollars. In FY 2022 staff administered grant implementation of the following regional projects totaling \$1,002,322.**

**FY 2021/22 Federal Grants Projects**



Grantor	Local Contribution	Federal Grant Funds	Total	Task
Nevada Division of Environmental Protection (NDEP)	\$35,774	\$81,431	\$117,205	Carson River Watershed Coordinator Program 2021-2022
Nevada Division of Environmental Protection (NDEP)	\$89,942	\$48,965	\$138,907	Carson River Watershed Coordinator Program 2022
Nevada Division of Environmental Protection (NDEP)	\$0	\$1,115	\$1,115	Clean Water Act Section 208 Planning Agency Funding
Federal Emergency Management Agency (FEMA)	\$0	\$140,092	\$140,092	Mapping Activity Statement, Round 10
Federal Emergency Management Agency (FEMA)	\$7,200	\$419,776	\$426,976	Mapping Activity Statement, Round 11
Federal Emergency Management Agency (FEMA)	\$0	\$178,027	\$178,027	Mapping Activity Statement, Round 12
<b>TOTALS:</b>	<b>\$132,916</b>	<b>\$869,406</b>	<b>\$1,002,322</b>	



# Carson River Coalition Watershed Coordination Program

The Carson River Coalition (CRC) Watershed Coordination Program funding from Nevada Division of Environmental Protection continued through December 2022. The Watershed Program Manager and Specialist coordinate the Carson River Coalition (CRC) efforts relating to river rehabilitation, water quality, floodplain management, invasive species, recreation, and environmental education and outreach outlined throughout this document. Our AmeriCorps member is also a critical team member. **Accomplishments include:**

- Managed grants for Clean Water Act Section 319 Watershed Coordination Program, Clean Water Act Section 208 Water Quality Planning, and the Nevada State Parks Recreational Trails Program ( Two RTP funding rounds have been awarded, awaiting NDOT compliance before contract with State Parks can be executed).
- Organized quarterly CRC Working Group meetings throughout the year addressing environmental outreach and education, river and floodplain management, invasive species, and most recently started our Agricultural Producers Working Group.
- Worked with our partners track and update projects for the [Carson River Watershed Adaptive Stewardship Plan](#) and our [2017 Supplemental Update](#). Trained partners new staff when needed.
- Planned, coordinated & hosted Carson River Watershed Forum in person March 29-30, 2022. [Presentations available here](#).
- Worked with our contractor and our CRC partners to create, coordinate and launch our 12-part [Watershed Moment Series](#) in English, with Spanish Subtitles.
- Coordinated and published bi-annual [Watershed Connections newsletter](#).
- Sent Eblasts to over 1300+ CRC members providing our newsletter and information on events, grant funding, trainings, and other relevant watershed information.
- Coordinated social media outreach [Facebook](#), [Instagram](#) and our [YouTube](#) channel.
- Maintained our office as an AmeriCorps Host Site with Truckee Meadows Parks Foundation's State AmeriCorps Program. Hosted three different AmeriCorps members during 2022 as Watershed Technicians within the Watershed Coordination Program.



Kelly Nicholas, AmeriCorps



**Activities conducted by CWSD in 2022 to facilitate a reliable water supply include:**

- CWSD funded 10 USGS Streamflow Gages on the Carson River.
- CWSD funded USGS Water Level Data Collection throughout the watershed.
- CWSD staff assisted Alpine County with its Groundwater Elevation Water Level Data Collection Monitoring Program (CASGEM) & Groundwater Monitoring on the Mesa above the south end of Carson Valley (Mesa).
- CWSD Staff created an advisory report of water and sewer rates of the 13 major water purveyors in the Carson River Watershed.
- CWSD Staff reviewed & corrected State Engineers Groundwater Pumping Reports & Federal Water Diversion Records.
- CWSD applied and received a Hazard Mitigation Grant from the Department of Emergency Management to create a 30-Year Regional Drought and Water Sustainability Plan for the entire Carson River Watershed.





### Activities conducted by CWSD in 2022 to facilitate effective water quality management :

- CWSD funded USGS Churchill County Groundwater Level and Water Quality Study.
- CWSD worked with the Carson River Coalition and provided a board approved comment letter to USEPA for the proposed interim Carson River Mercury Superfund Site plan. USEPA responses to our comments is expected in March 2023.
- Staff continued coordinating with NDEP and NRCS on the National Water Quality Initiative (NWQI) Assessment criteria to qualify the Carson River Watershed for NWQI funding through the NRCS. NRCS submitted the documentation in July 2022.
- CWSD began our Clean Water Act Section 208 Planning Grant: Agricultural Best Management (Conservation/Regenerative) Practices to connect soil health and water quality.
- CWSD continues to promote the use of Low Impact Development (LID) methods and the adoption of LID ordinances to address polluted runoff issues in our urban environment.
- CWSD worked with NCE to complete a GIS Web Access Viewer for the Carson River Adaptive Stewardship Plan Projects. Final access viewer will be available in January 2024 (funding dependent).



### Activities conducted by CWSD in 2022 to facilitate effective floodplain management:

- Facilitated CRC Floodplain Management Working Group meetings. Staff worked with counties to improve Floodplain Management Plan to help increase community rating system scores for Carson City, Douglas, and Storey Counties.
- FEMA MAS #10 floodplain and hazard mitigation projects were completed in 2022. The projects in this grant included: Phase 1 of Ruhenstroth Area Drainage Master Plan; West Carson City Drainage Study; Physical Map Revision of Carson River below Lahontan Dam in Churchill County; Finalize Comments on Carson Valley Physical Map Revision HEC-RAS Model Update; and Public Outreach and Education.
- FEMA MAS #11 funding for floodplain and hazard mitigation projects. Completed projects in this grant included: Phase 2 of Ruhenstroth Area Drainage Master Plan and Smelter Creek Letter of Map Revision (LOMR). Clear Creek LOMR; Web Access System; and Public Outreach and Education are currently in the final phases and are expected to be completed soon.
- FEMA MAS #12 funding for floodplain and hazard mitigation projects. Projects in this grant include Southeast Carson City Area Drainage Study, Buckeye Creek Detention Mitigation, Virginia City & Six Mile Canyon Drainage Study, East Carson City Area Drainage Plan, Flood Risk Communication & Community

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# Floodplain Management

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Outreach (includes Flood Awareness, Project Outreach and School Outreach program), Douglas County Carson Valley PMR, and Ramsey Canyon LOMR. Work on all projects associated with this grant has begun.

- Obtained FEMA COMS #1 funding for floodplain and hazard mitigation projects. Projects in this grant include Stagecoach Area Drainage Master Plan; Silver Springs Area Drainage Master Plan; Outreach and High-Water Mark Installation; Fish Springs/Pinenut Creek Culvert Study; and Flood Risk Analysis for Walker River. Requests for Prequalification were prepared, distributed, and evaluated upon receiving. Contractors were selected for Stagecoach ADMP, Fish Springs/Pinenut Creek Culvert Study, and Silver Springs ADMP.
- Assisted with coordination of the annual Nevada Flood Awareness (FAW) Week, Nov. 13-19, 2022. Designed and funded newspaper ads for FAW and NevadaFloods.org campaign.
- Provided Storey County, Carson City, and Douglas County with National Flood Insurance Program (NFIP) Community Rating System Reports.
- Assisted Douglas County with Stormwater Management Activity Reporting.
- See River Restoration & Stabilization for more information on on-the-ground floodplain management measures.
- Assisted with coordination of the annual Nevada Flood Awareness (FAW) Week, Nov. 14-20, 2021. Designed and funded newspaper ads for FAW and NevadaFloods.org campaign.
- Provided Storey County, Carson City, and Douglas County with National Flood Insurance Program (NFIP) Community Rating System Reports.



# Invasive Species

## Activities conducted by CWSD in 2022 to facilitate effective invasive species management:

- Distributed \$80,000 to CWMAs (Cooperative Weed Management Areas), Conservation Districts and Counties.
- Coordinated with Cooperative Weed Management Areas to support weed management throughout the watershed.
- Held a CRC invasive species working group meeting with federal, state, and local partners to better coordinate weed eradication efforts.
- Filmed PSA with Dayton Valley Conservation District to support weed control and Social Media Reels to support proper storage, use and disposal of potentially environmentally damaging chemicals.





# River Rehabilitation & Stabilization

## Activities funded by CWSD in 2022 to facilitate river restoration & stabilization included:

- Provided funding for the Carson Valley Stream Bank Restoration Projects.
- Provided funding for River Restoration Projects in Dayton Valley.
- Provided funding for Lahontan Conservation District to conduct channel clearance projects in Churchill County.
- Staff continued coordination with Alpine Watershed Group (AWG) on their Hope Valley Restoration project, Carson River Stewardship Plan project planning and implementation updates, and the West Fork Carson River Vision planning process which included CA Lahontan Water Quality Board.
- Staff coordinated with American Rivers, USFS, AWG and others on the Valley Beaver Analog project.
- Provided funding to The Nature Conservancy for Stream Bank Restoration along the River Fork Ranch in Douglas County.
- Staff continued UAS/Drone program to document riverine damage and monitor projects.



# Outreach and Education

## Activities conducted by CWSD in 2022 to provide outreach and education included:

- The “[I AM Carson River Watershed](#)” Campaign continued with our new “**Watershed Moments**” series. Our first film, “[Bag-It](#)” PSA, launched January 2022, with 11 subsequent films launching monthly throughout 2022. PSA’s are available in English with Spanish subtitles. A [Spanish Splash Page](#) has also been created. Our final topic, **Curb Your Chemical Use**, launches on December 13, 2022, as a series of six film “Reels”. “Reels” are a newer social media platform which can be watched on [Facebook](#), [Instagram](#) and [YouTube](#). A spliced version of all six reels is available on [iamcarsonriver.org](http://iamcarsonriver.org).



- CWSD staff coordinated the Carson River Coalition’s 2022 Watershed Forum highlighting a variety of integrated watershed management projects and programs in the Carson River Watershed. The program included 22 presentations with 50 people attending each day.

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- Staff continued to update and manage the [CWSD website](#).
- Sent 55 e-blasts via Mail Chimp containing watershed relevant information to 1371 individuals. This is an increase of 500 subscribers, a 57% increase over last year.
- Developed biannual [Watershed Connections](#) digital newsletter sent to 1371 individuals watershed wide. This is an increase of 500 subscribers, a 57% increase over last year. Hardcopies provided to libraries throughout the watershed.
- Conducted multiple watershed education and outreach events including Snap Shot Day, Ag in the Classroom, and Washoe and Fallon Paiute Shoshone Tribal Earth Days.
- Monitored watershed boundary signs in the Nevada portion of the watershed.
- Increased our digital and social media presence on [Instagram](#), [Facebook](#), [YouTube](#), [cwsd.org](#) and [iamcarsonriver.org](#).
- Conducted multiple FEMA outreach events for flood awareness program throughout the year.

#### **Activities conducted to support AWG Environmental Education Program in 2022 included:**

- CWSD provided \$30,000 in funding assistance to Alpine Watershed Group (AWG) to support their programs.
- Provided support through videos, staff time and social media for AWG programs.

#### **Activities conducted to support RW Environmental Education Program in 2022 included:**

- CWSD provided \$30,000 in funding to River Wranglers (RW) to conduct Conserve Carson River Workdays. The RW EE Coordinator maintained partnerships with local schools and offered opportunities for students to increase their knowledge and understanding of water quality, environmental, and flooding issues in the watershed.



## Recreation

- CWSD received grant award from Nevada State Parks Region Trails Program (RTP) (non-motorized) to create portage around the Mexican Dam. CWSD is working with both RTP and NDOT to complete compliance. We hope to be under contract by Spring of 2023.
- CWSD has received additional RTP funding to improve signage, maps, and access to Carson River Aquatic Trail. CWSD is working with both RTP and NDOT to complete compliance. Contract expected in 2023.



## Looking Ahead to 2023

CWSD will continue to work with federal, state, tribal, and local entities to leverage time and money through cooperative projects and programs. CWSD will continue to pursue federal and state grants to assist counties and local districts. As a regional district, our integrated watershed approach will continue to assist entities to maximize project benefits, mitigate challenges, and avoid duplication of efforts for the benefit of the Carson River Watershed.

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CWSD will continue to coordinate the Carson River Coalition (CRC), a large stakeholder group comprised of staff members of federal, tribal, state, local government organizations, and the general public, that acts as a steering committee for the Integrated Watershed Planning Process. This stakeholder model continues to be successful as it provides the unique opportunity to work across multiple jurisdictions and share perspectives, as issues within the watershed often do not end at jurisdictional boundaries.

CWSD will continue to work with the CRC to update and implement regional plans to ensure ongoing federal and state funding is funneled to regional programs and projects. We look forward to continuing these efforts to complete the tasks ahead and promote cooperative action for the health of the Carson River Watershed.

### ***In 2023 the following work is anticipated:***

## **Watershed Coordination**

- Continue sharing assets from the “I Am Carson River Watershed” Campaign with a focus on targeted social media and traditional media (funding dependent).
- Coordinate the Carson River Coalition and working groups.
- Host a Carson River Watershed Management Forum and Get on the Bus Tour (funding dependent).
- Awaiting funding notification on our NDEP CWA Section 319(h) to continue the Watershed Coordination Program. NDEP has informed CWSD that future funding for the Watershed Coordination Program through this source is unlikely post 2023.
- Coordinate invasive species funding with Counties, Conservation Districts and Cooperative Weed Management Areas.
- Continue to implement CWSD’s funding strategy to seek funding for our programs.
- Continue to work with the CRC to tract and implement the Carson River Adaptive Stewardship Plan (funding dependent). This includes implementation of the Phase II web viewer and partner portal.
- Host an AmeriCorps Watershed Technician.
- Assist Douglas County with Westwood Neighborhood and Douglas HS LID project.
- Post contract execution, implement grant deliverables for *Expansion of Carson River Aquatic Trail*, Regional Trails Program project.
- Continue work on NDEP CWA Section 208 Water Quality Planning grant: Soils Health/Regenerative Agriculture Pilot Project.

## **Floodplain Management**

- CWSD staff will facilitate CRC Floodplain Management working group.
- Work with counties to improve floodplain management plan to maximize points for community rating system.
- Continue with FEMA Mapping Activity Statement (MAS) 11, MAS 12, and Community Outreach and Mitigation Strategies (COMS).
- Continue to work with CRC to implement suggested actions outlined in the Regional Floodplain Management Plan as adopted by each County.

## **Water Supply**

- Work with the USGS and the water purveyors on developing a 30-Year Regional Drought and Water Sustainability plan for the entire Carson River Watershed.
- CWSD will continue to work with Alpine County to maintain CASGEM (California Statewide Groundwater Elevation Monitoring).
- Develop the 2023 Water and Wastewater Rate Report.

**We look forward to another wonderful year of working toward a healthy Carson River Watershed!**

*Ed James, Catrina Schambra, Brenda Hunt, Debbie Neddenriep, Shane Fryer, Max Robinson & Kelly Nicholas*

## **STAFF REPORTS**

# CARSON WATER SUBCONSERVANCY DISTRICT

**TO:** BOARD OF DIRECTORS

**FROM:** EDWIN D. JAMES

**DATE:** December 21, 2022

**SUBJECT:** Agenda Item #21 - For Information Only: Staff Report

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**DISCUSSION:** The following is a list of meetings/activities attended by Ed James and staff since the last Board meeting on November 16, 2022:

- 11/17/22 - Debbie & Max measured wells in Alpine County
- 11/17/22 - Debbie & Max participated in DWR Community Outreach Event
- 11/18/22 - Ed, Debbie, Max & Catrina hosted Carson River Watershed Charter Meeting
- 11/17/22 - Ed attended meeting re: Churchill County Floodplain Maps
- 11/22/22 - Ed attended meeting with USGS re: Carson Basin Hydro mapper
- 11/28/22 - Ed & Max attended North Silver Springs ADMP meeting
- 11/29/22 - Ed attended NDWR Drought Working Group meeting
- 11/30/22 – Ed, Brenda, Shane, Debbie, Catrina & Max hosted CRC Education Working Group meeting
- 11/30/22 - Brenda met with AWG re: California 319 grant application
- 11/30/22 - Ed & Max attended meeting re: C & CB application BRIC
- 12/1/22 - Brenda, Shane & Kelly met with Neon to discuss Curb Your Chemical Use Reels
- 12/2/22 - Staff meeting (All)
- 12/2/22 - Ed, Debbie & Max attended meeting to select contractor for Walker River study
- 12/5/22 - Ed met with the State Engineer
- 12/5/22 - Ed & Catrina hosted Administrative Committee meeting
- 12/5/22 - Brenda & Shane met with Wild Harmony Ranch re: neighbors ditch to culvert application
- 12/5/22 - Ed & Max attended meeting to select contractor for Fish Springs study
- 12/5/22 - Ed attended meeting with USGS re: Carson Basin Hydro mapper
- 12/6/22 - Ed, Brenda & Shane met with NDEP re: 319 Grants
- 12/6/22 - Debbie & Max met with JE Fuller re: Buckeye Creek project
- 12/6/22 - Brenda, Shane, Ed & Kelly hosted inaugural CRC Agriculture Producers Working Group meeting

12/9/22 - Ed attended meeting re: Churchill County Floodplain Maps

12/12/22 Ed, Brenda & Shane hosted CRC Invasive Species Working Group Workshop

12/12/22 - Ed presented a presentation on the 30-Year Regional Water Plan to a joint meeting of Churchill County and Lyon County Commissioners

12/13/22 - Ed attended CTWCD Board meeting

12/13/22 - Ed, Debbie & Max attended FEMA Region 9 Quarterly CTP meeting

12/13-18/22 - Brenda, Shane, Kelly & Neon launch "Curb Your Chemical Use: social media reels

12/14/22 - Ed & Debbie attended a meeting re: Review East Carson ADMP alternatives

12/14/22 - Ed, Debbie & Max met with consultant, Douglas County and Lyon County re: Review Walker River Flood Risk Study

12/15/22 - Ed met with State Engineer at Walker River Irrigation District re: Walker River

12/21/22 - Brenda & Shane met with Paiute and Shoshone Tribes new staff to update them on Stewardship Plan

**STAFF RECOMMENDATION:** Receive and file.



**NO CORRESPONDENCE**