

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

NOTICE OF PUBLIC MEETING

DATE: June 2, 2023
TIME: 2 pm
LOCATION: CWSD Conference Room or via Zoom
777 E. William Street, Ste. 209
Carson City, NV 89701

Via Zoom: Use this [Zoom Link](#) or call-in (669)900 9128. ID: 868 4206 5975; Passcode: 252139

AGENDA

***Please Note:** The Carson Water Subconservancy District (CWSD) Board may: 1) take agenda items out of order; 2) combine two or more items for consideration; and/or 3) remove an item from the agenda or delay discussion related to an item at any time. All votes will be conducted by CWSD Board of Directors. Reasonable efforts will be made to assist and accommodate individuals with limited ability to speak, write, or understand English and/or to those with disabilities who wish to join the meeting. Please contact Catrina Schambra at (775)887-7450 or email: catrina@cwsd.org at least two business days in advance so that arrangements can be made.*

1. Call to Order the CWSD Administrative Committee
2. Roll Call
3. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
4. For Possible Action: Approval of Agenda
5. For Possible Action: Approval of the Administrative Committee December 5, 2022, Meeting Minutes
6. For Possible Action: Discuss CWSD role related to the Conserve Nevada Program
7. For Possible Action: General Manager Annual Review
8. For Possible Action: Lodging for Board Members with 60-mile commute home
9. 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.
10. For Possible Action: Adjournment

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (catrina@cwsd.org) and is available on the CWSD website at www.cwsd.org.

In accordance with NRS 241.020, this notice and agenda has been posted at the following locations:

Dayton Utilities Complex
34 Lakes Blvd
Dayton, NV

Storey County Clerk's Office
26 S. B Street
Virginia City, NV

Lyon County Administrative Building
27 S. Main St.
Yerington, NV

Churchill County Administrative Complex
155 N Taylor St.
Fallon, NV

Carson City Hall
201 N. Carson St.
Carson City, NV

Carson Water Subconservancy District Office
777 E. William St., Suite 209
Carson City, NV

Alpine County Government Center
99 Water St.
Markleeville, CA

Minden Inn
1594 Esmeralda Avenue
Minden, NV

CWSD Website: <https://www.cwsd.org>

State Public Meetings Website: <http://notice.nv.gov>

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 10 am on May 26, 2023, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the June 2, 2023, meeting of the Carson Water Subconservancy District Administrative Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

Posting Location

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

AGENDA ITEM #5

**MINUTES OF LAST
BOARD MEETING**

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

DRAFT 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
David Griffith
Dave Nelson
Pete Olsen (*via Zoom*)
Lisa Schuette (sub/Giomi)
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 is 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 will 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 of 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 sending 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 until 2023 and all agreed.

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 the 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 #6

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: June 2, 2023

SUBJECT: Agenda Item # 6– For Possible Action: Discuss CWSD role related to the Conserve Nevada Program

DISCUSSION: As part of the Nevada budget for 2023 and 2024 the Senate Committee on Finance, Ways and Means Joint Committee recommended that \$43.3 million of bonds be sold for the Conserve Nevada Program. A breakdown of where the funds are going is shown below:

- \$23.3 million to the Boulder City Railroad Museum
- \$3.7 million to the East Ely Railroad Depot (this was added by the legislature resulting in \$3.7 million being cut from the recommended \$20 million)
- \$8 million to the Valley of Fire Visitors Center
- \$2.3 million to the Nevada Department of Wildlife
- \$1 million to the Clark County Wetlands Park
- \$2 million to the Springs Preserve OriGen Museum
- \$2 million for open statewide grants.
- \$1 million for projects in Truckee and Carson River Corridor

A total of \$13 million dollars has been earmarked for this funding round with \$1 million earmarked for the Truckee and Carson River Basins. There is discussion of creating an advisory board to review the proposed projects requesting funding for how funds for the Truckee and Carson would be spent. The legislative act reserved \$10 million for Truckee and Carson. Entities in the Truckee and Carson River basins can also submit funding requests in the open statewide grants

STAFF RECOMMENDATION: Provide direction.

AGENDA ITEM #7

SevenCARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: June 2, 2023

SUBJECT: Agenda Item #7 – For Possible Action: General Manager Annual Review

DISCUSSION: The General Manager provided the Board members with a Self-Assessment and Board members were provided with a review form. Seven evaluations were returned and summarized (see attached summary).

Considering that the average evaluation was 28.29 out of a possible 30 points, the Administrative Committee should recommend to the Board that the General Manager receive a satisfactory review for FY 2022-23 with the accompanying merit increase.

STAFF RECOMMENDATION: Approve the General Manager's FY 2022-23 Annual Review and merit increase.

Decision quality:	Presentation skills:	Communication:	Delegation of work to be done:	Being open and receptive:	Demonstrates flexibility to work with varying groups:	TOTAL
5	4	4	5	5	5	28
4	4	4	3	4	5	24
5	5	5	5	5	5	30
5	5	5	5	5	5	30
4	5	5	4	5	5	28
5	5	5	5	5	5	30
5	5	4	5	4	5	28

General Comments:

- Ed does a very good job of keeping the board members informed and updated on all of the happenings within the water shed. He is knowledgeable about the district and the local governments and interactions between all parties. He is an outstanding representative of CWSD.
- I am new to the organization, but during my short time have been very impressed with the team culture, the efficiency, and the productivity I have seen--all of which stem from excellent leadership.
- Experienced and very good at helping others understand the material.
- Ed and his staff continues to perform at a very high level. Ed works very well with numerous organizations and represents CWSD in an extremely knowledgeable and professional manner. Ed and along with staff are able to deal with numerous funding sources that oftentimes have changing rules and/or funding levels making it difficult to forecast budget levels making resource allocation and project scheduling critical to the success of CWSD. Each is performed at a high level, sometimes seamlessly to anyone outside of the organization. I would be curious to know if staff had a chance to provide feedback to Ed during this review process and if so, how does it compare with the Board's evaluation.

Goals you would like to see accomplished by CWSD in FY 2023-24:

- Follow the strategic plan that was just adopted. In addition, I'd like to see the development of a model code for the adoption of water conservation measures for new construction. This is something that could be shared with member water distributors and local governments. Continue to try to find a way to legislatively have Alpine County officially join CWSD. And ensure Storey County has two members.
- Weren't we going to complete a strategic plan?
- Explore ways of retaining water in good water years.
- None at this time for Ed. It would be helpful if we had a "Score Card" listing our annual goals (that we established during our annual goal setting workshop) showing where we stand on each one. I know these two processes are separate and out of sync timing wise.

AGENDA ITEM #8

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: June 2, 2023

SUBJECT: Agenda Item #8 – For Possible Action: Lodging for Board Members with 60-mile commute home from Board meetings

DISCUSSION: It has been brought to the attention of staff that Board members with a 60-mile or more commute home after Board meetings may need to be afforded lodging for the night. As an example, during the May Board meeting Directors from Churchill County drove over 75 miles each way from their homes to the Douglas County meeting site. Given remote Board meetings end between 8-8:30pm on average, that is a long drive home at the end of the day.

STAFF RECOMMENDATION: Provide direction.