

# CARSON WATER SUBCONSERVANCY DISTRICT

## Administrative Committee

**DRAFT** June 2, 2023, 2pm

### 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:**

David Griffith  
Stacey Giomi  
Cassi Koerner (via Zoom)  
Dave Nelson  
Bus Scharmann (via Phone)  
Mike Workman (via Zoom)

#### **CWSD Staff/Guests Present:**

Brenda Hunt  
Ed James  
Catrina Schambra

Director Workman called the meeting of the CWSD Administrative Committee to order at 2pm. 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, moving Item 8 to before Item 7. Committee Member Griffith seconded the motion and the Agenda was approved unanimously.*

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

*Director Nelson made a motion to approve the Administrative Committee Minutes from December 5, 2022, to include the adding the names of Nay votes. The motion was seconded by Committee Member Griffith and was unanimously approved by the Administrative Committee.*

#### **Item #6 - For Possible Action: Discuss CWSD role related to the Conserve Nevada Program**

Mr. James reported that the Nevada legislators included in the 2023-25 budget 43.3 Million Bond for the Conserve Nevada Program. Most of the funding is already allocated, but there is \$1 Million available for Carson/Truckee and \$2 Million available for other state projects. CWSD has been asked if we want to participate on the Steering Committee for the funding allocation of the Carson/Truckee programs.

There was discussion of the possibility of CWSD having to recuse itself during discussions that involve CWSD seeking this funding. Ms. Hunt explained the projects that CWSD has applied for

via the funding source. The consensus of the group is that CWSD definitely wants a seat at the table of the Steering Committee whether recusal at times is needed or not.

*No action taken.*

**Item # 8 – For Possible Action: Lodging for Board Members with 60-mile commute home**

Mr. James explained that he actually thinks the range should be 70 miles from home. All board members live within 70 miles of their home and CWSD's office. This would only apply when CWSD moves its board meetings around the watershed. The concern is Board members having to drive home from a field trip Board meeting and having almost 2 hours of drive time to get home. If the meeting goes past 8:30 pm this would be a very long day. A board member can attend the meeting virtually but it has been the board's goal to have board members attend the meetings in-person. Director Giomi asked how much a board member could charge for a room. Director Giomi suggested using the per diem rate that the State uses. He suggested we add a section to the Travel Policy. Mr. James stated that he will bring a revision forward to the full Board in July to be added to the Travel Policy. Director Giomi wants it to be clear this is only from the meeting site to your home address.

*No action taken.*

**Item #7 - For Possible Action: General Manager Annual Review**

Director Workman stated that he would begin the discussion with his only question that he had put in the comments of the evaluation. Does the staff have any input in his evaluation? Mr. James explained that this review is only for Board member but he does have these discussions with each staff member during their evaluations. He also stated that another comment in the review responses asked about the Strategic Plan. It was approved last year and he was instructed that the goals and objectives of the Strategic Plan were his goals and objectives.

Director Workman stated he thinks he does a fantastic job! Director Scharmann says he just started in January, but Ed has been so helpful in orienting him with all things watershed and has done an excellent job in communicating. Director Nelson concurs and Committee Member Griffith says we can all agree that Ed does a great job, that is why we've had him doing it so long!

*Director Koerner made a motion to recommend approval the General Managers Annual Review and the accompanying merit increase. The motion was seconded by Director Nelson and unanimously approved by the Administrative Committee.*

**Item # 14 – For Discussion Only: Public Comment - None**

There being no further business to come before the Administrative Committee, Director Griffith adjourned the meeting at 2:46pm.

Respectfully submitted,

*Catrina Schambra*

Secretary to the Board