



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

# CARSON WATER SUBCONSERVANCY DISTRICT Administrative Committee

## NOTICE OF PUBLIC MEETING

**DATE:** December 1, 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: 865 3282 7786; Passcode: 586549*

## AGENDA

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

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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 Minutes Administrative Committee June 2, 2023
6. For Possible Action: Review Nominations and Recommend Andy Aldax Award Winner
7. For Possible Action: Approval of Office Manager Job Description and Change of Job Title for Catrina Schambra
8. For Possible Action: Approval of Standard Operating Procedures for Lost Lakes
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

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

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

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**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 November 22, 2023, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the December 1, 2023, meeting of the Carson Water Subconservancy District Administrative Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

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**Posting Location**

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**SIGNATURE**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date & Time of Posting:** \_\_\_\_\_

## **AGENDA ITEM #5**

### **MINUTES OF LAST ADMINISTRATIVE COMMITTEE MEETING**

# 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

## **AGENDA ITEM #6**

## CARSON WATER SUBCONSERVANCY DISTRICT Administrative Committee

**TO:** Administrative Committee Members

**FROM:** Edwin James

**DATE:** December 1, 2023

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

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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 that 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 2024 Andy Aldax Award are:

- Dan Greytak
- Kingsbury General Improvement District
- Truckee Carson Irrigation District

Nomination letters are attached in alphabetical order.

**STAFF RECOMMENDATION:** Recommend Andy Aldax Award 2024 winner.

Dear Carson Water Subconservancy District,

I am writing to nominate Dan Greytak for the Andy Aldax Award. He deserves this recognition, and it would be a wonderful way of thanking him for his decades of service. His wife, Jude, is in very poor health and not likely to improve. Awarding it to him in 2024 would allow him to enjoy this honor with his much-cherished companion.

Dan has demonstrated an unwavering commitment to the conservation and protection of the Carson River Watershed and has made significant contributions towards achieving the Carson River Watershed Vision.

Dan has been actively involved in Carson River Watershed conservation activities for over forty years and has produced a remarkable list of accomplishments towards the goals outlined in the Carson River Watershed Vision Statement.

Dan initially started working in the Carson Watershed under the auspices of the Washoe Environmental Department. For fourteen years he directed many restorations and stabilizations within the tribe's reach of the Carson River, including multiple watershed protection projects in all three of the tribal colonies. His undertakings also included Clear Creek water quality improvement projects and storm water management projects. Dan initiated many of the tribes monitoring programs and continues to support bird and fish monitoring on tribal land to this day.

Prior to his work with the Washoe Environmental Department, Dan administered the Nevada State Tree Nursery Program. For twenty-five years he expanded the Nursery facilities into both Northern and Southern Nevada providing many of the native plants for restorations and conservation projects within the Carson River Watershed and all over Nevada. During this time, he also built the Nevada State Seed Bank.

For nine years from 2001-2009 Dan sat on the Carson River Advisory Committee which focused on the river corridor. This group was rolled into Carson City's Open Space Advisory Committee. Dan helped lay the groundwork for much of the parks, open space, recreation, and river conservation we enjoy today. He has also been an early and integral member of the Carson River Coalition. Regularly participating in volunteer projects along the Carson, including bank stabilizations, wrapping trees to protect them from beaver, and supporting many of CWSDs rafting, canoe, and kayaking tours. On a personal note, Dan has also been there with quick and solid advice for CWSD's Weed Abatement Program and other projects involving vegetation.

He has been a true inspiration to the community and has worked tirelessly to improve the environment and natural resources of the Carson River Basin.

Dan is an ideal candidate for the Andy Aldax Award, and I strongly recommend him for this prestigious recognition.

Sincerely,

Shane Fryer

**District submission for the Andy Aldax Award for Exemplary Service in Conservation and Protection of the Carson River Watershed 2024:**

The Kingsbury General Improvement District has been quietly protecting the upper watershed and Daggett Creek and tributaries for many years and considers the protection of the Carson River Watershed to be on par with the protections afforded to Lake Tahoe.

Kingsbury GID is a public agency straddling the Tahoe Rim over Daggett Pass along SR 207 from the Lake to the upper watershed of the Carson River. In this capacity, the district has assumed the duties of protecting the headwaters of Daggett Creek. To this end, since the early 1990's the district has applied the same standards and BMPs for the roads and development which are used inside the Tahoe Basin to the Carson River Watershed protecting seeps, springs, and drainage into the tributaries. The district has installed and maintains nearly 2,800 linear feet of erosion control facilities and 2.5 miles of roadway with stormwater collection, catch basins, swales and discharges. All these facilities are cleaned and maintained at regular intervals on par with facilities inside the Tahoe Basin.

Over many years, the district has exercised good stewardship practices, but in 2023 these efforts rose to new levels aimed to improve and protect the upper watershed of the Carson Valley.

During 2023, the district efforts included.

- Modeling the development impacts to Daggett Creek from near the summit to the concourse with the Carson River.
- Designed the replacement of 1,200 linear feet of erosion control facilities to be installed during the summer of 2024.
- Purchased and deployed regenerative air road sweeper to keep roadways clean, recover salts/abrasives applied to roads and prevent dust and airborne contamination resulting from the roadway sweeping from entering the watershed.
- Led a Roadside/Creekside cleanup effort for trash and litter from SR 207 which was along the creek near the pass.
- Implemented enhanced inspection and management controls to prevent sanitary sewerage overflows which could enter Daggett Creek.
- Provided training to increase awareness and reduce the use of road salt improving the effectiveness of snow removal and reducing over-throw and runoff particularly along Tramway Dr. and highest elevations.

In addition, the district owns and operates its corporate yard which straddles Daggett Creek in the Carson River watershed. Over time, this area accumulated litter and other material which had the potential to negatively impact the runoff. In 2023 the district removed approximately 100 yards of wooden debris, plastics, roadside waste (tires, barrels, mattresses, and appliances) and commercial waste, fifteen tons of discarded asphalt and placed membrane/linear under the road sweeping collections pile to protect seepage of petroleum and soluble contamination from entering the creek or the shallow subsurface drainage. Recontoured the yard to infiltrate or redirect stormwater flows appropriately, placed over 100 yards of cobble to control erosion and remove soil from tires helping to protect water quality in the creek.

The district's leadership by example prompted the adjacent property owner to tidy up their maintenance yard and remove paint, lubricants, scrap metal, lift chair parts and cable and generally store or eliminate likely sources of contamination from entering the creek from their runoff.

**Kingsbury General Improvement District 2024 Aldax Award Nomination Letter**

Inside the Tahoe Basin, the district works collaboratively with TRPA and other agencies and as a matter of law and regulation intending to protect the national treasure of Lake Tahoe and its drinking water supply. The district, by choice, has provided the same diligence to the watershed of the Carson River actively contributing to its protection as a treasure too.

Sincerely,

Mitch Dion  
General Manager  
Kingsbury General Improvement District

Dear CWSD Administrative Committee and Board of Directors,

I would like to nominate the Truckee-Carson Irrigation District to receive the Andy Aldax Award for Exemplary Service in Conservation and Protection of the Carson River Watershed.

The Truckee-Carson Irrigation District, (TCID) and (Irrigation District), was formed in 1918 so that bonding through a newly enacted state statute could be used to secure funds to complete the drainage system in the Newlands Reclamation Project. Its formation also gave TCID the opportunity to represent the water owners in negotiations with the United States for operations and maintenance of the Project to be turned over to the water users as prescribed in the 1902 Newlands Reclamation Act, Pub. L. 57–161.

The Carson Sink Desert was the terminus of the Carson River. In 1903 the 3 branches of the Carson River; South Fork, New River, and Old River channels were used to deliver water to about 20,000 acres of land with a water season from March to July. As the Project was being built the South Fork and New River forks of the Carson River were replaced by irrigation canals. The original channels became the major arteries for the drainage system. As is the case in all western arid irrigation projects, a drainage system carries salts away making the once saline soils ideal for crop production. The Old River channel of the Carson River, which before 1903 only saw water in the very wet years became the main delivery channel for the 350 miles of laterals delivering water to thirsty crop lands. It also became the flood channel protecting the inhabited lands in the Carson Sink Desert from flooding.

The ability for TCID to bond, allowed the Carson River of 1903 to deliver water and to drain water creating productive farms and making a pleasant environment for a community to grow and thrive. The Irrigation Project and storage also allowed for the irrigation season to be extended from March through November. It allowed the river system to maintain up to 72,000 acres of productive lands.

The Old River channel of the Carson River continued to be the conduit for water delivery and flood protection after 1903 and after Lahontan Dam and Reservoir were built in 1915. Growth and encroachments by homes and development caused concern as high water years in the 1980's and 1990's showed that the Carson River below Diversion Dam was not going to be able to protect the community as it had in the previous 80 years. Experience from the high-water years in the early 80's showed that the V-Line Canal could be breached to let water flow to Carson Lake, the natural terminus of the original South Fork channel. Some work was given to developing a secondary flood channel to boost emergency water releases below Lahontan. In 2017, TCID and the community faced a water year not seen since the early 1950's. In the emergency of 2017, it was a given that the Old River channel would not be able to

manage the emergency releases from Lahontan without significant damage and perhaps flooding of the City of Fallon. In addition to damage to private property, the Irrigation Project infrastructure was in danger. Loss of infrastructure could potentially destroy the agricultural industry in Churchill County. TCID, U.S. Bureau of Reclamation, Churchill County, and the City of Fallon came together to overhaul a hundred-year-old system to meet modern emergency demands. This emergency work took place within a 5-month period from February to June. TCID began by clearing and cleaning the Old River Channel from Diversion Dam to Saguspi Dam, about 17 miles. With the BOR's engineering and all the local governmental agencies working together a weir was built to take water from the V-Line Canal to the Carson Lake. With the water that would need to be diverted a 17-mile channel or drain ditch was dug from the Carson Lake to Stillwater Wildlife Refuge. The end result was the community of Fallon and areas of Churchill County along the Old River channel of the Carson River were protected from damaging flooding and from the erosion that is a biproduct of flooding. The Irrigation District infrastructure was also protected and throughout the entire ordeal the agricultural industry received water deliveries.

In 2023 the entire Carson River experienced a larger snowpack than in 2017. Because the 2017 infrastructure were still in place, some improvements including a larger weir in the V-Line canal again protected the community of Fallon and areas of Churchill County along the lower Carson River from an environmental disaster. The lower Carson River, with some additional work by TCID and the Lahontan Conservation District did its job without significant damage to personal property and to the Irrigation District infrastructure.

The TCID has for some 105 years been a force for protecting and maintaining the lower Carson River to; 1) deliver water to Newlands Reclamation farms and wildlife areas, 2) protect the environment and ecosystem of the lower Carson River from Lahontan Dam to the Carson Sink, 3) to provide recreation of all types along the riparian areas of the Carson River, 4) to provide drainage, and 5) to provide recharge of ground water for a domestic water system.

In summary, the lower Carson River functions as a carrier of the water supply needed to irrigate crops. It serves as a flood control channel. It functions as a drainage system to keep valuable farmlands free of salt. It provides recharge to domestic wells and water supplies for homes and businesses. It provides for recreation; hunting, fishing, bird watching, and hiking. And it provides water for an especially important wildlife area on the Pacific Flyway.

The lower Carson River system has been watched over, maintained, and protected by the TCID for 105 years. The Upper Carson, Middle Carson, and Lower Carson River makes the "Carson River."

The Truckee-Carson Irrigation District, although a local quasi-governmental agency, is really all the water rights holders of Carson and Truckee River water in the Lahontan Valley. If a generation is 20 years (+ or-) then 5 generations of water rights owners who make up the TCID, have watched over and protected the Lower Carson River. Therefore, I believe that the Truckee Carson Irrigation District should be awarded the 2024 Andy Aldax Award for its 105 years of Carson River stewardship.

**Submitted by Ernest C. Schank on this day of November 12, 2023.**

## **AGENDA ITEM #7**

**CARSON WATER SUBCONSERVANCY DISTRICT**  
**Administrative Committee**

**TO:** Administrative Committee Members

**FROM:** Edwin James

**DATE:** December 1, 2023

**SUBJECT:** Agenda Item #7 – For Possible Action: Approval of Office Manager Job Description and Change of Job Title for Catrina Schambra

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**DISCUSSION:** During the annual review for Catrina Schambra, she requested that her job title be changed to reflect her job duties more clearly. Staff agreed the job description did not match her duties and approved the change to her job title. There is no change to compensation.

Attached is the CWSD Administrative Assistant job description and the proposed Office Manager job description.

**STAFF RECOMMENDATION:** Recommend approval of the Office Manager job description and changing the job title for Catrina Schambra to Office Manager as presented.

## **Administrative Assistant – Carson Water Subconservancy District**

This is a non-exempt position with the Carson Water Subconservancy District (CWSD), working an average of 35 hours per week.

**DEFINITION:** Under general direction of the General Manager, performs a wide variety of confidential and complex clerical, accounting, and administrative duties in the support of Carson Water Subconservancy District (CWSD) policies, procedures, and practices.

### **Example of Duties**

**ESSENTIAL FUNCTIONS:** Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

1. Receives and sorts incoming mail in order to route to the appropriate individual.
2. Maintains a variety of files and records.
3. Assists in the implementation of goals and objectives for special programs and projects; establishes schedules for program operations; implements policies and procedures.
4. Maintains records inventory; maintains financial records; maintains petty cash account; pays bills; and prepares various financial reports for CWSD, State and other governmental agencies.
5. Orders/purchases supplies.
6. Conducts surveys, studies, and special projects; collects information on operational and administrative problems; assists in preparing reports for various grants administered by CWSD.
7. Creates and proofreads a variety of documents including general correspondence, notes, and verbal instruction.
8. Participates in the preparation and processing of board and committee agenda packets; types staff reports, notices, and other documents; duplicates, binds, and distributes agenda packets.
9. Performs safety audits and maintains the safety manual.
10. Assists auditors with annual fiscal year end audits.
11. Assists with field work and data collection.
12. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

### **Qualifications**

***Experience and Training:*** Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Possession of a high school diploma or equivalent and five years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and financial documents.

### ***Required Certifications and Licenses:***

- Possession of a valid driver's license or alternate means of travel.

### ***Knowledge and Skills/Abilities:***

#### **Knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Principles and procedures of record keeping.

- Modern office methods, practices, procedures, and computer equipment.
- Basic word processing methods, techniques, and programs.
- Telephone and general reception procedures.
- Accounting principles and practices.

#### **Skills/Ability to:**

- Effectively use word processing and database programs.
- Perform some administrative research duties.
- Communicate well, both in writing and verbally.
- Comply with pertinent Federal, State and local policies, procedures, laws and regulations related to assigned work programs and projects.
- Effectively administer a variety of special programs, special events, and project activities.
- Implement and evaluate improvements in operations, procedures, policies, or methods.
- Meet deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work outside in various weather conditions.

#### **Supplemental Information**

***Physical, Intellectual, and Mental Requirements:*** *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Light lifting (up to 25 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

***Working Conditions:*** *Work is performed under the following conditions.*

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Occasional outdoor collection of data along stream banks on uneven ground and through brush and weeds.

## **Office Manager – Carson Water Subconservancy District**

This is a non-exempt, full-time position with the Carson Water Subconservancy District (CWSD), working 40 hours per week.

### **Description**

Under direction of the General Manager, performs a wide variety of confidential and complex coordination, research, compliance, accounting, and administrative duties in the support of Carson Water Subconservancy District (CWSD) policies, procedures, and practices. Performs varied projects and administrative support work in all areas of CWSD activities.

### **Example of Duties**

ESSENTIAL FUNCTIONS: Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

- Answers phones and directs callers to the appropriate individual, waits on the general public, and provides information related to CWSD.
- Takes minutes and meeting notes for Board, Committees, and other CWSD/CRC meetings and posts, distributes and records per NRS requirements.
- Plans, organizes, manages and reviews diverse office and general administrative support activities.
- Coordinates activities and events to meet the needs, goals and objectives of CWSD; assists in setting such goals and objectives.
- Assists in the implementation of goals and objectives for special programs and projects; establishes schedules for program operations; implements policies and procedures.
- Maintains records inventory; maintains financial records; maintains petty cash account; pays bills; and prepares various financial reports for CWSD, State and other governmental agencies.
- Orders or purchases office supplies, equipment, and services as needed.
- Conducts surveys, studies, and special projects; collects information on operational and administrative problems; assists in preparing reports for various grants administered by CWSD.
- Participates in the preparation and processing of board and committee agenda packets; staff reports, notices, and other documents; duplicates, binds, and distributes agenda packets.
- Performs safety audits and maintains the safety manual.
- Assists with field work and data collection.
- Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.
- Develops and implements procedures for administrative activities such as, coordinated records management and storage, word processing, clerical processing and related activities.
- Research of operational, budgetary and administrative problems, evaluates alternatives, recommends solutions, and implements adopted changes.
- Performs significant administrative support with all grants to assure regulatory compliance with all local, State and Federal requirements.
- Answers inquiries and provides information to the public and staff which often requires the use of judgment and the interpretation of policies, rules and procedures.
- Responsible for bookkeeping, accounting and financial records including quarterly reporting as required for workers compensation, DETR and tax department.
- Prepares for and assists in CWSD annual financial audits.
- Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.
- Contributes to the overall quality of CWSD operations by recommending and implementing improved policies and procedures.
- Demonstrates courteous and cooperative behavior when interacting with the public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and Experience:**

Any combination of training, education, and experience would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Possession of a high school diploma or equivalent and five years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and financial documents.

**Required Certificates and Licensees:**

- Possession of a valid driver's license or alternate means of travel.

**Required Knowledge and Skills/Abilities:****Knowledge of:**

- Office management practices and procedures, including records management and the operation of standard office equipment.
- Accounting principles and practices.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Correct business English, including spelling, grammar and punctuation.
- Business letter writing and report preparation.
- Telephone and general reception procedures.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

**Skills/Ability to:**

- Daily use of QuickBooks, Adobe Acrobat Pro; Microsoft Suite, and various remote meeting platforms.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Effectively working to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Understanding and applying office and administrative processes and procedures.
- Preparing clear and concise reports, correspondence and other written materials.
- Analyzing and resolving varied office administrative problems.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.
- Effectively use word processing and database programs.
- Perform research as needed.
- Event organizing, planning and implementation.
- Website and Social Media maintenance and updates.
- Communicate well, both in writing and verbally.

- Comply with pertinent Federal, State and local policies, procedures, laws and regulations related to assigned work programs and projects.
- Effectively administer a variety of special programs, special events, and project activities.
- Implement and evaluate improvements in operations, procedures, policies, or methods.
- Meet deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work outside in various weather conditions.

### **Supplemental Information**

**Physical, Intellectual, and Mental Requirements:** The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper, periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Light lifting (up to 25 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

**Working Conditions:** Work is performed under the following conditions.

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Occasional outdoor collection of data along stream banks on uneven ground and through brush and weeds.

## **AGENDA ITEM #8**

**CARSON WATER SUBCONSERVANCY DISTRICT**  
**Administrative Committee**

**TO:** Administrative Committee Members

**FROM:** Edwin James

**DATE:** December 1, 2023

**SUBJECT:** Agenda Item #8 – For Possible Action: Approval of Standard Operating Procedures for Lost Lakes

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**DISCUSSION:** The US Forest Service recently contacted CWSD to request a Standard Operating Procedure (SOP) plan for Lost Lakes. CWSD is required to have a SOP plan on file with the US Forest Service since both Lost Lakes are located on US Forest Service property. Attached for the committee review is a draft SOP. This SOP has been sent to the US Forest Service for their comments.

**STAFF RECOMMENDATION:** . Recommend approval of Standard Operating Procedures for Lost Lakes.

# STANDARD OPERATING PROCEDURES

## Lost Lakes

Alpine County, CA



**OPERATED BY**  
**Carson Water Subconservancy District**

**APPROVED FOR USE BY:**

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**Carson Water Subconservancy District**

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**Authorizing Officer, U.S. Forest Service**  
**(For use as Operations & Maintenance Manual)**

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**Date**

---

**Date**

# Lost Lakes Dams

## STANDARD OPERATING PROCEDURES

This copy includes the following revisions:

[illegible]

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# **SECTION I**

## **GENERAL INFORMATION**

### **A. GENERAL**

#### **1. PREFACE**

Standard Operating Procedures (SOP) for Upper and Lower Lost Lake Dams are prepared to establish in one primary controlled document (with associated supporting documents) complete, accurate, current, structure-oriented operating instructions. Their purpose is to ensure consistent operating procedures over long periods of time and during changes in operating personnel. The instructions also will permit responsible persons who are knowledgeable in reservoir operation but are unfamiliar with the conditions at the Upper and Lower Lost Lake Dams, to operate the dams and reservoirs during emergency situations and at such times when the normal duties of the regular operator cannot be performed.

This SOP is prepared primarily for the use of operating personnel located at or nearest to the dams and their immediate supervisors who are assigned responsibility for the operation and maintenance of the dams. This SOP contains, as a minimum, all information, and instructions necessary for operating personnel to perform their duties. Operating procedures shall not deviate from those stated in the SOP without appropriate authorization and shall be reviewed and updated annually.

The primary responsibility for the operation, maintenance, and safety of Upper and Lower Lost Lake Dams rests with CWSD and the California Dam Safety Office.

#### **2. HISTORY**

Upper and Lower Lost Lake Dams are earth/rock fill dams and constructed in 1928. The reservoirs are fed with water from the head water of the Carson River West Fork. The dams' primary purposes are to store spring runoff flows for irrigation and municipal uses in the communities of Alpine County, Douglas County, Carson City, and Lyon County. Secondary uses include fishing and recreation.

The reservoir is owned by CWSD. The Land is owned by the U.S. Forest Service with occupancy granted to CWSD under the terms of a Special Use Permit.

### 3. PERTINENT INFORMATION

#### A. GENERAL DATA

Owner	CWSD
Size Classification	Small
Hazard Classification	Low Hazard
Stream	West Fork of the Carson River
Purpose	Irrigation, Municipal, recreation
Drainage Area at Damsites	Upper .1 & Lower .09 square miles
Probable Maximum Precipitation	N/A
Probable Max. Flood Peak Flow (cfs)	N/A
Probable Max. Flood Peak Flow (vol)	N/A

#### B. RESERVOIR DATA

Reservoir Pool Elevations	Lower	Upper
Outlet Invert	8,679.9	8,735.1 feet AMSL
Spillway Crest	8,697.5	8,746.7 feet AMSL
Top of Dam	9,704.3	8,751.4 feet AMSL
Reservoir Areas	12 acres	20 acres
Reservoir Storage		
Outlet Invert	0 AF	0 AF
Spillway Crest	126 AF	126 AF
Top of Dam	N/A	N/A
Reservoir Length	200 feet	240 feet

#### C. MAIN DAM

	Lower	Upper
Type	Earth/Rock	Earth/Rock
Elevation - Top of Dam	8,704.3	8,751.4 feet AMSL
Height of Dam Above Streambed	24.4 feet	16.3 feet
Side Slopes		
Upstream	1 V : 1.5 H	1 V : 2.4 H
Downstream	1 V : 1 H	1 V : 1 H
Crest Length	200 feet	240 feet
Crest Width	12 feet	16 feet

#### D. SPILLWAY

	Lower	Upper
Type and Location	Open-cut left abutment	O/C 1000 Ft East Dam
Crest Length	7.2 feet	5.0 feet
Maximum Spillway Capacity	N/A	N/A

## **E. OUTLET**

Type and Location	18-inch	12-inch
Intake Control Type	18- inch slide gate	12-inch slide gate

## **F. DESCRIPTION OF WATERSHED**

The Lower Lost Lake watershed has an area of 0.09 square miles and the Upper Lost Lake watershed has an area of 0.10 square miles. Elevations range from 8,704 feet at the Lower Lost Lake to 8,751 at the Upper Lost Lake. Drainage from the watershed is generally in the easterly direction.

Topography in the watershed includes pronounced peaks and ridges. Areal vegetation in the basin consists of conifers and rocky coarse soil. With the exception of a few foot trails, the watershed remains undeveloped.

## **G. DESIGN AND CONSTRUCTION HISTORY**

Construction of Lower and Upper Lost Lakes were completed in 1928.

## **H. DIRECTIONS AND ACCESS TO THE DAM**

Lower and Upper Lost Lakes are located at the headwaters of the West Fork of the Carson River, in Alpine County.

Access to the dams is via a 4-mile gravel road and ATV trail from Lower Blue Lakes campground. Access to the site is limited during the winter and spring periods due to snow.

## **I. NORMAL OPERATING PROCEDURES**

The reservoirs normal operation is the reservoirs fill during the spring runoff. Water is stored through the summer and then released in the fall. Water is released to enhance in-stream flows and for use by Carson City. During normal and wet years water will flow over the spillways. The flows over the spillway are uncontrolled.

## **J. ASSIGNMENT OF RESPONSIBILITY**

### **OPERATION AND MAINTENANCE**

Lower and Upper Lost Lake Dams are owned by CWSD. The owner has the responsibility to operate, maintain, and repair Lower and Upper Lost Lake Dams. The responsible official of CWSD is the General Manager.

The owner

- insures safe operation of the dam
- maintains and repairs the dam as needed to insure safe operation
- ensures the dam complies with applicable local, state and federal law
- prepares and distributes the Emergency Action Plan and Standard Operating Procedures for Lower and Upper Lost Lake Dams
- Communicates with local public safety officials, California Dam Safety Section

CWSD has a prime interest in the dam and reservoir area and a continuing responsibility for ascertaining that unauthorized encroachments do not occur, that existing or potential conditions do not lead to public criticism or to injury to the public, and that nothing is done which conflicts with the primary purpose of the project.

The Forest Service must be notified of any maintenance or repair other than routine work as described in Section II.

## **K. COOPERATION WITH OTHER ORGANIZATIONS**

Water from Lower and Upper Lost Lake Dams serves shareholders in Carson River Watershed under a Special Use Permit with the U.S. Forest Service. There is considerable use of the reservoir by the general public for fishing and the California State Department of Fish and Wildlife may periodically stock the reservoir.

## **L. DATA REPORTING**

### **1. THE OCCURRENCE OF UNUSUAL CONDITIONS**

The occurrence of unusual conditions such as landslides or damage from earthquakes should be reported immediately to the California Division of Safety of Dams. The Forest Service must also be notified immediately

### **2. DESCRIPTIONS AND INFORMATION**

The description of slides, sloughs, or sudden subsidence should include location, extent, rate of subsidence, effects on adjoining structures, reservoir and tailwater elevations, prevailing weather conditions, and other facts believed to be pertinent.

Information regarding the development of springs, seeps, and boggy areas should include such data as location, size of affected areas, estimated discharge, nature of discharge (whether clear or cloudy water), and reservoir and tailwater elevations.

### **3. REPORTS**

On receipt of the report on unusual conditions, the California Division of Safety of Dams will determine the number and types of additional reports required. If damage has occurred to the dams or appurtenant structures, the California Division of Safety of Dams will collaborate with CWSD and the Forest Service on interim measures.

### **M. OPERATING LOG**

A log is maintained by the company in a bound book. The information includes:

- Records of unusual conditions or emergencies
- Major Maintenance Activities
- Reservoir Surveillance
- Initial acknowledgement of emergency or unusual conditions
- Acts of vandalism
- Record of names and addresses of visitors having official responsibility for dam safety
- Certification of SOP review by operating personnel and supervisor
- Miscellaneous items pertinent to operation, emergency, or unusual conditions at the structures

### **N. PUBLIC SAFETY AND HEALTH**

#### **1. GENERAL**

(This section has been removed)

#### **2. SAFETY REGULATIONS COMPLIANCE**

The CWSD has the responsibility to assure that personnel working on or operating the dams will do so in accordance with applicable State and Federal Safety Regulations.

#### **3. ACCIDENT REPORTING**

Accidents involving death, serious personal injury, or substantial property damage must be reported immediately to the Alpine County Sheriff.

### **0. SOP DISTRIBUTION**

Publishing and distribution of the Standard Operating Procedures (SOP) documents are the responsibility of CWSD. One copy of the SOP will be supplied to the California Division of Safety of Dams Office, and two copies will

be maintained by CWSD. The Forest Service also has a copy of the SOP, which serves as the Operation and Maintenance Manual required for the Special Use Permit.

#### **P. SOP REVISIONS**

The SOP revision is the responsibility of CWSD. At least once each year all SOPs should be reviewed by operating personnel, project offices, and the California Division of Safety of Dams Office to ensure that instructions are adequate and current. Revisions or deviations in operating instructions should be ascertained and either integrated into the SOP or deleted, as appropriate. The Forest Service will also participate in the review and update of the SOP.

Operating procedures shall not deviate from those stated in the SOP and Supporting Documents without appropriate authorization. Changes are made only with the approval of the Board of Directors of the CWSD in cooperation with the California Division of Safety of Dams Office.

Each revised page should show the revision number and revision date. Each revision sheet should be filed at the beginning of the SOP to indicate correctness.

The revision letter shall be signed by the President of the xxx to indicate official approval of the changes. An SOP Revision Sheet should accompany the letter and a revision date shall be noted at the bottom of each revised page in the lower right corner.

#### **Q. SUPPORTING DOCUMENTS**

N/A

## **SECTION II**

### **MECHANICAL**

#### **A. SPECIAL INSTRUCTIONS**

##### **1. GATES - EXERCISING AND TESTING**

Safety of the structure and good operation and maintenance practices require that each gate or valve be evaluated to confirm that it will operate as designed.

CAUTION: If, during any test, the gate valve will not close from any position or otherwise malfunctions, stop the test and determine the cause of the malfunction and correct it. It may be necessary to contact the valve manufacturer before further testing.

Annually operate each gate through a full range of travel. All required lubrication and maintenance of equipment should be performed prior to operational testing and exercising.

##### **2. NATIONAL FOREST CONSIDERATIONS**

Due to the location of the dam and access road within the Humboldt-Toiyabe National Forest, CWSD will coordinate with the Forest Service whenever maintenance, other than routine maintenance described in Section II.B, is performed. Traffic control, where necessary, shall conform to the Manual of Uniform Traffic Control Devices (MUTCD).

## B. Dam Maintenance and Inspections

Task	Schedule	Inspection Activity	Remedies, if Needed
Vegetation Control	Summer	Inspect for deep rooted plants, trees, shrubs, brush, etc. which may be growing on the embankment, crest, or spillway.	Cutting; treating with Forest Service approved herbicides, granules, or pellets; or burning. Root systems should be excavated and the holes created should be filled with compacted fill similar to the embankment soils.
Burrowing Animals	Summer	1. Inspect for new burrows, tracks, spoor, etc.	In accordance with State Laws, eradicate by trapping, shooting, or application of Forest Service approved poison. Fill in burrows and eliminate desirable habitat.
		2. Inspect for rodent habitat and food sources.	Control vegetation by cutting application of Forest Service approved herbicide or burning.
Embankment Condition	Summer	Inspect dam, abutments, reservoir basin and downstream toe for depressions, sinkholes, sand boils, slumps, slides, settlement, etc.	Attempt to identify cause. Repair as needed. Report sinkholes, slides, and sand boils to Utah State Dam Safety and Forest Service. Consult with an experienced engineer.
Outlet Gate	Fall	Lubricate stem and operating wheel. Operate through one full cycle. Inspect gate and stem for wear and damage.	Repair or replace as needed.
Inlet Structure	Summer	Inspect for debris and dead animals.	Clean intake as needed.
Piezometers		Measure and record water level within piezometers. Report readings to Utah State Dam Safety. Compare readings with historical measurements.	Consult with Utah State Dam Safety and an experienced engineer.
Seepage		Measure and record flow at V-notch weir located downstream of the dam near the outlet channel. Inspect dam, abutments, and downstream toe for seepage not collected by V-notch. Report measurements to Utah State Dam Safety. Compare readings with historical measurements.	Consult with Utah State Dam Safety and an experienced engineer.

### 1. MAINTENANCE

Routine maintenance will be performed on Upper and Lower Lost Lake Dams. Any unusual  
SOP - 12

conditions which may adversely affect the safety of the structures at the dams should be reported promptly to the California Division of Safety of Dams and Forest Service.

- a. **POST EARTHQUAKE INSPECTION** - Following any reported or felt earthquakes, inspection shall be made of the dam embankment and appurtenances for indications of physical damage such as cracks, displacements, and land movements.
- b. **OTHER UNUSUAL CONDITIONS** - Refer to the Emergency Action Plan in these Standard Operating Procedures for additional instructions regarding how to deal with other unusual occurrences.
- c. **ROUTINE INSPECTION** - An inspection of the dam will be performed annually by the CWSD in association with the California Division of Safety of Dams Office. Deficiencies noted, together with recommended methods to correct them, will be given in writing to the General Manager of CWSD. Reports of corrective actions should be provided to the California Division of Safety of Dams. The Forest Service will participate in annual inspections and should be copied on all reports of corrective action.

## **C. SAFETY PROCEDURES DURING EQUIPMENT OPERATION**

### **1. SAFETY STANDARDS**

Safety standards must be diligently observed at Lower and Upper Lost Lake Dams and reservoirs. CWSD has the responsibility to assure that personnel working on or operating the dam will do so in accordance with applicable State and Federal Safety Regulations.

## **D. CONSTRUCTION ACTIVITIES**

All plans for work performed at the dams, other than routine maintenance as described previously, must be submitted and approved by the California Division of Safety of Dams and the Forest Service. A licensed engineer, employed by CWSD, should be responsible for preparation of plans and specifications. The engineer should be employed during construction to inspect, test, and document the work complies with approved plans and specifications.

## **SECTION III**

### **RESERVOIR OPERATIONS**

#### **A. RESERVOIR CAPACITY ALLOCATIONS**

Lower and Upper Lost Lake Reservoirs stores the water right allocations of 127 and 97 AF, respectively. The reservoirs may be completely drained.

#### **B. FILLING SCHEDULE AND RELEASE PROCEDURES**

##### **1. OPERATIONAL CONCEPT**

Lower and Upper Lost Lake Reservoirs are filled during the spring with flows from the headwaters of the West Fork of the Carson River.

##### **2. WATER RIGHTS**

The water rights are Claim Numbers 812 and 813 as defined in the Alpine Decree.

##### **3. OPTIMUM OPERATION**

N/A

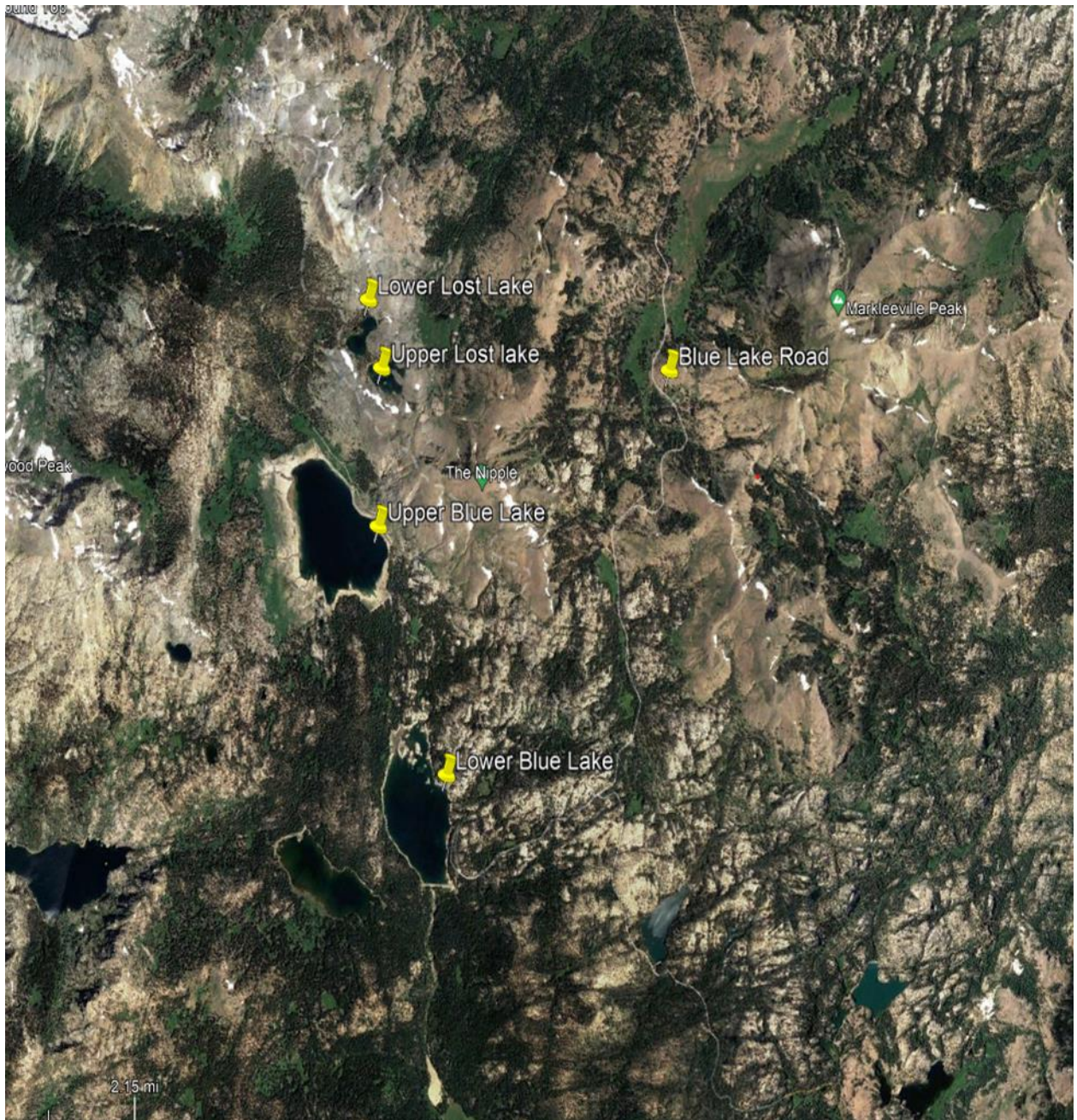
#### **C. DESIGN FLOOD STUDY AND ROUTING**

N/A

#### **D. INFLOW FORECASTING**

There are no streamflow records available for the drainage above the dam. No formal inflow forecasts are made. Releases are controlled by the spillways and outlet controls.

## Appendix A - Location Map



## Appendix B - Photographs

### Lower Lost Lake





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## Upper Lost Lake

