

# CARSON WATER SUBCONSERVANCY DISTRICT

## Administrative Committee

**DRAFT** December 1, 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  
Dave Nelson (via Zoom)  
Sharla Hales (sub/Scharmman)  
Stacey Giomi (via Zoom)  
Cassi Koerner (via Zoom)  
Mike Workman

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

Ed James  
Catrina Schambra  
Patrick King

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**

*Committee Member Griffith made a motion to approve the Agenda as presented. Director Nelson seconded the motion and the Agenda was approved unanimously.*

#### **Item #5 - For Possible Action: Approval of the Administrative Committee Minutes of June 2, 2023**

*Committee Member Griffith made a motion to approve the Administrative Committee Minutes from June 2, 2023, as presented. The motion was seconded by Director Koerner and was unanimously approved by the Administrative Committee.*

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

Mr. James reviewed the award criteria with the committee. He announced the three nominees for the Andy Aldax Award this year: Dan Greytak, as an individual nominee and Truckee-Carson Irrigation District and Kingsbury General Improvement District as organizations.

The committee consensus was an organization that nominates itself should not be qualified as is the case with Kingsbury GID. Mr. James led the discussion on the nominees left and answered questions regarding Dan Greytak since he has known him the longest and his history

in the watershed. Director Giomi stated Kingsbury GID is not part of the Carson River Watershed, but TCID is qualified and deserving of this award.

*Director Giomi made a motion to recommend approval of Dan Greytak as the 2024 Andy Aldax Award individual recipient and recommend Truckee-Carson Irrigation District as the 2024 Andy Aldax Award organization recipient. The motion was seconded by Committee Member Griffith and was unanimously approved by the Administrative Committee.*

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

Mr. James explained that the Administrative Assistant job description does not fully encompass the work that Catrina Schambra is doing or reflect her responsibilities. The purpose for the change in job description and title to clarify what she actually does for CWSD. There will be no change of compensation.

*Director Koerner made a motion to recommend approval of the Office Manager Job Description and change of job title to Office Manager for Catrina Schambra as presented. The motion was seconded by Director Nelson and unanimously approved by the Administrative Committee.*

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

Mr. James reported that he was asked by the Forest Service to supply this document. The attached draft is still in progress and is based on a sample provided by the Forest Service. However, he has questions that have not been answered by them yet. He was hoping that he would have more information in time for the meeting today.

Director Workman suggests adding something about maintenance of the road to get to Lost Lakes. It is a county road that they should maintain. Director Giomi suggested language that allows CWSD to make road improvements to allow access, but that CWSD is not required to maintain the road. For example, if CWSD were to rent equipment to clear the road to enable access to Lost Lakes, we should be allowed to do that. There should also be language the states the Forest Service shall not incur costs for CWSD.

The consensus of the committee is to direct staff to bring the final draft to the full Board for approval if there are no major changes. If there are significant changes are made, staff should bring them back to the Administrative Committee first for review.

*No action taken.*

**Item # 9 – For Possible Action: Approval of amended agreement with RCI to help prepare the permits for the Mexican Dam portage in amount not to exceed \$16,000**

Mr. James explained that CWSD staff was going to do the permitting on the portage to learn the process. This was first going to be done by Shane Fryer, and then Max Robinson, both who have left CWSD since the project started. Because CWSD staff would need time to learn this task and find time to do it, it was determined that it would be best to have RCI do this work as well. This addendum will shift the grant funds from paying staff to paying RCI with funds already approved for this project. Also, RCI is familiar with permitting and will complete the process sooner than if CWSD staff was to do the permitting.

*Director Hales made a motion to recommend approval of amended agreement with RCI to help prepare the permits for the Mexican Dam portage in an amount not to exceed \$16,000 as presented. The motion was seconded by Committee Member Griffith and unanimously approved by the Administrative Committee.*

**Item # 10 – For Discussion Only: Public Comment** – None

There being no further business to come before the Administrative Committee, Director Workman adjourned the meeting at 2:30pm.

Respectfully submitted,

*Catrina Schambra*

Secretary to the Board

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