

# CARSON WATER SUBCONSERVANCY DISTRICT

## Administrative Committee

**DRAFT** June 5, 2024, 2:30 pm

### 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)  
Stacey Giomi (via Zoom)  
Cassi Koerner (via Zoom)  
Ernie Schank (via Zoom)  
Mike Workman

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

Ed James  
Steve King  
Kelly Nicholas (sub/Catrina Schambra)

Director Workman called the meeting of the CWSD Administrative Committee to order at 2:30 pm. 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 Koerner seconded the motion and the Agenda was approved unanimously.*

#### **Item #5 - For Possible Action: Approval of the Administrative Committee Minutes of Dec.1, 2023**

*Director Giomi made a motion to approve the Administrative Committee Minutes from December 1, 2023, as presented. The motion was seconded by Committee Member Griffith and was unanimously approved by the Administrative Committee.*

#### **Item #6 - For Possible Action: Approve changes to the Senior Watershed Clerk Job Description**

Mr. James stated the Senior Watershed Clerk would assist the watershed program manager. This will not be brought before the full board until August and if approved will be posted in September. Chairperson Workman asked what the most significant changes were. Mr. James said updates to the education requirements and more web and social media experience were included. Committee Member Griffith stated the hourly rate seemed high and asked why. Mr. James replied the salary was based on survey results and the education requirement. He said that after talking with Douglas County and Carson City, it was determined to offer it as a permanent position funded through the

next fiscal year. Stacey suggested putting in a clause that the position was grant-funding dependent. Chairperson Workman called for a motion to approve the description with the suggested clause.

*Director Koerner made a motion to recommend approval of the updated Senior Watershed Clerk Job Description with "grant-funding dependent" added. The motion was seconded by Committee Member Griffith and was unanimously approved by the Administrative Committee.*

**Item #7 - For Possible Action: Review the Draft Agreement between CTWCD and CWSD**

CWSD Attorney, Steven King and the committee broke down the Interlocal Agreement line-by-line. After the committee evaluated comments and edits, it was determined Director Schank and/or Mr. King would contact the CTWCD attorneys with questions and language clarifications.

*No action was taken.*

**Item # 8 – For Possible Action: Approval of General Manager 2023-24 Annual Review**

Chairperson Workman stated Mr. James received 29 out of 30 possible points and has done an outstanding job. Mr. James said he still needs to meet with a few more Directors to complete his annual one-on-one meetings. Stacey stated that a succession plan for the General Manager would make the Board comfortable, with some overlap, perhaps including this discussion as part of the Strategic Planning Session in November. Ideally, he said the overlap will be two-three months because Mr. James will be tough to replace. Mr. James stated he hopes to stay through the completion of the USGS Study. He suggests instead of two General Managers he could stay on as a contractor to be available for the new person. Director Giomi suggested maybe having a deputy or assistant GM for the overlap. Mr. James stated he's put a lot into the position that he doesn't want to see it diminished.

*Director Schank made a motion to recommend approval of the FY 2023-24 General Manager Review as presented. The motion was seconded by Director Giomi 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 3:35 pm.

Respectfully submitted,

*Kelly Nicholas*

CWSD Watershed Technician/AmeriCorps  
(sub/Catrina Schambra)