



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

CARSON WATER SUBCONSERVANCY DISTRICT Administrative Committee

NOTICE OF PUBLIC MEETING

DATE: September 26, 2025
TIME: 8:00 am
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 (669)900-9128. ID: 835 9217 8645; Passcode: 964091

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 3 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 the agenda for action at a later meeting.
4. For Possible Action: Approval of Agenda
5. For Possible Action: Approval of Minutes Administrative Committee June 9, 2025
6. For Possible Action: Approval of process and timeline to hire the General Manager
7. For Possible Action: Approval of interview questions for General Manager position and interview process
8. For Possible Action: Approval of transition process with current General Manager
9. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on the agenda for action at a later meeting.
10. 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 <https://www.cwsd.org>

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

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 5 pm on September 22, 2025, a copy of the *Notice of Public Meeting and Agenda* for the September 26, 2025 meeting of the Carson Water Subconservancy District Administrative Committee, per NRS 241.020 was posted at the following locations: CWSD, 777 E. William St., Ste. 209, Carson City, NV 89701; the CWSD website: <https://www.cwsd.org> and the Nevada Public Notice Website: _____

<https://notice.nv.gov/>

Lindsay Marsh

Lindsay Marsh, Water Resource Specialist 1, CWSD

9/22/2025 5:00pm

Date & Time of Posting

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

DRAFT June 9, 2025, 2pm

Minutes

Committee Members' Present:

David Griffith (via Zoom)
Stacey Giomi (via Zoom)
Cassi Koerner (via Zoom)
Mike Workman (via Zoom)

CWSD Staff/Guests Present:

Ed James
Catrina Schambra

Vice Chairperson Koerner called the meeting of the CWSD Administrative Committee to order at 2:05 pm in the CWSD Conference Room, 777 E. William Street, Suite 209, Carson City, Nevada. Roll call determined a quorum of the committee was present. Director Getto was absent.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of Agenda

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

Item #5 - For Possible Action: Approval of the Administrative Committee Minutes of Nov. 26, 2024

Committee Member Griffith made a motion to approve the Administrative Committee Minutes from November 26, 2024, as presented. The motion was seconded by Director Giomi and was unanimously approved by the Administrative Committee.

Item #6 - For Possible Action: Approval of General Manager 2024-25 Annual Review

Mr. James explained the annual process of his review. Committee Member Griffith commented that there was good participation from the Board members who completed the Annual Review. There was consensus of the committee with the above satisfactory results of the Annual Review. Director Giomi stated that Mr. James will be hard to replace. As his retirement grows near, it is important CWSD has a guide for his eventual retirement. Not only is a job description needed, but a task list is also needed in the transition plan.

Director Giomi made a motion to recommend to the Board to approve the Annual Review as presented, along with the transition needs as discussed. 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 Koerner adjourned the meeting at 2:16 pm.

Respectfully submitted,

Catrina Schambra

Secretary to the Board

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: September 26, 2025

SUBJECT: Agenda Item #6 – For Possible Action: Approval of process and timeline to hire the General Manager

DISCUSSION: It has been over 27 years since CWSD last conducted a hiring process for the General Manager position. At that time, the CWSD Board established a selection committee to review the initial applications. The committee then recommended five candidates to be interviewed by the full Board.

For the current process, staff recommends that the Administrative Committee conduct the initial review of applications and forward approximately three candidates to the full Board for interviews. This initial screening would be based solely on the submitted applications. Carson City has offered to assist by setting up an online portal for applicants to submit their materials.

Attached is the General Manager job description, as approved by CWSD on December 31, 2014.

Below is a proposed timeline regarding the advertising, reviewing applications, and selecting the new General Manager.

October 1 – Begin advertising the General Manager position.

October 15 – Update the full board regarding the hiring process

October 17 – Close job opening

Week of October 27 – Administrative Committee reviews applications and make recommendation of candidates to be interviewed by the full Board

Week of November 3 – Hold special Board Meeting to interview candidates and select candidate

Week of November 10 – Conduct background check and negotiate contract

November 19 – Approve contract with the candidate

STAFF RECOMMENDATION: Provide input and guidance regarding the hiring procedure and timeline.

CARSON WATER SUBCONSERVANCY DISTRICT GENERAL MANAGER

FLSA Status: Exempt

Created: December 31, 2014

DEFINITION: Plans, directs, manages, and oversees the activities and operations of Carson Water Subconservancy District (CWSD). Performs high-level administrative, technical, and professional work in directing and supervising the administration of CWSD organization. Receives broad policy guidance from CWSD Board of Directors.

DISTINGUISHING CHARACTERISTICS: This is a regular full-time position.

This position is responsible for the overall management of CWSD and for the supervision of management staff and management of CWSD resources consistent with the administrative and policy direction of the CWSD Board of Directors. This is an "at-will" position and serves at the pleasure of the CWSD Board of Directors.

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

1. Develops, evaluates, and implements administrative policies and procedures to meet CWSD goals and objectives; supervises the performance of CWSD personnel; coordinates the activities of CWSD to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates personnel staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates and represents CWSD in various activities and meetings with both private and public agencies, governmental entities and individuals; testifies on state and federal legislation; make educational and informational presentations to various organizations and news media.
4. Oversee the development of the annual CWSD budget for approval by the Board of Directors; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures and provides monthly financials to the Board of Directors.
5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the CWSD Board of Directors; analyzes information pertaining to CWSD services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the CWSD Board of Directors.
6. Administers the preparation of CWSD meeting agendas; attends CWSD meetings; makes oral and written presentations to CWSD Board of Directors and

to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents CWSD with other government agencies and in meetings with the public.

7. Analyzes proposed legislation and administrative regulations for their impact on CWSD operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
8. Oversee the development of grant applications.
9. Directs the collection of climatological and hydrologic data; advises the Board, counties/cities, state and federal agencies in the evaluation of flood threatened areas for flood control planning, including floodplain management.
10. Assists CWSD Board of Directors in the development of overall goals of CWSD; provides leadership and direction in the development of short- and long-range plans for achieving overall goals.
11. Advises the Board, counties/cities, state and federal agencies in the planning, design and construction of regional water supply, transmission, and treatment facilities.
12. Advises the Board, counties/cities, state and federal agencies in watershed management and issues that may or do impact the water resources of the Carson River Basin.
13. 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 FOR EMPLOYMENT:

Knowledge and Skills/Abilities:

Knowledge of

- Principles and practices of management and supervision.
- Principles of public budget preparation and administration.
- Principles of public personnel administration and employee relations.
- Principles and practices of engineering administration, flood control projects, water supply, transmission and treatment, and watershed management.

Skill/Ability to

- Develop policies and goals consistent with CWSD directives.
- Manage flood control, drainage, water supply, treatment, transmission, and watershed projects.
- Plan, direct, and evaluate the work of staff.
- Develop, motivate, and supervise staff.

- Work effectively under the pressure of deadlines, conflicting demands, and emergencies; gain cooperation through discussion and persuasion.
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters.
- Analyze policies, regulations, projects, activities, and methods.
- Project the consequences of proposed actions.
- Implement administrative policies and work programs consistent with regulations and with CWSD policies and goals.
- Understand, interpret, and apply laws and regulations.
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner.
- Communicate effectively in writing on matters related to department policies, funding, and operations.

Required Certifications and Licenses:

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

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:*

Bachelor's Degree in Civil Engineering or other water/natural resource-related field and a minimum of ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations.

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 .*

The physical and mental requirements described here are representative of those that must be met by 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. Moderate lifting (up to 30 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 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.*

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: September 26, 2025

SUBJECT: Agenda Item #7 – For Possible Action: Approval of interview questions for General Manager position and interview process.

DISCUSSION: To be consistent with the interview process it is important that the board asks the same questions to all the candidates. Below are some possible interview questions.

- A. Tell us briefly about your work experience and education that relates to this position.
- B. Give us examples of your intergovernmental/coordination skills.
- C. Discuss your experience dealing with elected/appoint boards.
- D. What does watershed planning mean to you?
- E. What is your strategy for building consensus and resolving conflicts?
- F. This job will require some evening and weekend meetings. Are you able to accommodate this work schedule?
- G. Why did you apply for this job?
- H. Where do you see yourself in five years?

Attached is a draft interview process for review.

STAFF RECOMMENDATION: Provide input for possible interview questions and interview process.

INTERVIEW PROCESS

(DRAFT)

1. Introductions
2. Review the interview process:
 - A. Overview of the General Manager position.
 - B. Applicant will be asked a set of questions.
 - C. Applicant will be given an opportunity to give a closing statement.
3. Applicant will provide a background summary of their education and work experience.
4. Questions for the Applicants:

(Board members can ask follow-up questions to get clarification to the applicant's comments)
5. Applicant has the opportunity to give a closing statement.

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: September 26, 2025

SUBJECT: Agenda Item #8 – For Possible Action: Approval of transition process with
current General Manager

DISCUSSION: With the hiring of a new General Manager there will need to be a transition period with current General Manager. Staff will discuss various options to assist with the transition.

STAFF RECOMMENDATION: Provide input regarding transition process.