

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

September 26, 2025, 8 am

Minutes

Committee Members' Present:

Stacey Giomi (*via Zoom*)
David Griffith (*via Zoom*)
Cassi Koerner (*via Zoom*)
Ernie Schank (*via Zoom/Sub: Getto*)
Lee Sterrett
Mike Workman

CWSD Staff/Guests Present:

Ed James
Catrina Schambra (*via Zoom*)

Vice Chairperson Koerner called the meeting of the CWSD Administrative Committee to order at 8:08 am 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. Director Schank substituted for Director Getto and Director Sterrett attended as a Storey County representative.

Item #3 – Discussion Only: Public Comment – Director Schank asked if future committee minutes could be approved at the next CWSD Board meeting. It could be a year between committee meetings, and it can be hard to remember what was discussed at the committee meeting.

Item #4 - For Possible Action: Approval of Agenda

*Director Schank 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 June 9, 2025

Director Schank made a motion to approve the Administrative Committee Minutes from June 9, 2025, as presented. The motion was seconded by Committee Member Griffith and was unanimously approved by the Administrative Committee.

Item #6 - For Possible Action: Approval of process and timeline to hire General Manager

Director Giomi expressed concerns about the aggressive timeline outlined in the Board agenda packet. He proposed extending the job application period to four weeks, with the goal of screening applicants and narrowing the pool to the top three candidates by December 18.

Director Giomi, along with other committee members, also suggested revisions to the job description. In addition, the committee recommended including essay questions as part of the application process. Applicants would be required to respond to these questions as part of their submission.

It was agreed that any proposed changes to the job description, along with suggested essay questions, should be submitted to Ms. Schambra by October 6. Ms. Schambra will prepare a redline version of the revised job description to be presented at the October 15 Board meeting. To support a smooth leadership transition, Mr. James offered to extend his retirement date to mid-February (*February 19, 2026*).

Following a detailed discussion, the committee recommended presenting the following timeline for selecting a new General Manager at the October 15 Board meeting:

October 15 - Board approves application package with the updated job description

October 17 - OPEN Job Opportunity Advertising

November 14 - CLOSE Job Opportunity Advertising

December 8 - Administrative Committee meeting to screen applications to narrow to top three

Week of January 5 - Special Board Meeting to interview top three applicants

Week of January 12 - Conduct background check and negotiate contract

January 21 - Approve final contract for new General Manager at Board meeting

Director Giomi made a motion to recommend to the full Board to approve the process, timeline, and new job description to hire the new General Manager. The motion was seconded by Director Schank and unanimously approved by the Administrative Committee.

Item #7 - For Possible Action: Approval of interview questions for General Manager position and interview process

Director Giomi made a motion to table drafting interview questions and contract language to the November and December Board meetings. The motion was seconded by Director Schank and unanimously approved by the Administrative Committee.

Item #8 - For Possible Action: Approval of transition process with current General Manager

The committee discussed the possibility of Ed James working as a consultant for a limited time through a third-party firm. This would allow him to be an advisor as needed during the transition period for the new General Manager.

No action taken.

Item # 9 – For Discussion Only: Public Comment –

The committee thanked Mr. James for his cooperation and expressed hope for finding a suitable replacement.

There being no further business to come before the Administrative Committee, Director Koerner adjourned the meeting at 9:17 am.

Respectfully submitted,

Catrina Schambra

Secretary to the Board