



Carson Water Subconservancy District Board of Directors, Administrative Committee and Carson River Watershed Committee Meeting

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

DATE: October 15, 2025
TIME: 6:30 pm
LOCATION: VIP Rubber & Plastic Manufacturing Conference Room
2393 Heybourne Road, Minden, NV 89423

AGENDA

The meeting will be preceded by tour of Jacks Valley Ranch and VIP Rubber. The Board will meet at **4 pm** at Jacks Valley Ranch, 150 Jacks Valley Ranch Road, Carson City, NV 89705. A tour of VIP Rubber will follow and a catered dinner and the Board meeting will be held at VIP Rubber afterwards. A quorum of the CWSD Directors may be present at the events preceding the Board meeting, but no action will be taken. CWSD encourages Board Members to attend meetings, but virtual attendance may be available via this [Zoom Link](#) or call (669) 900-9128. Meeting ID: 893 7125 8541; Passcode: 911248.

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 the CWSD Board of Directors. Reasonable efforts will be made to assist and accommodate individuals with limited ability to speak, write, or understand English or 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 Board of Directors/Carson River Watershed Committee
2. Roll Call
3. Pledge of Allegiance
4. For Discussion Only: Public Comment (Public Comment will be taken at the beginning and end of the meeting and may be taken at the discretion of the Chair on agenda items listed for possible action. Action may not be taken on any matter brought up under public comment until scheduled for action at a later meeting. Public comment during meetings is limited to three minutes for each speaker.)
5. For Possible Action: Approval of Agenda
6. For Possible Action: Approval of the Board Meeting Minutes of Sept. 17, 2025

RECESS TO CONVENE AS THE ADMINISTRATIVE COMMITTEE

7. Roll Call
8. For Discussion Only: Public Comment
9. For Possible Action: Approval of the Administrative Committee Meeting Minutes of September 26, 2025
10. For Discussion Only: Public Comment

ADJOURN TO RECONVENE AS THE BOARD OF DIRECTORS & CARSON RIVER WATERSHED COMMITTEE

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

****CONSENT AGENDA****

Please Note: All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Directors with one action and without extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting.

11. For Possible Action: Approval of the Treasurer's Report for September 2025
12. For Possible Action: Approval of Payment of Bills for September 2025
13. For Possible Action: Approval to pursue the Nevada Division of Environmental Protection 319 Grant

****END CONSENT AGENDA****

14. For Discussion Only: Presentation by Courtney Walker, Douglas County Storm Water Manager regarding stormwater issues in Douglas County
15. For Possible Action: Approve General Manager Job Description
16. For Possible Action: Approval of Essay Questions and Hiring Timeline for the General Manager Position
17. For Possible Action: Approve the Job Announcement for the General Manager Position
18. For Discussion Only: Staff Reports
 - General Manager
 - Legal
 - Correspondence
19. For Discussion Only: Directors & Committee Members Reports
20. For Discussion Only: Public Comment (*Public Comment will be taken at the beginning and end of the meeting and may be taken at the discretion of the Chair on agenda items listed for possible action. Action may not be taken on any matter brought up under public comment until scheduled for action at a later meeting. Public comment during meetings is limited to three minutes for each speaker.*)
21. Adjournment

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

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 10 am on October 8, 2025, a copy of the *Notice of Public Meeting and Agenda* for the October 15, 2025, meeting of the Carson Water Subconservancy District Board of Directors, per NRS 241.020 was posted at the following locations: Carson Water Subconservancy District, 777 E. William St, Ste 209, Carson City, NV 89701; CWSD Website: <https://www.cwdsd.org>; and Nevada Public Notice Website: <https://notice.nv.gov/>



Catrina Schambra, CWSD Office Manager

October 8, 2025, 10 am

Date & Time of Posting

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

AGENDA ITEM #6

MINUTES OF LAST
BOARD MEETING

**CARSON WATER SUBCONSERVANCY DISTRICT
BOARD OF DIRECTORS &
CARSON RIVER WATERSHED COMMITTEE MEETING**

September 17, 2025

Draft Minutes

Chairperson Ernie Schank called the Carson Water Subconservancy District (CWSD) Board of Directors Meeting to order at 6:35 pm in CWSD Conference Room at 777 E. William Street, Suite 209, Carson City, NV 89701. A roll call of the CWSD Board of Directors was taken and a quorum was determined to be present.

CWSD Directors present:

Stacey Giomi
Sharla Hales (*Zoom*)
Tammy Hendrix
Jim Hindle (*Zoom*)
Ernie Schank

Lisa Schuette
Lee Sterrett
Fred Stodieck
Mike Workman

Directors Getto, Johnson, Koerner, and Tobert were absent. The roll call included CWSD Committee Member present, Charlie Dobson. Committee Member David Griffith was absent.

CWSD Staff & Guests present:

Ed James, CWSD
Steve King, CWSD Attorney
Lindsay Marsh, CWSD (*Zoom*)
Kelly Nicholas, CWSD

Debbie Neddenriep, CWSD
Catrina Schambra, CWSD (*Zoom*)

Mr. King led the Pledge of Allegiance.

Item #4 – Discussion Only: Public Comment –

Chairperson Schank thanked Committee Member Dobson with a six pack of root beer for coming to his aid when he ran out of gas on his way to the August 20 meeting.

Item #5 – For Possible Action: Approval of Agenda

Director Sterrett motioned to approve the Agenda for Sept.17, 2025, as presented. Director Stodieck seconded the motion and the Board unanimously approved.

Item #6 – For Possible Action: Approval of Board Meeting Minutes of August 20, 2025

Director Giomi motioned to approve the Board Meeting Minutes of August 20, 2025, with a correction to change “action” to “discussion” in the second paragraph of Item 5. Director Stodieck seconded the motion and the Board unanimously approved.

****CONSENT AGENDA****

Item #7 – For Possible Action: Approval of Treasurer’s Report for August 2025

Item #8 - For Possible Action: Approval of Payment of Bills for August 2025

****END CONSENT AGENDA****

Director Workman made a motion to approve the Consent Agenda Items 7 & 8 as presented. The motion was seconded by Director Giomi and was unanimously approved by the Board.

Item #9 For Discussion Only: Carson River Master Plan Presentation

Lyndsey Boyer, Open Space Manager for Carson City Parks, Recreation, and Open Space presented the Carson River Master Plan Update. The presentation covered the history of the Carson River Master Plan, starting from the early 90s, including land acquisitions and public access initiatives. Ms. Boyer highlighted the success of the open space program, including the acquisition of 5000 acres of Floodplain and the creation of an aquatic trail. The presentation included maps and images showing the success of the open space program and the positive impacts on the river and its users. Ms. Boyer explained the engagement process, including surveys, stakeholder meetings, and workshops to gather public and stakeholder feedback.

The Board discussed the importance of respecting private property and the challenges of balancing public access with private property rights. Ms. Boyer shared examples of positive impacts, such as the Buzzi's Ranch Open Space and the aquatic trail, and the importance of protecting Floodplain areas. The presentation concluded with the next steps in the update process, including compiling feedback and writing the updated plan.

Director Giomi asked for an update on the Mexican Dam Portage project, a take-out location for the aquatic trail. Ms. Boyer provided details on the project, including the selection of a contractor and the anticipated start date of November 10. The project includes installing interlocking brick structures to create a smooth take-out area for users. The Board discusses the importance of the project in improving safety and accessibility for users of the aquatic trail. The project is slated to be completed by the end of the year.

[View presentation slides here.](#)

No action taken.

Item #10 For Discussion Only: Staff Reports

Ms. Nicolas reported on the following:

- Ms. Nicholas discussed ideas of interviewing board members and historical figures for the purpose of preserving the history and heritage of the Carson River. She suggested possibly using resources like StoryCorps, the Nevada State Library, and KNBC radio to conduct the interviews. The importance of capturing the stories and experiences of current and historical Board members and river users was emphasized. The Board discussed potential formats for the interviews, including audio, video, and written transcripts.

Legal – None

Correspondence –None

Item #11 For Discussion Only: Directors & Committee Members Reports

- Director Hales reported on the stormwater workshop in Douglas County today, highlighting the need for better funding for stormwater management. All comments from community attendees were positive. It was a very successful community meeting.
- Director Sterrett reported in late August the Virginia City area experienced severe lightning storms with excessive rain on three consecutive evenings. Debris had to be removed from Six Mile Canyon Road and at one point it was closed for a short time. The new culverts funded by

CWSD contained the flow freely and performed well. Public Works Director, Jason Wierzbicki asked him to convey his thanks for the grant for that project.

- Director Hindle reported his absence in-person is due to him being in Tonopah and observing the watershed there.
- Director Hendrix shared updates on flooding in Lyon County and emphasized importance of documenting these events. She brought in pictures and videos she received from residents to share. New communities in North Dayton had massive flooding.
- Committee Member Dobson reported on Markleeville Creek Days will focus on litter pickup this weekend.
- Director Schuette reported Carson City Public Works was busy with flooding issues as well.
- Director Workman added to Director Hendrix comments on the flood damage and the need to document these flood events.

Item #18 For Discussion Only: Public Comment –

Mr. James announced he will be retiring at the end of the year, expressing gratitude for his time with the organization and confidence in the staff's ability to continue the mission. The Board discusses the process of finding a replacement for Mr. James and the importance of maintaining the organization's success. He stated an Administrative Committee meeting will be arranged as soon as possible to begin the process of replacing his position.

Director Giomi stated that we will probably fill the position, but we will never replace Ed James.

There being no further business before the Board, Chairperson Schank adjourned the meeting at 7:39 pm.

Respectfully submitted,

Catrina Schambra

Secretary to the Board

AGENDA ITEM #9

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

DRAFT September 26, 2025, 8 am

Minutes

Committee Members' Present:

Stacey Giomi
David Griffith (*via Zoom*)
Cassi Koerner (*via Zoom*)
Ernie Schank (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

AGENDA ITEM #11

TREASURER'S REPORT

7:46 AM

CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

10/02/25

Balance Sheet

Cash Basis

As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1013-01 · Local Gov't Inv.Pool-Acqui/Cons	1,508,722.97
Total Checking/Savings	1,508,722.97
Total Current Assets	1,508,722.97
TOTAL ASSETS	1,508,722.97
LIABILITIES & EQUITY	
Equity	
4000-01 · Fund Balance - Capital Project	1,492,334.09
Net Income	16,388.88
Total Equity	1,508,722.97
TOTAL LIABILITIES & EQUITY	1,508,722.97

7:46 AM

CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

10/02/25

Profit & Loss Budget vs. Actual

Cash Basis

July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-01 · Interest Income - LGIP Acqui/Co	16,388.88	44,526.48	-28,137.60	36.8%
Total Income	16,388.88	44,526.48	-28,137.60	36.8%
Expense				
8015-04 · Acqui/Construction Projects		1,300,000.00	-1,300,000.00	
Total Expense		1,300,000.00	-1,300,000.00	
Net Ordinary Income	16,388.88	-1,255,473.52	1,271,862.40	-1.3%
Other Income/Expense				
Other Income				
8000-01 · Beginning Equity		1,484,216.00	-1,484,216.00	
Total Other Income		1,484,216.00	-1,484,216.00	
Net Other Income		1,484,216.00	-1,484,216.00	
Net Income	16,388.88	228,742.48	-212,353.60	7.2%

7:47 AM

CARSON WTR SUBCONSERVANCY DIST - ACQUISITION/CONSTRUCTION

10/02/25

Profit & Loss YTD Comparison

Cash Basis

September 2025

	Sep 25	Jul - Sep 25
Ordinary Income/Expense		
Income		
5032-01 · Interest Income - LGIP Acqui/Co	5,508.75	16,388.88
Total Income	5,508.75	16,388.88
Net Ordinary Income	5,508.75	16,388.88
Net Income	5,508.75	16,388.88

7:44 AM

10/02/25

Cash Basis

Floodplain Management Fund
Balance Sheet
As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1013-03 · LGIP - Floodplain	416,191.24
Total Checking/Savings	416,191.24
Total Current Assets	416,191.24
TOTAL ASSETS	416,191.24
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	418,985.55
Net Income	-2,794.31
Total Equity	416,191.24
TOTAL LIABILITIES & EQUITY	416,191.24

7:44 AM

10/02/25

Cash Basis

Floodplain Management Fund
Profit & Loss Budget vs. Actual
 July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5032-03 · Int. Inc.-LGIP-Floodplain	4,580.40	9,347.82	-4,767.42	49.0%
Total Income	4,580.40	9,347.82	-4,767.42	49.0%
Net Ordinary Income	4,580.40	9,347.82	-4,767.42	49.0%
Other Income/Expense				
Other Income				
8000-03 · Beginning Equity	0.00	311,594.00	-311,594.00	0.0%
Total Other Income	0.00	311,594.00	-311,594.00	0.0%
Other Expense				
8002-03 · Trans.Out	7,374.71	265,304.00	-257,929.29	2.8%
Total Other Expense	7,374.71	265,304.00	-257,929.29	2.8%
Net Other Income	-7,374.71	46,290.00	-53,664.71	-15.9%
Net Income	-2,794.31	55,637.82	-58,432.13	-5.0%

7:44 AM

10/02/25

Cash Basis

Floodplain Management Fund
Profit & Loss YTD Comparison
September 2025

	Sep 25	Jul - Sep 25
Ordinary Income/Expense		
Income		
5032-03 · Int. Inc.-LGIP-Floodplain	1,525.71	4,580.40
Total Income	1,525.71	4,580.40
Net Ordinary Income	1,525.71	4,580.40
Other Income/Expense		
Other Expense		
8002-03 · Trans.Out	0.00	7,374.71
Total Other Expense	0.00	7,374.71
Net Other Income	0.00	-7,374.71
Net Income	1,525.71	-2,794.31

7:34 AM

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

10/02/25

Balance Sheet

Cash Basis

As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1013-00 · Cash in Checking - U. S. Bank	6,083.92
1014-00 · Local Gov't Inv. Pool-Regular	858,421.19
1030-00 · Petty Cash	100.00
Total Checking/Savings	864,605.11
Other Current Assets	
1055-00 · Payroll Deposit - Carson City	500.00
1502-00 · Other Prepaid Expenses	2,652.37
Total Other Current Assets	3,152.37
Total Current Assets	867,757.48
TOTAL ASSETS	867,757.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3360-00 · Accrued Vacation	30,441.56
3362-00 · Accrued sick leave	168,411.25
Total Other Current Liabilities	198,852.81
Total Current Liabilities	198,852.81
Total Liabilities	198,852.81
Equity	
4000-00 · Fund Balance	796,735.62
Net Income	-127,830.95
Total Equity	668,904.67
TOTAL LIABILITIES & EQUITY	867,757.48

FY 24-25 Audit Notes:

- Accrued Vacation & Sick Leave for FY24-25 will be adjusted out at conclusion of financial statements by auditors. FY 25-26 Accrued Vacation liability is \$15,519.72 and Accrued Sick Leave is \$86,216.78.
- Credit amounts showing for CASGEM and NDEM grants are deferred payments not yet received for FY 24-25.

7:37 AM

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

10/02/25

Profit & Loss Budget vs. Actual

Cash Basis

July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
7126-03 · NDEM-N Dayton BAC -MATCH		11,489.00	-11,489.00	
7126-02 · NDEM-North Dayton BAC Study - Other	3,127.43	40,839.00	-37,711.57	7.7%
Total 7126-02 · NDEM-North Dayton BAC Study	3,127.43	52,328.00	-49,200.57	6.0%
7127-00 · State Parks Aquatic Trail	920.00		920.00	100.0%
7127-01 · State Parks Mexican Dam				
7127-02 · State Parks Mex Dam - MATCH		43,915.00	-43,915.00	
7127-01 · State Parks Mexican Dam - Other		136,194.00	-136,194.00	
Total 7127-01 · State Parks Mexican Dam		180,109.00	-180,109.00	
7332-10 · RW CCR Work Days 24-25		5,000.00	-5,000.00	
7332-11 · RW CCR Workdays 25-26		30,000.00	-30,000.00	
7337-48 · LCD Clearing & Snagging 25-26		32,700.00	-32,700.00	
7337-51 · TNC - River Fork Ranch 24-26		32,089.00	-32,089.00	
7337-60 · DVCD - Administration 24-26		50,000.00	-50,000.00	
7337-61 · DVCD - Weed Crew 24-26		30,000.00	-30,000.00	
7337-62 · DVCD Hazard Removal 25-26		157,000.00	-157,000.00	
7337-63 · DVCD [combined c/o] 25-26		116,800.00	-116,800.00	
7337-70 · CVCD-Carson River Repairs 24-26	49,944.75	112,500.00	-62,555.25	44.4%
7337-71 · CVCD Flood Damages 25-26		165,000.00	-165,000.00	
7337-72 · CVCD Administration 25-26		60,000.00	-60,000.00	
7404-00 · Noxious Weeds Control-CR Wtrshd		90,000.00	-90,000.00	
7443-00 · FEMA - COMS 2				
7443-01 · Gold Cyn ADMP-JEF	24,025.70		24,025.70	100.0%
7443-02 · South SS ADMP- Wood Rodgers	38,221.25		38,221.25	100.0%
7443-04 · Sawmill & Pinenut Study - KH	17,350.00		17,350.00	100.0%
7443-00 · FEMA - COMS 2 - Other	1,559.34	327,566.00	-326,006.66	0.5%
Total 7443-00 · FEMA - COMS 2	81,156.29	327,566.00	-246,409.71	24.8%
7500-00 · USGS Monitoring Contracts				
7500-6 · USGS Stream Flow Gages 25-28		95,629.00	-95,629.00	
7510-01 · USGS CR Basin GW & WQ EXT 26		82,450.00	-82,450.00	
7529-00 · USGS Water Resources 2021-26**	3,581.25		3,581.25	100.0%
Total 7500-00 · USGS Monitoring Contracts	3,581.25	178,079.00	-174,497.75	2.0%
7600-00 · Alpine County Projects				
7600-09 · Al.Co.-CASGEM		5.00	-5.00	
7600-18 · AWG Programs 25-26		30,000.00	-30,000.00	
Total 7600-00 · Alpine County Projects		30,005.00	-30,005.00	
7610-00 · Douglas County Projects				
7610-10 · Do.Co.Reg.Pipeline Debt Service	62,500.00	125,000.00	-62,500.00	50.0%
Total 7610-00 · Douglas County Projects	62,500.00	125,000.00	-62,500.00	50.0%
7620-00 · Carson City Projects				
7620-11 · CC Reg.Pipeline Debt Service		125,000.00	-125,000.00	
7620-19 · CC Empire Ranch Trail 25-26		15,000.00	-15,000.00	
Total 7620-00 · Carson City Projects		140,000.00	-140,000.00	
7640-00 · Churchill County Projects				
7640-23 · Lahontan Vly.Wtr.Lvl. 2024-27		16,000.00	-16,000.00	
7640-24 · Dixie Valley Wtr Lvl 25-28		26,000.00	-26,000.00	
Total 7640-00 · Churchill County Projects		42,000.00	-42,000.00	
7700-00 · PROJECTS PAID BY LGIP FUNDS				
7600-16 · AWG WF Priority (FD LGIP) 23-26		43,350.00	-43,350.00	
7630-13 · TCID Diversion Dam Repair 25-26		50,000.00	-50,000.00	
7630-14 · Flood Hazard Web Viewer 25-28	22,715.11	70,084.00	-47,368.89	32.4%
7630-15 · Flood Viewer ADMP Uploads 25-26		1,870.00	-1,870.00	
7700-01 · Acqui/Const Projects		1,300,000.00	-1,300,000.00	
7700-02 · Floodplain Mgmt Projects		100,000.00	-100,000.00	

7:37 AM

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

10/02/25

Profit & Loss Budget vs. Actual

Cash Basis

July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5007-00 · Storey County Contribution	21,887.00	21,887.00		100.0%
5008-00 · Alpine Co. Joint Powers contrib		15,338.00	-15,338.00	
5009-00 · Churchill County Ad Valorem		289,103.00	-289,103.00	
5010-00 · Lyon County Ad Valorem		292,465.00	-292,465.00	
5011-00 · Douglas County Ad Valorem	36,060.25	873,487.00	-837,426.75	4.1%
5012-00 · Carson City Ad Valorem	225,092.30	629,658.00	-404,565.70	35.7%
5022-00 · Water Lease - Mud Lake		60,000.00	-60,000.00	
5023-00 · Water Lease-Lost Lakes		880.00	-880.00	
5031-00 · Interest Income-LGIP Gen.Fund	11,264.23	26,476.00	-15,211.77	42.5%
5060-00 · Misc. Income/Watershed Tour		5,000.00	-5,000.00	
5082-00 · Alpine Co.-CASGEM Grant	-1,327.66	500.00	-1,827.66	-265.5%
5100-01 · NDEP QAPP Grant		21,927.00	-21,927.00	
5101-01 · State Parks Aquatic Trail 25-26		142,244.00	-142,244.00	
5406-00 · NDEM 30-Yr Regional Water Plan	-25,957.32	51,104.00	-77,061.32	-50.8%
5407-00 · NDEM North Dayton BCA Study	-20,980.83	62,538.00	-83,518.83	-33.5%
6009-00 · FEMA - COMS #2	83,324.35	357,430.00	-274,105.65	23.3%
Total Income	329,362.32	2,850,037.00	-2,520,674.68	11.6%
Gross Profit	329,362.32	2,850,037.00	-2,520,674.68	11.6%
Expense				
7015-00 · Salaries & Wages	136,404.74	630,100.00	-493,695.26	21.6%
7020-00 · Employee Benefits	61,721.11	300,400.00	-238,678.89	20.5%
7021-00 · Workers Comp Ins.		1,500.00	-1,500.00	
7101-00 · Director's Fees				
7101-01 · Director Benefits	34.18		34.18	100.0%
7101-02 · Director's Fees-Alpine Co.	400.00		400.00	100.0%
7101-00 · Director's Fees - Other	2,000.00	21,000.00	-19,000.00	9.5%
Total 7101-00 · Director's Fees	2,434.18	21,000.00	-18,565.82	11.6%
7102-00 · Insurance	6,202.56	6,203.00	-0.44	100.0%
7103-00 · Office Supplies	115.42	4,600.00	-4,484.58	2.5%
7104-00 · Postage	378.00	1,700.00	-1,322.00	22.2%
7105-00 · Rent	10,883.40	43,521.00	-32,637.60	25.0%
7106-00 · Telephone/Internet	1,052.59	6,400.00	-5,347.41	16.4%
7107-00 · Travel-transport/meals/lodging				
7107-01 · Car Allowance	1,500.00		1,500.00	100.0%
7107-00 · Travel-transport/meals/lodging - Other	3,893.79	30,500.00	-26,606.21	12.8%
Total 7107-00 · Travel-transport/meals/lodging	5,393.79	30,500.00	-25,106.21	17.7%
7108-00 · Dues & Publications		1,800.00	-1,800.00	
7109-00 · Miscellaneous Expense		500.00	-500.00	
7110-00 · Conferences & Education	1,018.17	4,600.00	-3,581.83	22.1%
7111-00 · Office Equipment	1,414.80	7,000.00	-5,585.20	20.2%
7112-00 · Bank Charges		60.00	-60.00	
7114-00 · Outside Professional Services	377.45	23,500.00	-23,122.55	1.6%
7115-00 · Accounting		25,000.00	-25,000.00	
7116-00 · Legal	5,000.00	30,000.00	-25,000.00	16.7%
7117-00 · Lost Lakes Expenses	215.46	18,000.00	-17,784.54	1.2%
7118-00 · Mud Lake O & M		1,900.00	-1,900.00	
7120-00 · Integrated Watershed Programs				
7120-07 · Watershed Tour		7,500.00	-7,500.00	
Total 7120-00 · Integrated Watershed Programs		7,500.00	-7,500.00	
7121-03 · CR Watershed Web System 25-28		16,560.00	-16,560.00	
7121-04 · CRC lamcarsonriver SURVEY 25-26		45,000.00	-45,000.00	
7121-05 · NDEP 319 QAPP (reimb) 25-26		19,250.00	-19,250.00	
7121-06 · NDEP Regen Ag	89.22		89.22	100.0%
7126-01 · NDEM 30-Year Drought Plan	7,922.26	25,442.00	-17,519.74	31.1%
7126-02 · NDEM-North Dayton BAC Study				

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

10/02/25

Profit & Loss Budget vs. Actual

Cash Basis

July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Total 7700-00 · PROJECTS PAID BY LGIP FUNDS	22,715.11	1,565,304.00	-1,542,588.89	1.5%
8008-00 · Contingency Fund		400,000.00	-400,000.00	
Total Expense	464,567.98	5,193,516.00	-4,728,948.02	8.9%
Net Ordinary Income	-135,205.66	-2,343,479.00	2,208,273.34	5.8%
Other Income/Expense				
Other Income				
8005-00 · Beginning Equity		882,522.00	-882,522.00	
8009-00 · Trans. In-Floodplain Mgmt. Fd.	7,374.71	265,304.00	-257,929.29	2.8%
8015-00 · Trans. In-Acq/Const. Fund		1,300,000.00	-1,300,000.00	
8017-00 · CTWCD Income		95,889.00	-95,889.00	
Total Other Income	7,374.71	2,543,715.00	-2,536,340.29	0.3%
Net Other Income	7,374.71	2,543,715.00	-2,536,340.29	0.3%
Net Income	-127,830.95	200,236.00	-328,066.95	-63.8%

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

10/02/25

Profit & Loss YTD Comparison

Accrual Basis

September 2025

	Sep 25	Jul - Sep 25
Ordinary Income/Expense		
Income		
5007-00 · Storey County Contribution	21,887.00	21,887.00
5009-00 · Churchill County Ad Valorem		
5010-00 · Lyon County Ad Valorem		
5011-00 · Douglas County Ad Valorem		36,060.25
5012-00 · Carson City Ad Valorem	171,534.61	225,092.30
5031-00 · Interest Income-LGIP Gen.Fund	3,127.26	11,264.23
5082-00 · Alpine Co.-CASGEM Grant		-1,327.66
5100-01 · NDEP QAPP Grant		
5100-02 · NDEP ReGen Ag Grant		
5101-00 · State Parks Aquatic Trail 24-25		-25,957.32
5406-00 · NDEM 30-Yr Regional Water Plan		-20,980.83
5407-00 · NDEM North Dayton BCA Study		83,324.35
6009-00 · FEMA - COMS #2	25,695.13	
Total Income	222,244.00	329,362.32
Gross Profit	222,244.00	329,362.32
Expense		
7015-00 · Salaries & Wages	47,847.76	136,404.74
7020-00 · Employee Benefits	23,019.38	61,721.11
7021-00 · Workers Comp Ins.		
7101-00 · Director's Fees		
7101-01 · Director Benefits		34.18
7101-02 · Director's Fees-Alpine Co.	160.00	400.00
7101-00 · Director's Fees - Other		2,000.00
Total 7101-00 · Director's Fees	160.00	2,434.18
7102-00 · Insurance		6,202.56
7103-00 · Office Supplies	96.04	115.42
7104-00 · Postage	126.00	378.00
7105-00 · Rent	3,627.80	10,883.40
7106-00 · Telephone/Internet	355.63	1,052.59
7107-00 · Travel-transport/meals/lodging		
7107-01 · Car Allowance	500.00	1,500.00
7107-00 · Travel-transport/meals/lodging - Other	2,702.08	3,893.79
Total 7107-00 · Travel-transport/meals/lodging	3,202.08	5,393.79
7110-00 · Conferences & Education	730.37	1,018.17
7111-00 · Office Equipment	1,058.26	1,414.80
7112-00 · Bank Charges	-71.95	
7114-00 · Outside Professional Services	342.45	377.45
7116-00 · Legal	2,500.00	5,000.00
7117-00 · Lost Lakes Expenses	35.46	215.46
7120-00 · Integrated Watershed Programs		
7120-18 · Clear Creek NPS Educ.Program		
Total 7120-00 · Integrated Watershed Programs		
7121-02 · CRC Outreach Funding 24-25		
7121-06 · NDEP Regen Ag	88.21	89.22
7126-01 · NDEM 30-Year Drought Plan	2,526.00	7,922.26
7126-02 · NDEM-North Dayton BAC Study	3,124.50	3,127.43
7127-00 · State Parks Aquatic Trail	481.25	920.00
7332-10 · RW CCR Work Days 24-25		
7337-47 · LCD Clearing and Snagging 24-25		
7337-51 · TNC - River Fork Ranch 24-26		
7337-60 · DVCD - Administration 24-26		
7337-61 · DVCD - Weed Crew 24-26		
7337-70 · CVCD-Carson River Repairs 24-26	49,944.75	49,944.75
7404-00 · Noxious Weeds Control-CR Wtrshd		
7404-01 · Noxious Weed Control-Alpine Co.		

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10/02/25

Accrual Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND**Profit & Loss YTD Comparison****September 2025**

	Sep 25	Jul - Sep 25
7404-02 · Noxious Weed Control-Douglas Co		
7404-03 · Noxious Weed Control-CarsonCity		
7404-04 · Noxious Weed Control-Lyon Co.		
7404-05 · Noxious Weed Control-Churchill		
Total 7404-00 · Noxious Weeds Control-CR Wtrshd		
7443-00 · FEMA - COMS 2		
7443-01 · Gold Cyn ADMP-JEF	5,716.80	24,025.70
7443-02 · South SS ADMP- Wood Rodgers	13,231.25	38,221.25
7443-03 · FAW - RW		
7443-04 · Sawmill & Pinenut Study - KH	4,375.00	17,350.00
7443-00 · FEMA - COMS 2 - Other	1,527.54	1,559.34
Total 7443-00 · FEMA - COMS 2	24,850.59	81,156.29
7500-00 · USGS Monitoring Contracts		
7500-05 · USGS Stream Flow Gages 23-25		
7510-01 · USGS CR Basin GW & WQ EXT 26		
7529-00 · USGS Water Resources 2021-26**	3,581.25	3,581.25
Total 7500-00 · USGS Monitoring Contracts	3,581.25	3,581.25
7600-00 · Alpine County Projects		
7600-17 · AWG Programs 24-25		
Total 7600-00 · Alpine County Projects		
7610-00 · Douglas County Projects		
7610-10 · Do.Co.Reg.Pipeline Debt Service	62,500.00	62,500.00
Total 7610-00 · Douglas County Projects	62,500.00	62,500.00
7640-00 · Churchill County Projects		
7640-22 · Dixie Valley Wtr Lvl 2022-25		
7640-23 · Lahontan Vly.Wtr.Lvl. 2024-27		
Total 7640-00 · Churchill County Projects		
7700-00 · PROJECTS PAID BY LGIP FUNDS		
7600-16 · AWG WF Priority (FD LGIP) 23-26		
7630-14 · Flood Hazard Web Viewer 25-28	17,215.11	22,715.11
Total 7700-00 · PROJECTS PAID BY LGIP FUNDS	17,215.11	22,715.11
Total Expense	247,340.94	464,567.98
Net Ordinary Income	-25,096.94	-135,205.66
Other Income/Expense		
Other Income		
8009-00 · Trans. In-Floodplain Mgmt. Fd.		7,374.71
Total Other Income		7,374.71
Net Other Income		7,374.71
Net Income	-25,096.94	-127,830.95

AGENDA ITEM #**12**

PAYMENT OF BILLS

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10/02/25

Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

Transaction Detail by Account

September 2025

Type	Date	Num	Name	Memo	Paid Amount	Balance
1013-00 · Cash in Checking - U. S. Bank						
Check	09/02/2025	11539	Braulio Fernandez	Invoice #14	-70.00	-70.00
Check	09/02/2025	11540	Euronev, Ltd.	#74334 September Rent	-3,627.80	-3,697.80
Check	09/10/2025	11541	Steven D. King	Professional Services August 2025	-2,500.00	-6,197.80
Check	09/10/2025	11542	Resource Concepts, Inc	Inv#25-1065 Project 23-207	-481.25	-6,679.05
Check	09/10/2025	11543	Lindsay Marsh	FMA Conference Reimbursements	-110.81	-6,789.86
Check	09/10/2025	11544	Deborah Neddenriep	FMA Conference Reimbursements	-1,106.07	-7,895.93
Check	09/10/2025	11545	JE Fuller Hydrology & Geomorpholog...	#P5088.01-6	-5,716.80	-13,612.73
Check	09/11/2025	11546	Carson City	CWSD Payroll #19	-35,441.63	-49,054.36
Check	09/15/2025	11547	Kimley-Horn & Associates, Inc.	Invoice #33200690	-4,375.00	-53,429.36
Check	09/16/2025	11548	Wood Rodgers	Invoice #196039	-13,231.25	-66,660.61
Check	09/16/2025	11549	Pacific Office Automation, INC	Acct#1055811531	-231.76	-66,892.37
Check	09/16/2025	11550	Lumos & Assoc., Inc.	Invoice #129131	-3,124.50	-70,016.87
Check	09/16/2025	11551	Douglas County Treasurer	2025-1-CWSD Semi-Annual Douglas County Pipelin...	-62,500.00	-132,516.87
Check	09/16/2025	11552	Michael Baker International, Inc.	Inv#1260553	-17,215.11	-149,731.98
Check	09/17/2025	11553	Carson Valley Conservation District	Agreement #2024-4 Inv#5	-49,944.75	-199,676.73
General Jo...	09/19/2025			Wire Fees (to be reversed)	71.95	-199,604.78
Deposit	09/22/2025			Deposit	193,421.61	-6,183.17
Deposit	09/24/2025			Deposit	25,695.13	19,511.96
Check	09/25/2025	11554	Edwin James	Reimbursement 8/20/25 Board Meal	-242.92	19,269.04
Check	09/25/2025	11555	Carson City	CWSD Payroll #20	-35,925.51	-16,656.47
Check	09/25/2025	11556	Pacific Office Automation	Acct #710047	-46.83	-16,703.30
Check	09/25/2025	11557	Charlie Dobson	September Director Fee	-80.00	-16,783.30
Check	09/25/2025	ACH	U.S. Geological Survey	Quarterly Payment	-3,581.25	-20,364.55
Check	09/25/2025	11558	David Griffith	September Alpine County Director Fee/mileage	-202.32	-20,566.87
Check	09/29/2025	11559	Lumos & Assoc., Inc.	Invoice #129356	-2,526.00	-23,092.87
Check	09/30/2025	11560	Deborah Neddenriep	3rd Quarter Mileage Reimbursement	-268.10	-23,360.97
Check	09/30/2025	11561	Catrina Schambra	3rd Quarter Mileage Reimbursement	-32.55	-23,393.52
Check	09/30/2025	11562	Brenda Hunt	3rd Quarter Mileage Reimbursement	-33.60	-23,427.12
Check	09/30/2025	11563	Lindsay Marsh	3rd Quarter Mileage Reimbursement	-435.40	-23,862.52
Check	09/30/2025	11564	Kelly Nicholas	3rd Quarter Mileage Reimbursement	-266.00	-24,128.52
Check	09/30/2025	11565	Charlie Dobson	3rd Qtr Mileage Reimbursement	-93.84	-24,222.36
Check	09/30/2025	11566	Myles Getto	3rd Qtr Mileage Reimbursement	-66.53	-24,288.89
Check	09/30/2025	11567	Stacey Giomi	3rd Qtr Mileage Reimbursement	-123.20	-24,412.09
Check	09/30/2025	11568	Sharla Hales	3rd Qtr Mileage Reimbursement	-121.84	-24,533.93
Check	09/30/2025	11569	Tammy Hendrix	3rd Qtr Mileage Reimbursement	-50.60	-24,584.53
Check	09/30/2025	11570	D. Jim Hindle	3rd Qtr Mileage Reimbursement	-58.27	-24,642.80
Check	09/30/2025	11571	Doug Johnson	3rd Qtr Mileage Reimbursement	-138.74	-24,781.54
Check	09/30/2025	11572	Cassi Koerner	3rd Qtr Mileage Reimbursement	-122.18	-24,903.72
Check	09/30/2025	11573	Ernest Schank	3rd Qtr Mileage Reimbursement	-298.66	-25,202.38
Check	09/30/2025	11574	Lisa Schuette	3rd Qtr Mileage Reimbursement	-123.54	-25,325.92
Check	09/30/2025	11575	Lee Sterrett	3rd Qtr Mileage Reimbursement	-190.88	-25,516.80
Check	09/30/2025	11576	Fred Stodieck	3rd Qtr Mileage Reimbursement	-28.10	-25,544.90
Check	09/30/2025	11577	Nathan Tolbert	3rd Qtr Mileage Reimbursement	-128.46	-25,673.36
Check	09/30/2025	11578	Mike Workman	3rd Qtr Mileage Reimbursement	-186.40	-25,859.76
Total 1013-00 · Cash in Checking - U. S. Bank					-25,859.76	-25,859.76
1014-00 · Local Gov't Inv. Pool-Regular						
Deposit	09/01/2025			Interest	3,127.26	3,127.26
Total 1014-00 · Local Gov't Inv. Pool-Regular					3,127.26	3,127.26
1502-00 · Other Prepaid Expenses						
General Jo...	09/25/2025			Bank of America Visa - Lost Check Credit	-2,364.44	-2,364.44
Total 1502-00 · Other Prepaid Expenses					-2,364.44	-2,364.44
3307-00 · CC Payroll Due						
General Jo...	09/11/2025			Payroll #19 (8/22/2025-9/4/2025)	-35,441.63	-35,441.63
Check	09/11/2025	11546	Carson City	Payroll #19 (8/22/2025-9/4/2025)	35,441.63	
Check	09/25/2025	11555	Carson City	Payroll #20 (9/5/2025-9/18/2025)	35,925.51	35,925.51
General Jo...	09/25/2025			Payroll #20 (9/5/2025-9/18/2025)	-35,925.51	
Total 3307-00 · CC Payroll Due						
5007-00 · Storey County Contribution						
Deposit	09/22/2025	118827	Storey County	Storey County Contribution FY25-26	-21,887.00	-21,887.00
Total 5007-00 · Storey County Contribution					-21,887.00	-21,887.00
5012-00 · Carson City Ad Valorem						
Deposit	09/22/2025	90312...	Carson City	August Ad Valorem Taxes	-171,534.61	-171,534.61
Total 5012-00 · Carson City Ad Valorem					-171,534.61	-171,534.61
5031-00 · Interest Income-LGIP Gen.Fund						
Deposit	09/01/2025			Interest	-3,127.26	-3,127.26
Total 5031-00 · Interest Income-LGIP Gen.Fund					-3,127.26	-3,127.26

For internal & discussion purposes only.

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Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND
Transaction Detail by Account
September 2025

Type	Date	Num	Name	Memo	Paid Amount	Balance
6009-00 · FEMA - COMS #2						
Deposit	09/24/2025		FEMA	Draw 8	-25,695.13	-25,695.13
Total 6009-00 · FEMA - COMS #2					-25,695.13	-25,695.13
7015-00 · Salaries & Wages						
General Jo...	09/11/2025			Salary Payroll #19 Hunt	4,088.03	4,088.03
General Jo...	09/11/2025			Salary Payroll #19 James	7,697.10	11,785.13
General Jo...	09/11/2025			Salary Payroll #19 Marsh	3,179.91	14,965.04
General Jo...	09/11/2025			Salary Payroll #19 Neddenriep	3,493.18	18,458.22
General Jo...	09/11/2025			Salary Payroll #19 Nicholas	2,242.63	20,700.85
General Jo...	09/11/2025			Salary Payroll #19 Schambra	3,047.96	23,748.81
General Jo...	09/25/2025			Salary Payroll #19 Hunt	4,319.44	28,068.25
General Jo...	09/25/2025			Salary Payroll #19 James	7,697.10	35,765.35
General Jo...	09/25/2025			Salary Payroll #19 Marsh	3,179.91	38,945.26
General Jo...	09/25/2025			Salary Payroll #19 Neddenriep	3,493.18	42,438.44
General Jo...	09/25/2025			Salary Payroll #19 Nicholas	2,242.62	44,681.06
General Jo...	09/25/2025			Salary Payroll #19 Schambra	3,166.70	47,847.76
Total 7015-00 · Salaries & Wages					47,847.76	47,847.76
7020-00 · Employee Benefits						
General Jo...	09/11/2025			Benies Payroll #19 Hunt	2,224.50	2,224.50
General Jo...	09/11/2025			Benies Payroll #19 James	3,761.96	5,986.46
General Jo...	09/11/2025			Benies Payroll #19 Marsh	1,117.02	7,103.48
General Jo...	09/11/2025			Benies Payroll #19 Neddenriep	1,793.17	8,896.65
General Jo...	09/11/2025			Benies Payroll #19 Nicholas	923.01	9,819.66
General Jo...	09/11/2025			Benies Payroll #19 Schambra	1,623.16	11,442.82
General Jo...	09/25/2025			Benies Payroll #19 Hunt	2,312.89	13,755.71
General Jo...	09/25/2025			Benies Payroll #19 James	3,761.96	17,517.67
General Jo...	09/25/2025			Benies Payroll #19 Marsh	1,117.02	18,634.69
General Jo...	09/25/2025			Benies Payroll #19 Neddenriep	1,793.17	20,427.86
General Jo...	09/25/2025			Benies Payroll #19 Nicholas	923.00	21,350.86
General Jo...	09/25/2025			Benies Payroll #19 Schambra	1,668.52	23,019.38
Total 7020-00 · Employee Benefits					23,019.38	23,019.38
7101-00 · Director's Fees						
7101-01 · Director Benefits						
General Jo...	09/11/2025			Director Benies Payroll #19 Getto (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Giomi (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Hales (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Hendrix (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Hindle (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Johnson (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Koerner (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Schank (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Schuette (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Sterrett (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Stodieck (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Tolbert (No Mtg.)		
General Jo...	09/11/2025			Director Benies Payroll #19 Workman (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Getto (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Giomi (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Hales (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Hendrix (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Hindle (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Johnson (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Koerner (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Schank (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Schuette (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Sterrett (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Stodieck (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Tolbert (No Mtg.)		
General Jo...	09/25/2025			Director Benies Payroll #19 Workman (No Mtg.)		
Total 7101-01 · Director Benefits						
7101-02 · Director's Fees-Alpine Co.						
Check	09/25/2025	11557	Charlie Dobson	September Alpine County Director Fee	80.00	80.00
Check	09/25/2025	11558	David Griffith	August Alpine County Director Fee (9/26/25)	80.00	160.00
Total 7101-02 · Director's Fees-Alpine Co.					160.00	160.00
7101-00 · Director's Fees - Other						
General Jo...	09/11/2025			Director Fee Payroll #19 Getto (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Giomi (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Hales (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Hendrix (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Hindle (No Mtg.)		

For internal & discussion purposes only.

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Cash Basis

CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

Transaction Detail by Account

September 2025

Type	Date	Num	Name	Memo	Paid Amount	Balance
General Jo...	09/11/2025			Director Fee Payroll #19 Johnson (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Koerner (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Schank (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Schuette (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Sterrett (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Stodieck (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Tolbert (No Mtg.)		
General Jo...	09/11/2025			Director Fee Payroll #19 Workman (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Getto (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Giomi (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Hales (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Hendrix (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Hindle (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Johnson (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Koerner (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Schank (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Schuette (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Sterrett (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Stodieck (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Tolbert (No Mtg.)		
General Jo...	09/25/2025			Director Fee Payroll #19 Workman (No Mtg.)		
Total 7101-00 · Director's Fees - Other						
Total 7101-00 · Director's Fees					160.00	160.00
7103-00 · Office Supplies						
Check	09/16/2025	11549	Pacific Office Automation, INC	September - B/W Copies	53.49	53.49
Check	09/25/2025	11556	Pacific Office Automation	September - Color Copies	46.83	100.32
General Jo...	09/30/2025			September Copies	-4.28	96.04
Total 7103-00 · Office Supplies					96.04	96.04
7104-00 · Postage						
General Jo...	09/25/2025			9/17/25 Bd Agenda Pkg Mailing	126.00	126.00
Total 7104-00 · Postage					126.00	126.00
7105-00 · Rent						
Check	09/02/2025	11540	Euronev, Ltd.	September Rent	3,627.80	3,627.80
Total 7105-00 · Rent					3,627.80	3,627.80
7106-00 · Telephone/Internet						
General Jo...	09/25/2025			September - ZOOM	16.99	16.99
General Jo...	09/25/2025			Vonage Phone System - September	143.65	160.64
General Jo...	09/25/2025			AT & T Internet - September	74.99	235.63
General Jo...	09/25/2025			Kaseya AV Monitoring - September	45.00	280.63
General Jo...	09/25/2025			September - Microsoft 365	75.00	355.63
Total 7106-00 · Telephone/Internet					355.63	355.63
7107-00 · Travel-transport/meals/lodging						
7107-01 · Car Allowance						
General Jo...	09/11/2025			Car Allowance Payroll #19 James	250.00	250.00
General Jo...	09/25/2025			Car Allowance Payroll #19 James	250.00	500.00
Total 7107-01 · Car Allowance					500.00	500.00
7107-00 · Travel-transport/meals/lodging - Other						
Check	09/10/2025	11543	Lindsay Marsh	FMA Conference Meals Reimbursement	110.81	110.81
Check	09/25/2025	11554	Edwin James	9/23/25 HRWG Mtg in Elko expenses (Ed)	207.46	318.27
Check	09/25/2025	11558	David Griffith	3rd Quarter Mileage Reimbursement	122.32	440.59
Check	09/30/2025	11560	Deborah Neddenriep	3rd Quarter Mileage Reimbursement	63.70	504.29
Check	09/30/2025	11561	Catrina Schambra	3rd Quarter Mileage Reimbursement	32.55	536.84
Check	09/30/2025	11562	Brenda Hunt	3rd Quarter Mileage Reimbursement	33.60	570.44
Check	09/30/2025	11563	Lindsay Marsh	3rd Quarter Mileage Reimbursement	351.40	921.84
Check	09/30/2025	11564	Kelly Nicholas	3rd Quarter Mileage Reimbursement	49.00	970.84
Check	09/30/2025	11565	Charlie Dobson	3rd Qtr Mileage Reimbursement	93.84	1,064.68
Check	09/30/2025	11566	Myles Getto	3rd Qtr Mileage Reimbursement	66.53	1,131.21
Check	09/30/2025	11567	Stacey Giomi	3rd Qtr Mileage Reimbursement	123.20	1,254.41
Check	09/30/2025	11568	Sharla Hales	3rd Qtr Mileage Reimbursement	121.84	1,376.25
Check	09/30/2025	11569	Tammy Hendrix	3rd Qtr Mileage Reimbursement	50.60	1,426.85
Check	09/30/2025	11570	D. Jim Hindle	3rd Qtr Mileage Reimbursement	58.27	1,485.12
Check	09/30/2025	11571	Doug Johnson	3rd Qtr Mileage Reimbursement	138.74	1,623.86
Check	09/30/2025	11572	Cassi Koerner	3rd Qtr Mileage Reimbursement	122.18	1,746.04
Check	09/30/2025	11573	Ernest Schank	3rd Qtr Mileage Reimbursement	298.66	2,044.70
Check	09/30/2025	11574	Lisa Schuette	3rd Qtr Mileage Reimbursement	123.54	2,168.24
Check	09/30/2025	11575	Lee Sterrett	3rd Qtr Mileage Reimbursement	190.88	2,359.12
Check	09/30/2025	11576	Fred Stodieck	3rd Qtr Mileage Reimbursement	28.10	2,387.22
Check	09/30/2025	11577	Nathan Tolbert	3rd Qtr Mileage Reimbursement	128.46	2,515.68

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND

Transaction Detail by Account

September 2025

Type	Date	Num	Name	Memo	Paid Amount	Balance
Check	09/30/2025	11578	Mike Workman	3rd Qtr Mileage Reimbursement	186.40	2,702.08
Total 7107-00 · Travel-transport/meals/lodging - Other					2,702.08	2,702.08
Total 7107-00 · Travel-transport/meals/lodging					3,202.08	3,202.08
7110-00 · Conferences & Education						
General Jo...	09/25/2025			Hotel Charges: Lindsay FMA Conference 9/2/25-9/5...	722.37	722.37
General Jo...	09/25/2025			Hotel Charges: Lindsay FMA Conference 9/2/25-9/5...	8.00	730.37
Total 7110-00 · Conferences & Education					730.37	730.37
7111-00 · Office Equipment						
Check	09/16/2025	11549	Pacific Office Automation, INC	September - Konica Minolta BizHub C450i Lease Pa...	178.27	178.27
General Jo...	09/25/2025			New Laptop HP OmniBook X (Kelly)	879.99	1,058.26
Total 7111-00 · Office Equipment					1,058.26	1,058.26
7112-00 · Bank Charges						
General Jo...	09/19/2025			Reverse of GJE -- Wire Fees (to be reversed)	-71.95	-71.95
Total 7112-00 · Bank Charges					-71.95	-71.95
7114-00 · Outside Professional Services						
Check	09/02/2025	11539	Braulio Fernandez	Website Maintenance & Backup Services - August	70.00	70.00
General Jo...	09/25/2025			Laptop Computer Repair (Inspection & Quote) (Bren...	84.95	154.95
General Jo...	09/25/2025			IT Support Services (Brenda's Computer)	187.50	342.45
Total 7114-00 · Outside Professional Services					342.45	342.45
7116-00 · Legal						
Check	09/10/2025	11541	Steven D. King	Professional Services August 2025	2,500.00	2,500.00
Total 7116-00 · Legal					2,500.00	2,500.00
7117-00 · Lost Lakes Expenses						
Check	09/25/2025	11554	Edwin James	Lost Lakes maintenance expenses for 9/25/25 field ...	35.46	35.46
Total 7117-00 · Lost Lakes Expenses					35.46	35.46
7121-06 · NDEP Regen Ag						
Check	09/30/2025	11564	Kelly Nicholas	3rd Quarter Mileage Reimbursement	86.80	86.80
General Jo...	09/30/2025			September Copies	1.41	88.21
Total 7121-06 · NDEP Regen Ag					88.21	88.21
7126-01 · NDEM 30-Year Drought Plan						
Check	09/29/2025	11559	Lumos & Assoc., Inc.	30-Year Regional Water Plan (8/1/25-8/31/25)	2,526.00	2,526.00
Total 7126-01 · NDEM 30-Year Drought Plan					2,526.00	2,526.00
7126-02 · NDEM-North Dayton BAC Study						
Check	09/16/2025	11550	Lumos & Assoc., Inc.	N. Dayton Valley BAC (8/1/25-8/31/25)	3,124.50	3,124.50
Total 7126-02 · NDEM-North Dayton BAC Study					3,124.50	3,124.50
7127-00 · State Parks Aquatic Trail						
Check	09/10/2025	11542	Resource Concepts, Inc	Mexican Dam Portage Services thru 8/31/2025	481.25	481.25
Total 7127-00 · State Parks Aquatic Trail					481.25	481.25
7337-70 · CVCD-Carson River Repairs 24-26						
Check	09/17/2025	11553	Carson Valley Conservation District	#2024-4 Inv#5 (7/1/25-9/30/25)	49,944.75	49,944.75
Total 7337-70 · CVCD-Carson River Repairs 24-26					49,944.75	49,944.75
7443-00 · FEMA - COMS 2						
7443-01 · Gold Cyn ADMP-JEF						
Check	09/10/2025	11545	JE Fuller Hydrology & Geomorpholog...	Gold Canyon ADMP- Professional Services thru 8/3...	5,716.80	5,716.80
Total 7443-01 · Gold Cyn ADMP-JEF					5,716.80	5,716.80
7443-02 · South SS ADMP- Wood Rodgers						
Check	09/16/2025	11548	Wood Rodgers	Professional Services thru 8/31/2025	13,231.25	13,231.25
Total 7443-02 · South SS ADMP- Wood Rodgers					13,231.25	13,231.25
7443-04 · Sawmill & Pinenut Study - KH						
Check	09/15/2025	11547	Kimley-Horn & Associates, Inc.	Sawmill & Pinenut Study -Svc's thru 8/31/2025	4,375.00	4,375.00
Total 7443-04 · Sawmill & Pinenut Study - KH					4,375.00	4,375.00
7443-00 · FEMA - COMS 2 - Other						
Check	09/10/2025	11544	Deborah Neddenriep	FMA Conference Expense Reimbursements	1,106.07	1,106.07

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CARSON WATER SUBCONSERVANCY DISTRICT - GENERAL FUND
Transaction Detail by Account
September 2025

Type	Date	Num	Name	Memo	Paid Amount	Balance
Check	09/30/2025	11560	Deborah Neddenriep	3rd Quarter Mileage Reimbursement	204.40	1,310.47
Check	09/30/2025	11563	Lindsay Marsh	3rd Quarter Mileage Reimbursement	84.00	1,394.47
Check	09/30/2025	11564	Kelly Nicholas	3rd Quarter Mileage Reimbursement	130.20	1,524.67
General Jo...	09/30/2025			September Copies	2.87	1,527.54
Total 7443-00 · FEMA - COMS 2 - Other					1,527.54	1,527.54
Total 7443-00 · FEMA - COMS 2					24,850.59	24,850.59
7500-00 · USGS Monitoring Contracts						
7529-00 · USGS Water Resources 2021-26**						
Check	09/25/2025	ACH	U.S. Geological Survey	Qtrly Pymt JFA#22ZJJFA00128 (7/1/2025-9/30/2025)	3,581.25	3,581.25
Total 7529-00 · USGS Water Resources 2021-26**					3,581.25	3,581.25
Total 7500-00 · USGS Monitoring Contracts					3,581.25	3,581.25
7610-00 · Douglas County Projects						
7610-10 · Do.Co.Reg.Pipeline Debt Service						
Check	09/16/2025	11551	Douglas County Treasurer	Semi-Annual Douglas County Pipeline Debt Service	62,500.00	62,500.00
Total 7610-10 · Do.Co.Reg.Pipeline Debt Service					62,500.00	62,500.00
Total 7610-00 · Douglas County Projects					62,500.00	62,500.00
7700-00 · PROJECTS PAID BY LGIP FUNDS						
7630-14 · Flood Hazard Web Viewer 25-28						
Check	09/16/2025	11552	Michael Baker International, Inc.	Flood Hazard Web Viewer Services thru August 31, ...	17,215.11	17,215.11
Total 7630-14 · Flood Hazard Web Viewer 25-28					17,215.11	17,215.11
Total 7700-00 · PROJECTS PAID BY LGIP FUNDS					17,215.11	17,215.11
TOTAL						

AGENDA ITEM #13

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: October 15, 2025

SUBJECT: Agenda Item #13 – For Possible Action: Approval to pursue the Nevada Division of Environmental Protection 319 Grant

DISCUSSION: Nevada Division of Environmental Protection – Bureau of Water Quality Planning (NDEP BWQP) released the [Nevada Nonpoint Source Pollution Reduction 319\(h\) Grant Funding Opportunity](#) (posted 9/22/2025). Grant applications are due by November 3, 2025. Staff proposes pursuing possible funding requests to complete an update of the Carson River Watershed Adaptive Stewardship Plan, and/or an implementation grant that may focus on green infrastructure/low impact development or another water quality related project. We plan to attend the NDEP webinars as posted in their GFO.

These grants are 1:1 reimbursement to match budget requirements. The match for this grant will come from our partners, CWSD river restoration funds, and CWSD staff time. If other funding opportunities arise, such as state funding through Conserve Nevada, staff will look to leverage those opportunities.

Staff is not positive if we will pursue this opportunity or not but given the release and timing of the application submittal requirements, this is our only opportunity to seek your permission to apply. Staff will provide an update on any application submittal at the November 19, 2025, Board meeting.

STAFF RECOMMENDATION: Authorize staff to pursue Nevada Division of Environmental Protection 319 Grants.

AGENDA ITEM #%

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: October 15, 2025

SUBJECT: Agenda Item #14 – For Discussion Only: Presentation by Courtney Walker, Douglas County Storm Water Manager regarding stormwater issues in Douglas County

DISCUSSION: Courtney Walker, Douglas County Storm Water Manager will give a brief overview of stormwater issues and projects in Douglas County.

STAFF RECOMMENDATION: Receive and file.

AGENDA ITEM #**15**

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: October 15, 2025

SUBJECT: Agenda Item #15 – For Possible Action: Approve General Manager Job Description

DISCUSSION: At the September 26 CWSD Administrative Committee meeting, committee members recommended updating the General Manager job description. Both staff and committee members proposed various changes to the document. The committee also recommended that all proposed changes be highlighted for the full board's review. Attached is a version showing markup and also a clean version if all changes are accepted for easier review.

STAFF RECOMMENDATION: Provide input and approve proposed changes to the General Manager's job description.



CARSON WATER SUBCONSERVANCY DISTRICT GENERAL MANAGER JOB DESCRIPTION

FLSA Status: Exempt

Created/Date: ~~December 31, 2014~~ October 15, 2025

SUMMARY OF JOB PURPOSE:

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. Prepares annual budget. Receives broad policy guidance from CWSD Board of Directors. This is a regular full-time position.

~~**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.~~

This lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- ~~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. Regularly conducts comparison reviews of staff job descriptions, pay and benefits to ensure in keeping with industry standards. Add Debbie's or modify accordingly.
- ~~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; makes educational and informational presentations to various organizations and news media;
- 4.● Oversees 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 expenditures and providess 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 to~~for~~ government agencies, members of the community, and the CWSD Board of Directors.
 - 6.● Administers the preparation of CWSD meeting agendas; attends CWSD meetings; works with office manager and legal staff to ensure open meeting law is followed; makes oral and written presentations to CWSD's Board of Directors and to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents the 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.● Oversees the development, submission cycle and process, management and administration of all grants and other sources of alternative funding. Administration legal compliance, documentation, expenditure tracking and reporting requirements for federal, state, and local grants. 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 and floodplain management planning and protection; including floodplain management.
 - 10.● Assists the CWSD Board of Directors in with the development of strategic planning to develop organization overall goals, objectives and actions of CWSD; provides leadership and strategic direction to identify capital and resource needs to meet in the development of short- and long-range plans. Responsible for the performance of the strategic plan. for achieving overall goals.
 - 11.● Advises the Board, counties/cities, state and federal agencies in the planning, financing, design and construction of regional water supply, transmission, and treatment facilities, recreational activities, and noxious weed activities.
 - 12.● Advises the Board, counties/cities, state and federal agencies, and the Carson River Coalition stakeholders in on integrated watershed planning and management and issues that may or do impact the water resources of the Carson River Basin.
 - Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers communications, to include but not limited to CWSD personnel staff, CWSD the Board, governmental

agencies, [academic entities](#), [Carson River Coalition and it's working groups](#), civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

QUALIFICATIONS: ~~FOR EMPLOYMENT:~~

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 & EXPERIENCE:

Bachelor's degree in civil engineering or other water/natural resource-related field and a minimum ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations. PE certification and/or related master's degree preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid driver's license

REQUIRED KNOWLEDGE & SKILLS: ~~Knowledge and Skills/Abilities:~~

Knowledge of

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- ~~Principles and practices of management and supervision.~~
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles of practices of public budget development and, ~~preparation and administration.~~ and a Annual audit preparation.
- ~~Principles of public personnel administration and employee relations.~~
- Principles and practices of engineering administration, flood control projects, water supply, and water transmission and treatment, ~~and watershed management.~~
- Principles of floodplain protection, riverine and alluvial fan processes, and integrated watershed planning and management.
- Federal, State, and local laws and regulations that govern CWSD's work. Nevada water law, the Alpine Decree, Code of Federal Regulations, etc.
- Federal, State and local contract and grant administration.
- Principles and techniques of making effective oral presentations.
- Nevada Open Meeting Law
- Functions, authority, responsibilities and limitations of an elected/appointed Board of Directors.

Skill in: Skill/Ability to

- Developing budgets, policies and goals consistent with CWSD directives.
- Manage flood control, drainage, water supply, treatment, transmission, and integrated watershed planning and management 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.
- Identify and develop effective grant applications.
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner.
- Communicate effectively verbally and in writing on matters related to department policies, funding, and operations.
- Use of PC and common office equipment. Skilled in MS Word, Excel, PowerPoint, Adobe Acrobat, Word Press, Zoom and QuickBooks.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.

Required Certifications and Licenses:

~~Possession be able to obtain 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 ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations. PE certification and/or related Master's Degree preferred.~~

SUPERVISION RECEIVED & EXERCISED:

~~Under Board Direction - Incumbent at this level is responsible for unusual, technical, complex, highly sensitive, political, and far reaching work related issues and for policy recommendations to the CWSD Board of Directors. Incumbent will plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary~~

limitations, and legal and professional standards. The incumbent has responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision. This type of direction is normally reserved for management and executive level positions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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, spreadsheets, 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. Able to drive on rough 4-wheel drive roads.~~

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 30 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling.

Position generally functions indoors in an office 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. Travels extensively throughout the watershed and the state as necessary and is physically able to hike to river projects.

~~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 accommodations 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.~~

CONDITIONS OF EMPLOYMENT:

1. CWSD employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. CWSD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Carson Water Subconservancy District is an Equal Opportunity Employer

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 GENERAL MANAGER JOB DESCRIPTION

FLSA Status: Exempt

Date: October 15, 2025

SUMMARY OF JOB PURPOSE:

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. Prepares annual budget. Receives broad policy guidance from CWSD Board of Directors. This is a regular full-time position.

ESSENTIAL FUNCTIONS:

This lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- 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.
- Selects, directs, develops, and evaluates 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. Regularly conducts comparison reviews of staff job descriptions, pay and benefits to ensure in keeping with industry standards. Add Debbie's or modify accordingly.
- 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; makes educational and informational presentations to various organizations and news media.
- Oversees the development of the annual CWSD budget for approval by the Board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures and provides monthly financials to the Board.
- Analyzes proposals regarding policies, programs, and services and develops recommendations to the Board; analyzes information pertaining to CWSD services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence to government agencies, members of the community, and the Board.
- Administers the preparation of CWSD meeting agendas; attends CWSD meetings; works with office manager and legal staff to ensure open meeting law is followed;

makes oral and written presentations to CWSD's Board of Directors and to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents the CWSD with other government agencies and in meetings with the public.

- 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.
- Oversees the development, submission cycle and process, management and administration of all grants and other sources of alternative funding. Administration legal compliance, documentation, expenditure tracking and reporting requirements for federal, state, and local grants.
- 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 and floodplain management planning and protection.
- Assists the Board with strategic planning to develop organization goals, objectives and actions; provides leadership and strategic direction to identify capital and resource needs to meet short- and long-range plans. Responsible for the performance of the strategic plan.
- Advises the Board, counties/cities, state and federal agencies in the planning, financing, design and construction of regional water supply, transmission, treatment facilities, recreational activities, and noxious weed activities.
- Advises the Board, counties/cities, state and federal agencies, and the Carson River Coalition stakeholders on integrated watershed planning and management issues that may or do impact the water resources of the Carson River Basin.
- Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external communications, to include but not limited to CWSD staff, the Board, governmental agencies, academic entities, Carson River Coalition and it's working groups, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

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 & EXPERIENCE:

Bachelor's degree in civil engineering or other water/natural resource-related field and a minimum ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations. PE certification and/or related master's degree preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid driver's license

REQUIRED KNOWLEDGE & SKILLS:*Knowledge of*

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles of practices of budget development and administration. Annual audit preparation.
- Principles and practices of engineering administration, flood control projects, water supply, and water transmission and treatment.
- Principles of floodplain protection, riverine and alluvial fan processes, and integrated watershed planning and management.
- Federal, State, and local laws and regulations that govern CWSD's work. Nevada water law, the Alpine Decree, Code of Federal Regulations, etc.
- Federal, State and local contract and grant administration.
- Principles and techniques of making effective oral presentations.
- Nevada Open Meeting Law.
- Functions, authority, responsibilities and limitations of an elected/appointed Board of Directors.

Skill in

- Developing budgets, policies and goals consistent with CWSD directives.
- Manage flood control, drainage, water supply, treatment, transmission, and integrated watershed planning and management 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.
- Identify and develop effective grant applications.

- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner.
- Communicate effectively verbally and in writing on matters related to department policies, funding, and operations.
- Use of PC and common office equipment. Skilled in MS Word, Excel, PowerPoint, Adobe Acrobat, Word Press, Zoom and QuickBooks.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.

SUPERVISION RECEIVED & EXERCISED:

Under Board Direction – Incumbent at this level is responsible for unusual, technical, complex, highly sensitive, political, and far reaching work related issues and for policy recommendations to the CWSD Board of Directors. The incumbent will plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbent has responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision. This type of direction is normally reserved for management and executive level positions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 30 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling.

Position generally functions indoors in an office 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. Travels extensively throughout the watershed and the state as necessary and is physically able to hike to river projects.

CONDITIONS OF EMPLOYMENT:

1. CWSD employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

3. CWSD participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Carson Water Subconservancy District is an Equal Opportunity Employer

AGENDA ITEM #%

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: October 15, 2025

SUBJECT: Agenda Item #16 –~~For Possible Action:~~ Approval of Essay Questions and Hiring Timeline for the General Manager Position

DISCUSSION: At the September 26 CWSD Administrative Committee meeting, the committee members recommended that the application should include a few essay questions. Below are a list of possible essay questions:

1. Water planning often involves diverse stakeholders, including local governments, utilities, agricultural groups, environmental advocates, and the public. Provide an example from your experience (or a detailed approach you would take) to build consensus among stakeholders with conflicting priorities. How would you ensure transparency, fairness, and effective decision-making in this process?
2. Provide a detailed description of a water resource-related project that you worked on. Describe your role, the goals of the project, challenges you encountered, and steps you took to overcome challenges. Detail the outcome of the project and the overall success (or failure) of the project and highlight the keys to that outcome.
3. As Executive Director, you will oversee staff, budgets, and regulatory compliance while maintaining accountability to a governing board and the public. What specific strategies would you use to ensure organizational effectiveness, financial stewardship, and public trust in the agency's work?

Staff is open for other essay question suggestions, but it was recommended that we limit the essay questions to three.

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

- **October 17** – Begin advertising the General Manager position.
- **November 14** – Close job opening.
- **Week of December 1 or 8** – Administrative Committee reviews applications and make recommendation of candidates to be interviewed by the full Board. The review will be based solely on the candidate's application package.
- **Week of January 5** – Hold special Board Meeting to interview candidates and select candidate.
- **Week of January 12** – Conduct background check and negotiate contract.
- **January 21** – Approve contract with the new General Manager.

STAFF RECOMMENDATION: Provide input and guidance regarding the application essay questions and timeline.

AGENDA ITEM #%

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: October 15, 2025

SUBJECT: Agenda Item #17 – For Possible Action: Approve the Job Announcement for the General Manager Position

DISCUSSION: Carson City's HR department has agreed to assist CWSD in the hiring process for the new General Manager. Carson City will upload the job announcement on to the NEOGOV account which is also linked to Indeed and other advertising websites. Below is a proposed list of items to be included with the job announcement:

- Job Description
- Essay Questions
- Contract Position
- Health Insurance
- PERS
- Salary Range
- Car Allowance
- Management Leave

STAFF RECOMMENDATION: Provide input regarding the job announcement.

STAFF REPORTS

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors
FROM: Edwin James
DATE: October 15, 2025
SUBJECT: Agenda Item #18 - For Information Only: Staff Report

DISCUSSION: The following is a list of meetings/activities attended by Ed James and staff since the last Board meeting of September 17, 2025:

- 9/18 Debbie attended the Association of State Floodplain Managers (ASFPM) Arid Regions meeting
- 9/18 Debbie, Lindsay & Kelly met with River Wranglers to discuss upcoming outreach events
- 9/22 Ed & Lindsay met with contractor to discuss North Dayton study
- 9/22 Brenda & Kelly met with Alpine Watershed Group (AWG) and Waterways Staff to re: West Fork 319(h) project
- 9/23-25 Debbie attended ASFPM Arid Regions Retreat in Madison, WI
- 9/23 Ed attended Humboldt River Stakeholder Working Group meeting in Elko, NV
- 9/23 Brenda & Kelly attended Carson River Master Plan meeting
- 9/24 Lindsay toured the Marlette Dam site with Lumos staff
- 9/24 Debbie & Lindsay attended Silver Jackets Nevada Flood Education meeting
- 9/25 Ed & Lindsay performed annual maintenance at Lost Lakes
- 9/25 Kelly demonstrated the Floodplain model at Silver Stage Elementary School Fall Festival in Dayton
- 9/26 Ed & Catrina hosted Administrative Committee meeting
- 9/26 Brenda & Kelly attended Virtual Fencing Workshop
- 9/29 Brenda & Kelly met with Resource Concepts, Inc. (RCI) Staff re: Carson River Master Plan
- 9/30 Debbie & Lindsay met with contractor to discuss Flood Hazard Viewer project
- 10/1 Lindsay demonstrated the Floodplain model for Empire Elementary School students at Fuji Park
- 10/2 Ed & Lindsay released water from Lost Lakes
- 10/3 Brenda trained Kelly for upcoming Snapshot Day Stream Walk at river

- 10/6 Ed & Kelly checked the water releases from Lost Lakes
- 10/6 Brenda met with Watershed Survey contractor to discuss project
- 10/6 Brenda participated in NAWM/ASFPM Natural Hazard Mitigation Workshop Planning meeting
- 10/6 Ed, Brenda & Catrina met with Steve King regarding contract language and CFR 200 requirements
- 10/7 Ed & Lindsay attended the NWRA Marlette Water System tour in Storey County
- 10/7 Brenda attended the Walker Basin Partners Workshop in Wellington
- 10/7 Debbie attended NEPA Western Nevada Chapter Luncheon in Carson City
- 10/7 Kelly & the Federal Water Master surveyed structures in the Upper West Fork Carson River
- 10/7 Kelly attended River Wrangler's Snapshot Day Training at Carson River Park
- 10/8 Brenda & Kelly attended NDEP 310(h) Grant Funding Webinar
- 10/8 Ed, Debbie & Lindsay attended FMA Luncheon in Reno
- 10/9 Ed & Lindsay closed off water from Lost Lakes
- 10/9 Lindsay & Kelly surveyed structures in the East Fork Fork Carson River
- 10/9 Brenda, Kelly and River Wranglers Staff calibrated equipment for Snapshot Day
- 10/10 Brenda, Lindsay & Kelly participated in River Wranglers Annual Snapshot Day
- 10/14 Brenda attended EPA Watershed Handbook Update meeting
- 10/14 Debbie attended NRCS Emergency Watershed Protection (EWP) Program Overview Webinar
- 10/14 Ed attended Humboldt River Stakeholders Working Group (HRSWG) Technical Subgroup meeting in Carson City

STAFF RECOMMENDATION: Receive and file.

NO CORRESPONDENCE