



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

CARSON WATER SUBCONSERVANCY DISTRICT Administrative Committee

NOTICE OF PUBLIC MEETING

DATE: June 5, 2024
TIME: 2:30 pm
LOCATION: CWSD Conference Room or via Zoom
777 E. William Street, Ste. 209
Carson City, NV 89701

Via Zoom: Use this [Zoom Link](#) or call (669)900 9128. ID: 883 7776 2924; Passcode: 375325

AGENDA


Please Note: The Carson Water Subconservancy District (CWSD) Board may: 1) take agenda items out of order; 2) combine two or more items for consideration; and/or 3) remove an item from the agenda or delay discussion related to an item at any time. All votes will be conducted by CWSD Board of Directors. Reasonable efforts will be made to assist and accommodate individuals with limited ability to speak, write, or understand English and/or to those with disabilities who wish to join the meeting. Please contact Catrina Schambra at (775)887-7450 or email: catrina@cwsd.org at least 3 business days in advance so that arrangements can be made.

1. Call to Order the CWSD Administrative Committee
2. Roll Call
3. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on the agenda for action at a later meeting.
4. For Possible Action: Approval of Agenda
5. For Possible Action: Approval of Minutes Administrative Committee Dec. 1, 2023
6. For Possible Action: Approve changes to the Senior Watershed Clerk Job Description
7. For Possible Action: Review the Draft Agreement between CTWCD and CWSD
8. For Possible Action: Approval of General Manager 2023-24 Annual Review
9. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on the agenda for action at a later meeting.
10. Adjournment

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

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9 am on May 30, 2024, a copy of the *Notice of Public Meeting and Agenda* for the June 5, 2024 meeting of the Carson Water Subconservancy District Administrative Committee, per NRS 241.020 was posted at the following locations: CWSD, 777 E. William St., Ste. 209, Carson City, NV 89701; the CWSD website: <https://www.cwsd.org> and the Nevada Public Notice Website: <https://notice.nv.gov/>



Catrina Schambra, Office Manager, CWSD

5/29/2024 4:30 pm

Date & Time of Posting

CARSON WATER SUBCONSERVANCY DISTRICT

Administrative Committee

December 1, 2023, 2pm

DRAFT

Minutes

NOTE: The CWSD Administrative Committee meeting was held via Zoom and in-person in the CWSD Conference room at 777 E. William Street, Suite 209, Carson City, NV.

Committee Members Present:

David Griffith
Dave Nelson (via Zoom)
Sharla Hales (sub/Scharmman)
Stacey Giomi (via Zoom)
Cassi Koerner (via Zoom)
Mike Workman

CWSD Staff/Guests Present:

Ed James
Catrina Schambra
Patrick King

Director Workman called the meeting of the CWSD Administrative Committee to order at 2pm. Roll call determined a quorum of the committee was present.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of Agenda

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No action taken.

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

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

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

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

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

Respectfully submitted,

Catrina Schambra

Secretary to the Board

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: June 5, 2024

SUBJECT: Agenda Item #6 – For Possible Action: Approve changes to the Senior Watershed Clerk Job Description

DISCUSSION: Included in the Fiscal Year 2024-25 Budget is funding to hire a Senior Watershed Clerk to assist with the Carson River Coalition program. The salary range (based on employee/employer PERS) is \$29.88 to \$42.15. Attached is the draft job description. The major changes to the job description include social media duties and stating the position is grant-funding dependent. CWSD will not be advertising this position until late September.

STAFF RECOMMENDATION: Approve changes to the Senior Watershed Clerk job description as presented.

**CARSON WATER SUBCONSERVANCY DISTRICT
SENIOR WATERSHED CLERK**

DRAFT

FLSA Status: Non-Exempt

Revised June 18, 2024

DEFINITION: Under the general direction of the Watershed Program Manager, performs various clerical duties, prepares reports, and assists staff.

DISTINGUISHING CHARACTERISTICS: This is a regular position (30-40 hours per week) and is program funding dependent. This position will perform a variety of duties in assisting other staff members.

ESSENTIAL FUNCTIONS: Assigned job tasks/duties include but are not limited to essential functions.

- Assists in developing and implementing a watershed-literacy multimedia campaign.
- Assists CWSD partners with Educational Outreach Programs.
- Prepares original documents primarily using Microsoft Word, Excel, Publisher, and PowerPoint.
- Compiles data for special projects.
- Organizes and keeps files up-to-date, answers phone calls, runs errands and performs other office-related duties.
- Helps facilitate Stakeholder and Carson River Coalition Meetings, Collaborations and Communications.
- Takes meeting notes for Carson River Coalition.
- Organizes and maintains files, e-mail lists, mailing lists, and contact information.
- Assists with the newsletter, including design, content, editing, and distribution.
- Enhances and maintains CWSD's educational presence through social media, website, online watershed maps, and newsletter outreach.
- Assists Conservation Districts and Cooperative Weed Management Area Education Programs including associated field work and data collection.
- Assists with preparing quarterly reports, annual reports, and invoicing for various grants administered by CWSD.
- Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, including but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and the general public.
- Assists with fieldwork including soil sampling, weed and plant identification, and water quality testing.

QUALIFICATIONS FOR EMPLOYMENT:

Required Knowledge, Skills, and Abilities:

- High skill level with the entire Microsoft Office Suite (Word, Excel, Outlook, Publisher, and PowerPoint).
- High skill level with WordPress, MailChimp, and Social Media Platforms (YouTube, Facebook, and Instagram).
- Strong written and oral communication/presentation skills and organizational skills.
- Some graphic design and layout aptitude.
- Knowledge of the scientific method, strong data, and statistical analysis skills.
- Ability to hike through creeks and vegetation and be on your feet for up to 8 hours a day to perform tours, education events, monitoring, and streamside restorations.

- A willingness to periodically work early in the morning (before 7 am) in the evening (after 6 pm) and on weekends to participate in projects and events.
- Ability to drive for extended periods.
- Comply with pertinent Federal, State, and local policies, procedures, laws, and regulations related to assigned work programs and projects.
- Assist in creating public watershed tours, workshops, and field trips.
- Assist in grant writing and administrative research duties.
- Meet deadlines.
- Ability to work independently, and collaboratively with other staff, and a diverse group of stakeholders.
- Ability to work outside in various weather conditions.

Required Academic and Experience Qualifications: Possession of a high school diploma or the equivalent, and a minimum of three years of clerical-related experience.

Physical and Mental Requirements: The physical and mental requirements described here are fundamental for an employee to perform the job's essential functions successfully.

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. Dexterity and coordination to manage files and paper, periodic lifting of files, stacks of paper or reports, references, and other materials. Bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Light lifting (up to 25 pounds) may be periodically required. Must be able to work outside with the ability to maneuver on uneven ground.

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 accommodation with the employer.

Working Conditions: Work is performed under the following conditions.

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. The position generally functions indoors in an office where most work is performed at a desk but also requires outside work under various weather and terrain conditions as described above.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy of this record.

Signature: _____ Date: _____

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members

FROM: Edwin James

DATE: June 5, 2024

SUBJECT: Agenda Item #7 – For Possible Action: Review the Draft Agreement between CTWCD and CWSD

DISCUSSION: Attached is a draft agreement for CWSD to receive funding from Carson Truckee Water Conservancy District (CTWCD) for river projects. Each year CWSD and CTWCD receive funding requests from the same entities for the same projects. This requires two agreements and doubles the workload on our funding partners. Instead of duplicating the same effort for the same projects, CTWCD would provide CWSD with the funding they receive in the Carson River Watershed. CWSD would use these funds for a pre-determined list of projects in the Carson River Watershed. Ultimately, this agreement would streamline funding for projects in the Carson River Watershed and be a benefit to all parties.

STAFF RECOMMENDATION: Provide direction to staff.

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (“Agreement”) is made this ____ day of _____, 2024, by and between Carson Water Sub-Conservancy District (“CWSD”), a political subdivision of the State of Nevada, and Carson-Truckee Water Conservancy District (the “District”). The “District” means the Carson-Truckee Water Conservancy District, its directors, officers, employees, and immune contractors as defined in NRS 41.0307. CWSD and the District are sometimes collectively referred to herein as the “Parties.”

RECITALS:

WHEREAS, the Parties are public agencies as defined in NRS 277.100(1)(a).

WHEREAS, NRS 277.180 provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any public agency entering into the contract is authorized to perform.

WHEREAS, the District receives ad valorem tax revenue from various Nevada political subdivision, including the Consolidated Municipality of Carson City, Churchill County, Douglas County, Lyon County, Storey County and Washoe County.

WHEREAS, the District supports and sponsors projects within its jurisdiction that conserve, facilitate, and/or develop water resource projects and/or provide for the greatest beneficial use of water within the District.

WHEREAS, the District has historically supported and sponsored projects in the geographic area in which CWSD operates.

WHEREAS, the District wishes to formalize its support and sponsorship of projects in the geographic area in which CWSD operates by providing for the regular and consistent distribution of funds, for approved purposes, directly to CWSD for stewardship as determined by CWSD.

THEREFORE, in light of the foregoing, the Parties agree as follows.

1. GRANTS TO CWSD.

1.1 The District shall use best efforts to grant directly to CWSD that portion of District annual revenues generated by the tax receipts from the Consolidated Municipality of Carson City, Douglas County, and Lyon County excluding those revenues attributable to Fernley, and excluding funds necessary to pay the District’s annual administrative expenses as determined solely by the District.

1.2 The District’s annual grant pursuant to this Agreement shall be reflected in a separate Grant Agreement with CWSD.

1.3 The Grant Agreement entered into pursuant to this Agreement shall provide that none of the funds granted to CWSD may be used for CWSD administrative expenses or the administrative expenses of any sub-grantee. All grant funds must be used for projects specifically described in the Grant Agreement.

1.4 To facilitate the grants contemplated by this Agreement, CWSD shall file an annual grant application, on a schedule established by the District, setting forth the proposed use of funds for the upcoming year. Nothing in this Agreement shall limit the District's ability to condition any grant conditions established by the District at the time of the grant.

2. TERM OF GRANT AGREEMENT. The term of this Agreement begins on the date this Agreement is executed by the District and terminates on June 30, 2025 except that the Agreement automatically renews for successive twelve (12) month terms unless terminated by either party, in writing, upon thirty (30) days-notice.

3. MISCELLANEOUS

3.1 FORCE MAJEURE. Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

3.2 REMEDIES. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs.

3.3 ENTIRE CONTRACT & MODIFICATION. This Agreement and its integrated exhibits constitute the entire agreement of the Parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated exhibit to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such exhibit and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto.

IN WITNESS WHEREOF, the undersigned have signed this Agreement as of the date and year first written above.

DISTRICT:

CWSD:

By:

By:

Name: Todd Westergard
Its: Board Chairman

Name: Mike Workman
Its: Board Chairman

CARSON WATER SUBCONSERVANCY DISTRICT
Administrative Committee

TO: Administrative Committee Members
FROM: Edwin James
DATE: June 5, 2024
SUBJECT: Agenda Item #8 – For Possible Action: Approval of General Manager
2023-24 Annual Review

DISCUSSION: The General Manager provided the Board Members with a Self-Assessment and Board Members were provided a link to complete their evaluations online. Twelve evaluations were submitted and a summary is attached.

Considering that the average evaluation was 29 out of 30 points, the Administrative Committee should recommend to the Board that the General Manager receive a satisfactory review for FY 2023-24.

STAFF RECOMMENDATION: Approve the General Manager's FY 2023-24 Annual Review as presented.

CWSD General Manager 2023-24 Annual Review Summary

Decision quality:	Presentation skills:	Communication:	Delegation of work to be done:	Being open and receptive:	Demonstrates flexibility to work with varying groups:	TOTAL
5	5	5	5	5	5	30
5	4	5	5	5	5	29
5	5	4	5	5	5	29
5	5	5	5	5	5	30
5	5	5	5	5	5	30
5	5	5	5	5	5	30
5	5	5	5	4	5	29
5	5	5	5	5	5	30
5	5	5	5	5	5	30
3	4	5	5	4	5	26
4	5	5	4	5	5	28
4	5	4	4	5	5	27

Average Score: 29 out of 30.

General Comments:

- Ed and the whole staff at CWSD have always amazed me with the amount of work and projects they can accomplish. The monthly meetings are efficient, well run and informative.
- Ed is very organized and does an excellent job with personnel. He is usually in front of projects he has control over.
- Ed has done a great job in his role during this past rating period. He is an excellent representative of the CWSD and is a state-wide expert on water issues. Ed's strength in collaborating with other government entities and private organizations is one of the main keys to his success.
- Ed continues to effectively lead CWSD through various changes in NDEP and FEMA grant-funded programs, staff changes, and the volatility of costs associated with the river restoration projects we help fund.
- Ed works hard (along with staff) to help ensure our Conservation Districts continue to be successful.
- CWSD continues to be very well respected in our region as well with organizations such as FEMA in part due to Ed's leadership style and his efforts in retaining and supporting a very dedicated and knowledgeable staff."
- Ed I really appreciate having the opportunity to work with you for the past 17 years.
- Ed's knowledge and experience are invaluable.
- Ed's knowledge base is such an asset to CWSD, staff, and communities. In addition to being open to ideas, feedback, and discussion, Ed prioritizes a clear understanding of water issues, including but not limited to watershed health, flood mitigation, conservation issues, project management, perennial yield vs system yield, and more.
- Ed's knowledge and insights are of such tremendous value to the organization and all our member counties.
- I really appreciate all that I have learned from Ed. His knowledge of water is wide and he is always wanting to get on more boards to further extend his personal knowledge as well as educate others.
- Overall, very knowledgeable about water issues in the Carson watershed and dedicated to resolving them.

- As a new member of the organization my assessment is based on limited observation this should be a consideration in compiling the overall evaluation. I have been impressed with Ed including observations at events outside the CWSD.

Goals you would like to see accomplished by CWSD in FY 2024/25:

- I don't know enough about CWSD to respond.
- Complete the study about the declining Carson River Flow and what it means for the future.
- No specific goals - continue to follow the strategic plan.
- As with last year, I am most concerned about Ed's transition plan if he is still planning on retiring a year from now. I know that a plan is only a plan but having staff and the Board familiar with the key points will help keep the anxiety levels of those most involved to a minimum. Having been through several General Manager changes over the years myself, the unknown that employees face with this major change can be distracting.
- Find a name and way to change from CWSD to Carson River Watershed or CR Conservancy, etc.
- Complete Area Drainage Master Plans.
- My biggest goal for CWSD is to expand outreach opportunities so there is a greater public understanding of our water resources. So often I hear public pushback for any new development citing lack of water, yet the same people say that if there is development it should be large yards versus higher density. In other words, there is a real public disconnect. Outreach can include much of what the PSAs shared, along with info about water sources, allotments, regeneration, conservation, and re-use. The outreach in schools and partnerships with River Wranglers brings important awareness to river and soil health as well, which is an investment that I'm confident will have huge dividends. Additionally, funding flood mitigation and rehabilitation efforts are important priorities and I appreciate what CWSD does to help our communities in these areas.
- To Ed and the wonderful CWSD team, thank you.
- I would like to discuss some ideas with Ed before expounding in detail. My main theme is to focus on resources for maximum impact and benefit.
- I would like to see continued outreach to the communities, not just Carson City.
- Strategic Plan.
- Continue to seek sources to provide the current level of funding and perhaps increase it to support additional projects.