



MINUTES
Conservation District of Southern Nevada
Special Meeting
Conservation District- 5820 S. Pecos Road A-400, Conference Room
April 23, 2009 – 3:30 p.m.

Attendees:

Supervisor Jon Wardlaw, Chair	Supervisor Elise McAllister
Supervisor Joseph Fortier, Vice Chair	Jennifer Szwejbka, District Coordinator
Supervisor John Hunt	
Supervisor Mark Silverstein, Clark County Rep.	

OPEN MEETING

Consent Agenda: Consent Agenda items are considered by the CDSN Board to be routine and may be acted upon in one motion. However, the Board may discuss any consent item individually if requested when the Consent Agenda is considered for approval. (Action item)

1. Compliance with Nevada Open Meeting Law
2. Approval April 2009 Agenda

Supervisor Wardlaw called the meeting to order at 3:34 p.m.

Supervisor Hunt moved to approve the consent agenda. Supervisor Fortier seconds the motion. The motion is carried.

Business Agenda:

3. Grant Writing and Proposal Services contract- (Discussion/Action Item)

The contract for grant writing services from GrantWriting & Proposal Services was reviewed and discussed. Supervisor Wardlaw asked if the contract had been reviewed by our District Attorney. Jennifer Szwejbka said he was consulted and had seen the first version, but has not responded regarding this second version. Jon Wardlaw mentioned that the final draft of the contract is modeled and patterned after Clark County and the SNRPC's contract format. The provisions in it are protections for all parties. It is also now on blank paper and not on letterhead. Supervisor Hunt was concerned about the reference to a 990 tax form which on no circumstance can the CDSN produce because it pertains to 501(c)3 agencies.

Supervisor Silverstein motioned to omit the language "990 tax form to be provided" from the section describing services they provide. Supervisor Hunt asked why CDSN would need a confidentiality clause in the contract. Supervisor Wardlaw explained we are a public entity. We can release any information to the public domain; they cannot do that on our behalf. At the end of the contract period we can decide if we continue with contract services or not. **Supervisor Fortier motions to approve the contract with the one change. Supervisor McAllister seconds the motion. The motion is carried.**

4. Plant Sale - (Discussion/Action Item)

CDSN is co-hosting the plant sale with CSN. We will start off with 400 plants and request more if the sale goes well. Supervisor Hewitt will request a Property Movement Request for in-house documentation which involves an inventory of all the plants that will be taken off the property signed by the department director. When the plants are brought back inventory will be recounted and an invoice will then be drawn up for CDSN. The plants will be sold to CDSN at whole sale prices. With 400 plants, if all sold, it would be approximately a \$1,000 profit for CDSN. The City of Henderson will put the plant sale in a press

release. CDSN will pass out flyers at outreach events and post information on the website. Supervisor Wardlaw suggested contacting Erik Pappa, CC Public Information Officer to see if they can put information on CH.4. Also check with Ch.2 and KNPR.

Jennifer Szwejbka will email a PDF of the flyer. Supervisor Hunt said to not take any bills larger than \$100 due to fake bills and to put up a sign at the sale. Jennifer Szwejbka asked if anyone was interested in volunteering for the event. Jennifer Szwejbka also recommended that the board approve \$100 cash to be taken out of the CDSN checking account for the cash transactions at the plant sale. **Supervisor Fortier motions to have \$300 in cash for the plant sale. Supervisor McAllister seconds the motion. The motion is carried.**

5. Open Discussion and Public Comment– (Discussion Only)*

No public comment.

6. Adjournment – (Action Item)

Supervisor Fortier motions to adjourn. Supervisor McAllister seconds the motion. The motion is carried.

The meeting was adjourned at 4:12 p.m.

Respectfully Submitted,

Elizabeth Tomica Hewitt, Sec. /Treasurer

Date