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**MINUTES**  
**Conservation District of Southern Nevada**  
**Special Meeting**  
**Conservation District- 5820 S. Pecos Road A-400, Conference Room**  
**August 19, 2009 – 3:30 p.m.**

**Attendees:**

Supervisor Jon Wardlaw, Chair	Supervisor John Hunt
Supervisor Joe Fortier, Vice-Chair	Jennifer Szwejbka, District Coordinator
Supervisor Beth Hewitt, Treas. /Secretary	
Supervisor Mark Silverstein, Clark County Rep.	
Supervisor Chris Magee, Inc. Cities Rep.	

**OPEN MEETING**

**Supervisor Wardlaw called the meeting to order at 3:40 p.m.**

**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 August 2009 Agenda**

**Supervisor Fortier moved to approve the agenda. Supervisor Silverstein seconds the motion. The motion is carried.**

**3. Correspondence**

Correspondence was received from the Cities of Mesquite and Las Vegas in response to the letters sent requesting funding. Requests were denied from both cities. The new city manager at City of Las Vegas replied with a thoughtful letter offering in-kind contributions where possible. Jennifer Szwejbka suggests that thank you letters are sent out in response and acknowledgement of the in-kind offering from CLV. Supervisor Wardlaw consented to thank you letter being drafted.

**4. Pay Bills**

Jennifer Szwejbka mentioned to the board that checks need to be ordered and it will cost approximately \$75.

**5. Introductions**

**Supervisor Fortier moved to approve consent agenda. Supervisor Hewitt seconds and the motion is passed.**

**Business Agenda:**

**6. Plant Sale petty cash approval - (Discussion/Action Item)**

Review of spring plant sale; 48 sales selling 292 plants with a profit of \$737.00. Fall plant sale set for September 12<sup>th</sup> volunteers from board are needed. Supervisor's Hewitt and Magee will attend. Jennifer Szwejbka created a flier to advertise. The flier will be emailed to board for further distribution. Jennifer will also contact City of Las Vegas for Ch2 coverage, libraries, Lesa Coder at Clark County, Angelica with SNWA, Parks & Rec. for advertising the plant sale. Petty cash will need to be taken out of the

checking account for the plant sale. **Supervisor Fortier motioned to approve \$300 for petty cash for the plant sale. Supervisor Magee seconds and the motion carries.**

**7. GrantWriting & Proposal Services Update - (Discussion/Action Item)**

The Kettering Family Foundation who requested a full proposal after reviewing out letter of inquiry will not fund projects that use a fiscal agent, they will only give funds directly to 501(c)3 non-profit. Board consensus is to not submit a full proposal if funding possibility is so low. Jennifer Szwejbka is working on following up on all of the letter's of inquiry sent out, 6 altogether. Board discussed possibility of terminating the contract if GrantWriting and Proposal Services cannot help with fundraising any further. A template for the LOI's can be utilized by CDSN without the grantwriters. The board has given Jennifer Szwejbka prior approval over managing the grantwriting contract and no action will be taken by the board today regarding contract changes. It will be at the district coordinators discretion to carry-out with the contract budget or terminate. **Supervisor Fortier motions to inquire with GrantWriting & Proposal Services for additional fundraising ideas and to terminate the contract if no further assistance is possible. Supervisor Silverstein seconds, the motion passes.** Supervisor's Wardlaw, Silverstein, and Magee have several contacts that could be possible funding and/or partnership opportunities for the District. Jennifer will work to meet with any contacts about CDSN involvement.

**8. Review financials on Mitigation Funds/Morgan Stanley Account - (Discussion/Action Item)**

Board reviewed a full accounting of the actual mitigation funds created by Supervisor Wardlaw and Jennifer Szwejbka. An administrative fee is justifiable due to liability and inherent risk involved in management of the funds, plus the cost of accounting and administration of the funding. Supervisor Wardlaw is awaiting a call from the CC Park & Recreation Director to discuss and identify who the check will be made out to for the mitigation funds that will be transferred to CC. The County's in-lieu fee program is believed to be managed by a separate agency. Supervisor Wardlaw said he doesn't feel comfortable writing a check to a third party.

**9. Open Discussion and Public Comment – (Discussion Only)\***

An additional comment regarding an earlier discussion was made that Clark County website may be an avenue to advertise CDSN ability to administer funded conservation projects.

**10. Adjournment- (Action Item)**

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

**The meeting was adjourned at approximately 5:00 p.m.**

Respectfully Submitted,

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Elizabeth Tomica Hewitt, Sec. /Treasurer

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Date