



MINUTES
Conservation District of Southern Nevada
Conservation District- 5820 S. Pecos Road A-400, Conference Room
September 15, 2010 – 1:30 p.m.

Attendees:

Supervisor Jon Wardlaw, Chair
Supervisor Joe Fortier, Vice Chair
Supervisor Chris Magee, Incorporated Cities Rep.
Supervisor John Hunt
Supervisor Elise McAllister
Jennifer Clifford, District Coordinator
Kyle Fisher, District Intern
Jarrod Edmunds, NRCS
Maureen Merry-Lamoureux, CC Dept. of Aviation

Absent:

Supervisor Elizabeth Hewett, Treas. /Secretary
Supervisor Mark Silverstein, Clark County Rep.

OPEN MEETING

Supervisor Wardlaw called the meeting to order at 1:37 pm.

Maureen Merry-Lamoureux is going to be named as an alternate Clark County representative by the Clark County Commissioners at an upcoming meeting.

Consent Agenda: (Action item)

Supervisor Fortier motioned to approve consent agenda. Supervisor Magee seconded and the motion carried.

Business Agenda:

1. Financial Update – (Discussion/Action Item)

Jennifer informed the Board that everything is on track for the first quarter of this fiscal year. **No action taken.**

2. Fundraising Work Plan Update – (Discussion/Action Item)

Jennifer noted that a few updates were added to the fundraising work plan from the previous meeting, including the SNRPC sustainable communities planning grant, spring plant sale dates, and dining to donate dates have been set. **No action taken.**

3. Approve 2009-2010 Annual Report – (Discussion/Action Item)

Jennifer stated that the Annual report is due to the state by September 30th and needs to be approved by the Board for submission. Jennifer goes on to say that edits have been made to the document since it was originally e-mailed out to the Board. Supervisor Wardlaw noted that he is very pleased with the style and formatting of the annual report. **Supervisor Fortier motioned to approve the annual report, Supervisor Magee seconded and the motion carried.**

4. Approve SNWA MOU for Non-Point Source Pollution Grant from NDEP – (Discussion /Action Item)

CDSN applied for a NPS Pollution grant from NDEP with SNWA and RFCO. The grant was awarded. CDSN's share of the grant is \$18,996 to conduct the Stormwater Pollution Poster Contest and website development by December 31, 2011. An MOU between SNWA and CDSN has been created to execute the awarded grant and accept funding. The MOU was sent to the County DA for review and needs to be signed for the project to move forward. Jennifer inquired to the Board as to whether CDSN needs to wait for approval from the DA to proceed. Supervisor Wardlaw responded that DA approval was not required, but strongly recommended for contractual obligations of large sums. Supervisor Hunt asked about a date or timeline that goes along with the grant. Jennifer responded that the grant has already been signed and the MOU is awaiting Board approval. Supervisor Wardlaw suggested considering a motion that authorizes the chair to sign the contract pending DA approval. **Supervisor Fortier motioned to authorize the Chair to sign the MOU pending approval from the DA. Supervisor Hunt seconded and the motion carried.**

5. Approve RC&D Grant Contract – (Discussion/Action Item)

Jennifer explained that RC&D had funding available for which CDSN had submitted a budget for a RC&D Grant for outreach and education items. The funding distribution for the grant funds will be approved at the next RC&D meeting on September 17, 2010. Jennifer suggested that the Board approve signing the grant contract at the current meeting because the funds would need to be spent by December, 2010 not allowing enough time for execution if approval was held until the November board meeting. Supervisor Wardlaw asked what the contract was for. Jennifer answered that the contract is for \$860-\$3000 to be used on a plant sale banner, tablecloth w/ CDSN logo, and other outreach materials including Sage Steps membership. **Supervisor McAllister motioned to approve the grant contract with RC&D and authorize the Chair to sign upon approval by RC&D Council. Supervisor Hunt seconded and the motion carried.**

6. Discuss and take action on SNWA Interlocal Agreement – (Discussion/Action Item)

SNWA contacted CDSN because they have a work plan and funding for two biologist positions and have asked CDSN to assist in employing the two positions. SNWA would house and manage employees while CDSN would hire and add the two hires to CDSN payroll. Supervisor Hunt asked about CDSN's involvement as far as interviewing candidates. Supervisor Wardlaw answered that the positions needed to be filled by highly trained biologists and hiring would involve both agencies. Supervisor Wardlaw went on to state that Jennifer's position would need to be re-titled to reflect employee supervision responsibilities. SNWA would cover total cost of the two hired employees and 9% for administration. The agreement would have a timeframe of one year with possibilities for four 1 year extensions. Supervisor Hunt commented that this agreement will put two people to work, which looks good for CDSN and the legislature. **Supervisor Hunt motioned to proceed with SNWA on the Interlocal Agreement and for an agenda item at the November meeting for approval of the agreement. Supervisor McAllister seconded and the motion passed.**

7. Approve Funds for NvACD Annual Meeting – (Discussion/Action Item)

Jennifer announced that she would like to attend this year's NvACD Annual Meeting in Pahrump, and that the cost of attending the meeting is \$105 per person. Jennifer also stated that auction items have been requested to auction at the meeting in support of the NvACD scholarship fund. Supervisor Magee responded that he would look into securing Shark Reef Aquarium tickets for the auction. Supervisor Fortier stated that he will attend the State Conservation Commission meeting and would also attend as CDSN voting delegate if Supervisor Hunt was not attending. Supervisor Hunt stated that he will be attending with RC&D and could also act as CDSN voting delegate. Supervisor Wardlaw confirmed that 2 registrations would need to be purchased for Supervisor Fortier and Jennifer at a total cost of \$210.00. In the case that RC&D pays for Supervisor Hunt's registration, Supervisor Fortier would only attend the SCC meeting and not need to be registered. **Supervisor Magee motioned to approve funds for up to two registration fees. Supervisor McAllister seconded and the motioned carried.**

8. Direct Staff to update Employee Policy section on personal & pay grades – (Discussion/Action Item)

Supervisor Wardlaw commented that there needs to be more direction for Jennifer in terms of updating policies. **Supervisor Fortier motioned to update and revise employee policy as needed. Supervisor Magee seconds and the motion carried.**

9. Review Fall Plant Sale Logistics and approve petty cash for October sale – (Discussion/Action Item)

Jennifer informed the Board that petty cash, at \$300 per event, was approved at the July meeting and has already been taken care of. Jennifer also noted that the spring 2011 dates have already been chosen and they are 3/5, 3/26, 4/9, & 4/23. Supervisor Wardlaw added that these plant sales are part of CDSN's community outreach and that Board members are expected to show up and participate at such events. Supervisor Wardlaw also suggested there be a page on the CDSN website dedicated solely to the plant sale. **No action taken.**

10. Manager's Report – Jennifer Clifford (Discussion/Action Item)

A. Current Progress and Accomplishments

Marketing: Facebook page has over 100 friends, collateral materials provided to SNWA for Wash Green-Up event, and Sage Steps contract was signed with plant sale information sent for posting on their website.

Programs & Partnerships: Spring 2011 Plant Sale dates have been set: 3/5, 3/26, 4/9, & 4/23; CDSN logo will be included on Mt. Charleston's Birding Brochure; CDSN is working with West Career & Technology Academy on a pilot Envirothon team; Jennifer attended the *Know Your Farmer Know Your Food* Roundtable, put on by the Deputy Secretary of the USDA; and Clean Energy Summit 3.0, held on the UNLV campus; CDSN has been managing Christmas Tree Recycling committee funds and MGM Resort's has committed to be involved in the 2010-11 program; The following dates have been set for entry in the 4th Annual Stormwater Pollution Poster Contest: 1/3/11-3/4/11.

Funding: HUD Sustainable Communities Planning Grant was submitted 8/23/10 with CDSN's share at approx. \$88,000 over 3 years; RC&D funding of up to \$3,000 for outreach materials has been applied for; co-applying with SNWA and RFCDD for

NDEP 319 Grant (Approx. \$20,000) to fund poster contest for 2012; SNWA agreement for housing two employees; advertising Dine to Donate; attended 3 webinars.

Operations & Administration: Saved \$462 for emptying storage unit ahead of schedule.

B. Upcoming Plans

Marketing: Advertise Plant Sale

Programs & Partnerships: SNWA Interlocal Agreement for housing two employees, and partnership with SNRPC to lead sustainability efforts.

Funding: Send letters to cities requesting funding assistance, continuing work on funding development, and Dining to Donate with Henderson restaurant.

Operations & Administration: Board appointment letters and logistics – Elections scheduled for November 10th at 9:30 AM.

C. Board Assistance & Input

Marketing: Advertise plant sale, promote Facebook page, Supervisor bios for website, input needed for brainstorming on fundraising presentation, info needed on FSC award CDSN sponsored for City Center.

Programs & Partnerships: Conservation Partnership Program

Funding: Assistance with Fundraising Work Plan, and Weed Grant with Supervisor McAllister

Operations & Administration: Recruit Board Member (replacement for Supervisor Hunt's position). **No action taken.**

11. Natural Resource Conservation Service (NRCS) – Jarrod Edmunds – (Discussion/Action Item)

Jarrod Edmunds stated to the Board that CDSN has successfully moved all of its materials into the NRCS storage unit and are free to store anything else they would like, pending space availability. Jarrod went on to discuss the *Know Your Farmer Know Your Food* roundtable he presented at. Jarrod passed around a print out of the presentation he gave at the event on high tunnel structures and their growing popularity in Nevada. He also reported that more money was spent on programs in Nevada this year than in years past. **No action taken.**

12. Board Elections Logistics and Board Member recruitment – (Discussion/Action Item)

Jennifer discussed the November election process, date and time. Elections will be held at the Clark County Government Center on November 10th at 9:30 AM. The regular meeting will also be held at this time. There will be three openings on the ballot, Supervisor's McAllister and Fortier expressed interest in being re-elected, and Supervisor Hunt's term limit has been exceeded therefore he cannot run again. Terms will start January 1, 2011 thru December 31, 2014. Jennifer expressed that recruitment for the vacancy is necessary by the other board supervisors. **No action taken.**

13. Board Appointments – (Discussion/Action Item)

Jennifer stated that both Supervisor Silverstein's and Supervisor Magee's terms expire and need to be renewed. Terms will begin January 1, 2011 thru December 31, 2012. Supervisor Silverstein has requested an alternate be chosen and an agenda item be made for his re-appointment by the CC Commissioners. Jennifer will draft a letter for the cities for Supervisor Magee's reappointment as the incorporated cities representative. **No action taken.**

14. Supervisor's Report – (Discussion/Action Item)

Supervisor Magee stated he can promote the plant sale through MGM Resorts and that he also believes that the Conservation Partnership Program (CPP) has immense potential. He also mentioned a possibility for donation of plant material from CityCenter that could be resold at a spring plant sale.

Supervisor McAllister reported she is working with the City of Mesquite to create an Earth Day event for 2011. Mesquite is developing a community garden from the 40 acres donated to the city by Melvin Hughes, former CDSN Supervisor. She also reported that an initiative to create a state parks agency is gaining support.

Supervisor Fortier will be giving a presentation at an irrigation backflow conference and will also be presenting on innovative irrigation software at the Desert Green conference.

Supervisor Hunt reported that there will be an RC&D meeting this Friday and gave an update on Laughlin location involved in the project growing native grasses for restoration projects.

Maureen Merry-Lamoureux will be the new Clark County alternate representative and had nothing to contribute at this time.

Supervisor Wardlaw noted that at the last SNRPC Planning Directors meeting they discussed that internal sustainability initiatives are being addressed and that partnering with CDSN may be helpful to accomplish sustainability initiatives with the community. **No action taken.**

15. Open Discussion and Public Comment – (Discussion/Action Item)

No Comments. The Board discussed presenting a plaque to Supervisor Hunt for his service to the Conservation District. **Supervisor Fortier motioned to approve a plaque for Supervisor Hunt at a cost of no more than \$50.00. Supervisor Magee Seconded and the motion carried.**

16. Agenda Items – (Discussion/Action Item)

- Elections @ 10 AM w/ Elections Dept.
- Board Appointments
- Financial Working Group
- Fundraising Work Plan Update
- NvACD Annual Meeting re-cap
- Approve Employee Policy changes
- Plant Sale re-cap
- CPP update
- Approve SNWA Interlocal Agreement to house two positions
- NRCS update
- John Hunt's farewell

17. Meeting Date and Location – (Discussion/Action Item)

- Next meeting will be elections on November 10th at 9:30 AM Clark County Government Center, Pueblo Room. **No action taken**

18. Adjournment (Action Item)

Supervisor Fortier motioned to adjourn, Supervisor McAllister seconded and the motion passed.

The meeting was adjourned at 3:55 pm.

Respectfully Submitted,

Elizabeth Tomica Hewitt, Sec. /Treasurer

Date