



**MINUTES**  
**Conservation District of Southern Nevada**  
**Conservation District- 5820 S. Pecos Road A-400, Conference Room**  
**September 28, 2011 – 3:00 P.M.**

**Attendees:**

Supervisor Jon Wardlaw, Chair – *via conference phone*  
Supervisor Chris Magee, Vice Chair/Incorporated Cities Rep.  
Supervisor Elizabeth Hewitt, Treas. /Secretary  
Supervisor Mark Silverstein, Clark County Rep.  
Supervisor Joseph Fortier  
Alternate Supervisor Maureen Merry-Lamoureux, CC Dept. of Aviation  
Jennifer Clifford, CDSN District Manager  
Gabriele Johnson, CDSN Fund Development Coordinator  
John Hunt

**Absent:**

Supervisor Elise McAllister  
Jarrod Edmunds, NRCS

**OPEN MEETING**

**Vice-Chair Magee called the meeting to order at 3:11 PM. Supervisor Magee motioned to move agenda items #11, 14, 18, and 19 to the beginning of the agenda. Supervisor Fortier seconded and the motion carried.**

**Business Agenda:**

**11. Approve FY10/11 Annual Report (For possible action)**

The FY10/11 Annual Report was sent to supervisors prior to the meeting for review. Supervisor Wardlaw offered some edits prior to the meeting and complemented the District Manager, Jennifer Clifford for her work on the report. Jennifer also added that there were some formatting changes as well as a page added about how to donate to CDSN. District Manager has also been working with Gabriele, Fund Development Coordinator to have A&B Printing donate printing of the annual report for distribution during outreach events and for fundraising activities. **Supervisor Fortier motioned to approve the FY10/11 Annual Report. Supervisor Hewitt seconded and the motion passed unanimously.**

**14. Consideration and approval for SNRPC Partnership Agreement (For possible action)**

CDSN was involved in the Southern Nevada Regional Planning Coalition's (SNRPC) application for a HUD Sustainable Regional Development Grant last year and this is a re-submission. A regional plan would be created to address land use proposals focusing on bus rapid transit routes. The Partnership Agreement is required for grant submission. CDSN would offer minimal in-kind support through staff and board involvement over the 3 years of the grant period. CDSN's purpose for involvement would be to keep our agency at the forefront of sustainability and for other potential partnerships that would lead from this project. **Supervisor Fortier motioned to authorize the**

**Chair to sign the Partnership Agreement on behalf of CDSN and work with the SNRPC on the development grant and spend 52hrs per year for three years. Supervisor Silverstein seconded and the motion passed unanimously.**

**18. Conservation Partnership Program Update (For possible action)**

District Manger, Jennifer Clifford gave a presentation to the CC Dept. of Aviation Conservation Committee about the Conservation Partnership Program (CPP). Supervisor Silverstein followed-up that the committee had concerns about it being a local certification versus national but included that the presentation went very well. Jennifer also reported that the Las Vegas Green Chamber of Commerce will be putting CPP information on their website. Jennifer also suggested that the Green Chamber be offered a complimentary membership to the CPP because they had provided CDSN a free membership to their Chamber. Supervisor Wardlaw said that if they can meet the requirements by filling out an application than he would support a complimentary membership. **Supervisor Fortier agreed that they must meet the requirements to be at the Associate Level and motioned to offer a free membership pending that condition. Supervisor Wardlaw seconded and the motion passed unanimously.**

**19. Consideration and approval for Sage Steps membership renewal (For possible action)**

Jennifer provided the information that CDSN became a member of Sage Steps in August 2010 and has used it as an outreach and marketing tool. Jennifer added that there is no money available to cover the \$500 renewal fee. Supervisor Hewitt asked what the benefits have been. Jennifer said she did not have any tangible benefits to report on but that CDSN is the second logo after City of Henderson's that is visible on member newsletters in our region and that like our website it's hard to measure impact. Supervisor Silverstein asked if it's possible to rejoin next year. Jennifer replied that cost has increased and we will not be offered that same logo placement. Supervisor Wardlaw said they can provide some metrics about member numbers and web hits. There was discussion about covering the cost and Supervisor Wardlaw offered to donate \$250 towards the Sage Steps membership. Supervisor Wardlaw also added that they provide additional value as a contact not only an outreach venue. **Supervisor Wardlaw motioned to approve the renewal of membership to Sage Steps. Supervisor Hewitt seconded and the motion passed unanimously.**

**Consent Agenda: (Action item)**

**Supervisor Fortier motioned to approve the Consent Agenda (Items 1 – 4). Supervisor Silverstein seconded and the motion passed unanimously.**

**5. Candidates for Board Supervisor Introductions & Presentation (For information only)**

Jennifer reported that Monica Brett with the Energy Efficiency Project who is interested in a supervisor position was scheduled to attend but was unable to make the meeting and will attend at a later date. Ken MacDonald also interested in joining the Board will be attending the October meeting. Supervisor Magee said he will be inviting someone from Bellagio to attend the October meeting. Gabriele also mentioned that someone from Soil-Tech may also attend in October.

**6. Natural Resources Conservation Service (NRCS) - Jarrod Edmunds (For possible action)**

Jarrold Edmunds was not in attendance but asked Jennifer if the District would post information about the USDA Settlement Cases to the District's website. Jennifer had agreed. **No action taken.**

**7. Supervisor's Report (For information only)**

Supervisor Fortier mentioned that the State posted an administrative position that will assist the State Conservation Commission and is based in Carson City.

Supervisor Magee mentioned that electric car charging stations were installed at their properties and capital projects for the retrofitting of pumps as well as lighting will occur.

Supervisor Hewitt said that as mentioned at a previous board meeting she will be resigning from the Board and today will be her last meeting. She also mentioned that she had worked with Jennifer on a partnership with Venetian for a donation of plants. Jennifer followed-up that they had miscommunication on their end and that most of the plants had already died when they arrived for pick-up.

Supervisor Wardlaw had nothing to report.

Supervisor Merry-Lamoureux had nothing to report.

**8. Fund Development Coordinator's Report – Gabriele Johnson (For possible action)**

Gabriele provided information on relationship building and ways she builds relationships with potential donors. She also provided a draft commitment letter and draft thank you letter for review. Feedback can be provided by email before Monday, October 3<sup>rd</sup> before Gabriele starts using the materials. She also noted that the tear-off sheet in the Annual Report will also be a tool that she can use with potential donors. Supervisor Magee asked about adding a tax ID number to the letters. Supervisor Wardlaw asked Jennifer to make sure that donations to CDSN are tax exempt. Jennifer followed-up that she has previously checked with IRS tax codes and donations to government entities are tax-exempt. Jennifer has already prepared a donation receipt that includes the District tax ID number. Gabriele also presented an excel sheet of the potential donors she's been contacting and meeting with. Supervisor Magee said he would be willing to attend any meetings with potential donors that he knows and suggested Gabriele let everyone know who she meets with for that purpose. **No action taken.**

**9. Manager's Report – Jennifer Clifford (For possible action)**

Jennifer did not have an additional report to give but asked that all board members become familiar with the Annual Report. **No action taken.**

**10. Financial Update (For possible action)**

Jennifer said that staffing costs have been the only expenditures and \$750 CPP membership fee from City of Las Vegas was the only additional income to report. **No action taken.**

**12. Discuss update & alternatives to a CDSN credit card (For possible action)**

The County DA had advised that that CDSN cannot get a credit card because the District cannot hold debt. Supervisor Hewitt suggested using a prepaid card that allows you to add funding to a card as you use it. This item will be taken off the agenda until a viable option is found. **No action taken.**

**13. Re-appointment for Secretary/Treasurer (For possible action)**

Supervisor Hewitt's name will need to be removed from the Wells Fargo account and Supervisor Magee will need to be added as a signatory of the account. **Supervisor Wardlaw motioned to appoint Supervisor Magee and authorize him be added to the checking account and to handle the secretary/treasurer duties while current board vacancies are filled. Supervisor Fortier seconded and the motion passed unanimously.**

**15. Consideration and approval for Mt. Charleston License Plate Grant Program Contract with Clark County (For possible action)**

Jennifer has been in discussion with Clark County to assist in administering the Mt. Charleston License Plate Grant Program. The County has agreed to increase the administration fee from 3% to 10%. They have asked CDSN to assist with 4 of the 6 grants that will be awarded. Jennifer said that after calculating her time to be involved the 10% will not cover the district's costs. Supervisor Hewitt suggested providing a list of deliverables that match the 10% administration fees. Item will be added to the October meeting when a contract has been drafted. **No action taken.**

**16. NACD 2012 Annual Meeting Update (For possible action)**

Jennifer updated to the Board that the District did not submit any information about a CDSN fundraising event. The partnership with Cirque Du Soleil did not work out. Supervisor Magee said he is working on a new option for a fundraising event with Shark Reef for a private tour. Jennifer mentioned that she was contacted by the NACD Employees Association on a tour about "Conservation at the Local Level" to highlight CDSN's projects. Supervisor Wardlaw suggested visiting Acacia, LV Wash, & CC Wetlands Park. There was also discussion about the Olin Sims memorial tree being planted at Acacia. **No action taken.**

**17. Update on possibilities for continuing Plant Sales (For possible action)**

Supervisor Hewitt mentioned that the Springs Preserve's propagation team is now a part of the Wash Team and there might be partnership potential with them for a sale. **No action taken.**

**20. Development of an MOU between PIC & CDSN to establish ongoing collaboration (For possible action)**

Jennifer had discussed with Supervisor McAllister about a 1% For the Planet program where businesses donate 1% of annual profits to green organizations. The discussion for this will be tabled until the October meeting when Supervisor McAllister is present. **No action taken.**

**21. Recruitment and appointment of new Board Members (For possible action)**

Item tabled until a candidate is present. **No action taken.**

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

John Hunt, CDSN's RC&D representative, reported that the RC&D does not have any new funding and he will be attending a Western Region Meeting.

**22. Future Agenda Items – (Discussion/Action Item)**

October agenda items will include any tabled items and any new business. **No action taken.**

**23. Meeting Date and Location - (Discussion/Action Item)**

Next meeting will be October 19<sup>th</sup> at 3:00 PM at CDSN. **No action taken.**

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

**Supervisor Fortier motioned to adjourn. Supervisor Wardlaw seconded and the motion passed unanimously.**

**The meeting was adjourned at 4:59 PM.**

Respectfully Submitted,

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Chris Magee, Vice-President & Interim Secretary/Treasurer

\_\_\_\_\_  
Date