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**MINUTES**  
**Conservation District of Southern Nevada**  
**Board Meeting**  
**Conservation District- 5820 S. Pecos Road A-400, Conference Room**  
**January 21, 2009 – 1:30 p.m.**

**Attendees:**

Supervisor Joseph Fortier, Chair	Jennifer Szwejbka
Supervisor Jon Wardlaw, Vice Chair	Jennifer Espinosa
Supervisor John Hunt, Treas. /Secretary	Jarrold Edmunds, NRCS
Supervisor Mark Silverstein	Chris Magee, MGM Mirage
Supervisor Elizabeth Tomica Hewitt	Christiana Manville, Partners for F&W
Supervisor Elise McAllister	

**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 January 2009 Agenda
3. Approval of November 2008 Meeting Minutes.
4. Correspondence.
5. Pay bills
6. Introductions.

**Supervisor Fortier called the meeting to order at 1:35 p.m.**

**Supervisor Wardlaw moved to approve the consent agenda. Supervisor Hewitt seconded. The motion passed.**

**Business Agenda:**

**7. Financial Report- (Discussion/Action Item)**

Supervisor Wardlaw asked if CDSN was running a deficit of \$3,300. Jennifer Szwejbka replied that the amount shown in the net income is incorrect. Supervisor Wardlaw asked if it was just a list of expenditures that is being shown. Jennifer Szwejbka replied, yes. There were two reimbursements and that would have been income. **Supervisor Wardlaw motioned to approve the financial report. Supervisor Silverstein seconded. The motion carried.**

**8. Review of Current Budget & Expenditures - (Discussion/Action Item)**

Jennifer Szwejbka asked if CDSN should renew subscription to Southwest Turf newsletter that costs \$30. Supervisor Fortier said CDSN should not re-subscribe. Jennifer Szwejbka also reported that the yearly web hosting fees will be due soon as well as NACD and NvACD dues. Supervisor Fortier asked if the storage unit is full. The storage unit still holds posters and other publications along with old files, but Jennifer Szwejbka said it could probably be downsized. Supervisor Wardlaw asked staff if they had any recommendations. Jennifer Szwejbka said CDSN will only have \$33,000 in the account after this fiscal year, not including funding received from the municipalities. Supervisor Fortier wants to reinstate a finance committee that the Secretary/Treasurer would be in charge of. Supervisor Fortier volunteers to help along with Supervisor Wardlaw.

#### **9. Appoint Second RC&D Representative – (Discussion/Action Item)**

No volunteers. Jennifer Szejbka mentioned that the RC&D had an annual report and a 5 year plan to share this meeting.

#### **10. Dean Witter/Morgan Stanley Account – (Discussion/Action Item)**

Jennifer Szejbka reported that in 2006 \$10,000 was requested by the CC Wetlands Park from the mitigation funds. Notification was not provided to the U.S. Army Corps of Engineers that this transfer occurred. CDSN received approval from the US COE to transfer all of the remaining funds into the Clark County In- Lieu Fee Program in May 2000. Jennifer S. spoke with Bruce Silitoe, who is no longer with CC Parks & Recreation, and Elsie Sellars, with the CC Wetlands Park about the mitigation funds. They were not able to provide any additional information except the County In-Lieu Fee Program could use funds and wanted to discuss it internally first. CDSN's contract with CC Wetlands Park has expired so Elsie will start setting up a new contract between CDSN and Clark County. Jennifer S. also called Morgan Stanley and they currently do not have a signatory for the account, a form was faxed for determining this. Supervisor Wardlaw said we need to follow the direction of the Army Corps regarding the funds, not Clark County Parks & Recreation. Therefore the funds should go to the CC In-Lieu Fee Program. Jennifer S. reported that the CDSN is able to close out the account by cutting a check for the full amount about \$190,000. **Supervisor Silverstein motions to authorize individuals for Chair and Secretary/Treasurer for the disposition of the funds with Morgan Stanley. Supervisor Hewitt seconds the motion. The motion carries.**

#### **11. Natural Resources Conservation Service (NRCS) – Jarrod Edmunds (Discussion/Action Item)**

Chief resigned. Appointments Regional Assistant, Sara Schmidt also resigned. State Conservationist of California was appointed as acting for West region. New permanent boss, not acting, is Bruce Peterson from Wyoming is already making changes. Jarrod is now in charge of Caliente and Las Vegas offices. There are no manuals yet for programs. Some final rules are completed. Soon they will be published and then manuals will be printed for programs. There are three new SNOTEL sites in Spring Mountains and Scan sites in the Sheep Mountains. January forecast looks okay so far. In April or May there will be a more accurate forecast.

\*jumped to item 15 at this point in the meeting.\*

#### **12. NRCS Cooperative Work Agreement- (Discussion/Action Item)**

The Cooperative Work Agreement is an annual requirement. Nothing changed since 2003. The Division of Conservation Districts has overviewed a new work agreement with new language. Sometime this fiscal year there will be a new work agreement to sign.

#### **13. Cities Appointment-(Discussion/Action Item)**

Chris Magee from MGM Mirage is interested in filling the position. Approval from Magee's superiors is still pending. Supervisor Wardlaw mentioned that he attempted to contact all of the cities regarding candidate suggestions, but none got back to him. Supervisor Fortier mentioned that next meeting there will be a nomination for the cities representative.

#### **14. County Appointment - (Discussion/Action Item)**

DAQEM on behalf of the Department of Aviation submitted and agenda item for the Board of County Commissioners 1/20/09 meeting to re-appoint Mark Silverstein as the County representative. DAQEM is seeking an alternate for the board as well.

#### **15. Appointment of Officers- (Discussion/Action Item)**

Supervisor Fortier stepped down as Chair due to health reasons. Supervisor Fortier suggested nominating supervisor Wardlaw for Chair. **Supervisor Silverstein motioned to nominate Jon Wardlaw for CDSN Chair. Supervisor McAllister seconded. The motioned passed.**

**Supervisor Wardlaw moved to nominate Supervisor Fortier as Vice Chair. Supervisor Hewitt seconded. The motion passed. Supervisor Silverstein moved to close nominations. Motion carries.**

Supervisor Hunt would appreciate another supervisor taking position as Secretary/Treasurer. Supervisor Hewitt offered to take the position if Supervisor Hunt will train her in what he has been doing as

Secretary/Treasurer. **Supervisor Hunt nominates Supervisor Hewitt for Secretary Treasurer. Supervisor McAllister seconded. Supervisor Silverstein motions to close nominations. Supervisor Wardlaw seconds, the motion carries.** Supervisor Wardlaw expressed interest in becoming signee for checks. Supervisor Fortier and Supervisor Hunt will continue to sign checks until Supervisor Hewitt and Supervisor Wardlaw go to the bank.

**16. Tomi's Garden Update- (Discussion/Action Item)**

Jennifer Szwejbka reported that additional funding was received from RC&D. Plant material was purchased from CSN as well as an arbor. Supervisor Hewitt mentioned that she spoke to Cliff about holding onto the plants from CSN until they are ready to plant. The City of Henderson said they would not take any responsibility for any damage incurred on the arbor. CDSN received a sample plaque of the original ordered for Tomi's Garden. Staff suggested presenting the sample plaque to the Tomiyasu family if/when there is a dedication ceremony.

**17. Set up schedule for Management/Funding Meetings- (Discussion/Action Item)**

The funding meetings will include the chair, vice chair, secretary/treasurer and staff. Supervisor Hewitt stated that anytime after 1:30p.m works best for her. Supervisor Fortier stated that anytime after 3:30 works for him. Jennifer Szwejbka will email Supervisor Wardlaw to see if he is available the week of February 9<sup>th</sup> at 3:30p.m.

**18. Staff Educational Courses- (Discussion Item)**

Jennifer S. reported that there are three classes available for grant writing. Supervisor Fortier suggested that staff attend the UNLV Non-Profit Certification Program: Grant writing course because it would be more beneficial. The priority is to obtain more grants. **Supervisor Silverstein motioned to have staff attend the UNLV Non-Profit grant writing course at \$110. Supervisor Hewitt seconded. The motion passed.** Supervisor Fortier suggested that if staff is considering applying for a grant to notify the board for approval. Supervisor McAllister stated that staff should not hesitate to contact her in order to help with applying for grants.

Supervisor Hunt asked how much CDSN charged the EPA to administer the straw bale structure grant. Jennifer S. said we cannot ask for overhead costs on most federal grants. Supervisor Hunt said we need to start figuring out what the administration fees are for grants. There is a calculation that government entities can use in the OMB Circular. Supervisor Fortier asked if supervisor Hunt would bring it in for the board to look at.

**19. Staff Report – Jennifer Szwejbka (Discussion Item/Action Item)**

Jennifer Szwejbka reported that the NDEP wants to share the stormwater workbook statewide. They are requesting an editable from to change it from being Las Vegas specific. Supervisor Fortier said only to ask that CDSN get credit for the workbook. Supervisor Fortier said we should demand they say “adapted from/modified from”. Supervisor Silverstein suggested that CDSN staff run this by the Stormwater Quality Management Committee.

CDSN received another request for Drip Guides. They are sent out free of charge as long as CDSN is reimbursed for shipping and a 10% handling fee was added per suggestion by Jennifer S.

The Clark County Outside Agency grant is due March 17<sup>th</sup>. Jennifer S. will be attending a workshop February 12<sup>th</sup> at the county.

Storm Drain Marking Program - Another poster contest will be done this year. Workbooks were mailed to all 215 Clark County elementary schools and it was posted in the CCSD teacher newsletter, the Hotline. Installations for plaques are running behind. NDEP has been informed and a time extension may be needed.

NRCS Water Conservation Grant – A third time extension was granted for tamarisk removal project at the Valley of Fire. The signed amendment that was sent back to the NRCS State office was lost and may have to be re-signed. Curt Deuser with the Lake Mead Exotic Plant Management Team completed the work after Thanksgiving. They are preparing a final report for CDSN. We owe them \$2400. CDSN will need to send a final report to the state and then the grant can be closed out.

NV Energy - Jennifer S. received contact information of Greg Kern in the Conservation Department. Jennifer S. has not contacted him yet because she wanted to know if anyone else would like to attend the meeting or if anyone has project ideas. Supervisor Fortier mentioned to bring it up in the February funding meeting.

CDSN website - A "What's New" page was added. Any community information, scholarships, contests, events etc. can be posted on this page.

CDSN staff attended the Las Vegas Wash 10 year anniversary celebration. CDSN was presented with a framed poster. All the partners planted a plant near a dedication stone for the celebration.

Moapa Projects – The brochure for the Moapa strawbale structure and demonstration gardens still needs to be printed. They will be completed in time before the February 28<sup>th</sup> grant deadline with DAQEM.

## **20. Supervisor's Report- (Discussion/Action Item)**

Supervisor Silverstein reported that he is now working in a new position at the CC Department of Aviation to help with work on an E.I.S. He also stated that he is on the lookout for opportunities he can find a synergy between the airport and CDSN.

Supervisor Hunt reported that he attended the RC&D general meeting. His position as Vice Chair was retained. He talked to Beth for opportunities about getting monies. If anyone has projects that they want to get on the RC&D, get them out there.

Jennifer Szwejbka asked what the maximum funding is. Supervisor Hunt said they look for the grants.

Supervisor Fortier had nothing to report.

Supervisor McAllister reported that the Moapa Valley High School is now an empowerment school. The Bellagio adopted the school. Farm Foundation has been meeting with Kevin O'Toole about equipment. Jennifer S. suggested looking at the National Gardening Association for small grants that are related to school gardening. She will forward Supervisor McAllister the information to sign up for the newsletter. The Valley of Fire is doing a management plan. They are working with BLM on Logandale trails because Valley of Fire borders the Logandale trails. They will be looking at the Northern portion of Valley of Fire to become an O.H.V. park. The traditional part of Valley of Fire would still be dedicated to hiking and equestrian use. Mesquite and the Fish and Wildlife Service are still working on a conservation plan for the Virgin River-when that gets released perhaps there will be opportunities down the road. Supervisor McAllister also reported that she received the National Trails Advocacy award. Updated pictures of the Moapa garden were given to CDSN (she will get more pictures because these were taken at night).

## **21. Project Ideas - (Discussion/Action Item)**

An Excel sheet was created to categorize project ideas. Jarrod Edmunds suggested changing some of the categories to make them more specific. Jennifer Szwejbka will send out the list to the board via email. Supervisor Silverstein stated that the Trails program is now under Comprehensive Planning not DAQEM at the county. He also mentioned that a Sustainability Task force is being created. A letter was drafted for the cities to solicit projects. Jennifer Szwejbka asked if we should send the letters to the cities before CDSN sends out the letters requesting funding in March or so. Also, should they only be sent out to the bigger cities? Supervisor Fortier suggested sending them to all the cities and the school district. Supervisor Silverstein suggested putting the Christmas Tree Recycling Program and Stormwater Program in the beginning for marketing purposes. Supervisor Fortier suggested mentioning the Demo Gardens done in North Las Vegas specifically for the letter to North Las Vegas. Supervisor Fortier also mentioned that the letters should be sent out by the cities representative if one is available. If not, the letters go out under the board chair.

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

Supervisor Fortier asked what the status was on the Christmas Tree Recycling Committee.

Jennifer Szwejbka said that no numbers have been received from the Springs Preserve yet. Jennifer Espinosa has been working on a final wrap up report and there will be a committee meeting in February.

Christiana Manville from Partners for Fish & Wildlife attended the meeting to mention the funding available through their Partners Program. It is a voluntary program working with private land owners on habitat restoration. Non federal or non state land owners as well as county, city and tribal governments are eligible. They provide technical assistance for habitat restoration. There is cost sharing so another entity can do in-kind work to match the cost. It can partner with any grant funds, state or government. There is a cap of \$2,500 per project. Most important wildlife habitats are prioritized. They have worked a lot in Northern Nevada with ranchers to put up fences. An ideal project for Southern Nevada would be habitat enhancement for Buckwheat or Poppy. They are constantly looking for new partnerships. There is also a Schoolyard Habitat program where they work with schools to create wildlife habitat and the schools would develop their own curriculum to teach. They work with tribal grants that go up to \$200,000 for natural resources.

Supervisor McAllister suggested mentioning these project ideas in the letter to the cities. Jennifer Szejbka asked if a letter should be sent specifically to the school district mentioning this program.

**23. Agenda Items – (Discussion/Action Item)**

- Review of Budget/Financial Committee
- RC & D Representative
- Dean Witter
- Cities Appointment
- County Alternate Appointment
- Projects
- Computer Recycling

**24. Meeting Location- (Discussion/Action Item)**

March 18<sup>th</sup> meeting will be at the CDSN office. Tentatively meeting at the Moapa Valley Farm for May's meeting.

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

**Supervisor Silverstein moves to adjourn. Supervisor McAllister seconded. The motion passed.**

Meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

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Elizabeth Tomica Hewitt, Sec. /Treasurer

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Date