



MINUTES
Conservation District of Southern Nevada
Board Meeting
Conservation District of Southern Nevada – 5820 S. Pecos Road A-400
January 19, 2011 – 1:30 p.m.

Attendees:

Supervisor Jon Wardlaw, Chair
Supervisor Chris Magee, Incorporated Cities Rep. /Vice-Chair
Supervisor Mark Silverstein, Clark County Rep.
Supervisor Maureen Merry-Lamoureux, Clark County Alternate Rep.
Supervisor Michele Diener
Jennifer Clifford, District Manager
Kyle Fisher, District Intern
Jarrod Edmunds, NRCS

Absent:

Supervisor Elizabeth Hewitt, Treas. /Secretary
Supervisor Joseph Fortier
Supervisor Elise McAllister

Note: Supervisor Silverstein was tardy to the meeting and didn't participate in voting. Alternate Supervisor Merry-Lamoureux voted in place of Supervisor Silverstein.

OPEN MEETING

Supervisor Wardlaw called the meeting to order at 1:55 P.M.

Consent Agenda: (Action Item)

Supervisor Magee moved to approve the consent agenda. Supervisor Merry-Lamoureux seconds and the motion carries.

Business Agenda:

Supervisor Wardlaw suggested moving the NRCS presentation up to the first item on the business agenda. Without any objection Supervisor Wardlaw turned it over to Jarrod Edmunds.

1) Natural Resources Conservation Service (NRCS) - Jarrod Edmunds - (Discussion/Action Item)

Jarrold discussed the number of NRCS applicants being up, from past years, for various projects. A few of the projects involved "high tunnel" hoop houses for farmer and other projects related to the flooding of the Mesquite area following heavy rains in December, 2010. Jarrod continued to say that on February 8th, 2011 the Civil Rights Division of the NRCS will be conducting an evaluation in the Las Vegas field office and members of the CDSN board and staff may be called upon to answer civil rights questions. Jarrod announced that he is on a steering committee for the Nevada Organic Council and that they are putting together a meeting on April 7th and 8th to promote converting to organic production in Nevada, more specifically Lincoln and Clark Counties. **No action taken.**

2) Oath of Office (Discussion/Action Item)

Jennifer stated that Supervisor Diener and Supervisor Merry-Lamoureux need to sign their oath of office. This item will remain on the agenda for Supervisor's McAllister & Fortier to sign their oath of office. **No action taken.**

3) Appoint Board Positions (Discussion/Action Item)

Jennifer discussed the rules and responsibilities of the Board and how currently three officers must be appointed: Chair, Vice Chair, and Secretary/Treasurer. Supervisor Wardlaw makes clear that those positions are held by him, Supervisor Fortier, and Supervisor Hewitt respectively.

Supervisor Wardlaw opened the position of chair for nominations. Supervisor Wardlaw stated that he would be willing to continue his role of Chair. Supervisor Diener nominates Supervisor Wardlaw, Supervisor Magee seconds and the motion carried.

Supervisor Wardlaw opened the position of Vice Chair. Supervisor Wardlaw nominated Supervisor Magee for Vice Chair, second by Supervisor Diener. Supervisor Magee accepts and motion passed.

Supervisor Wardlaw opened the position of Secretary/Treasurer. Supervisor Wardlaw nominated Supervisor Hewitt, motion seconded by Supervisor Magee. Position will be filled by Supervisor Hewitt pending acceptance at March Board meeting.

4) Appoint RC&D representative - (Discussion/Action Item)

Jennifer explained that CDSN is a dues paying member of RC&D and is invited to have a representative on their Council. The previous representative was John Hunt, who has expressed interest to continue his post if this was the pleasure of the Board. The current RC&D guidelines state that the position must be filled by a member of CDSN but these bylaws are in the process of being changed. Supervisor Wardlaw suggested having RC&D Director, Teri Knight join the next meeting to discuss the RC&D representative role. **Supervisor Magee motioned to table the appointment of an RC&D Representative until the March meeting. Supervisor Diener seconds and motion carried.**

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

Jennifer gave updates on:

Marketing - Board bios have been added to the CDSN website, and Facebook contacts continue to grow,

Projects – Plant Sales will include Plant Talks or discussions with residents about plants and their care, Christmas Tree Recycling chipping has completed, Stormwater Pollution Poster Contest video of 2010 contest winner's interview on the Flood Channel show on CDSN website, interviews of four candidates will occur for positions posted for CDSN environmental biologists,

Funding - 319 grant submitted with SNWA to fund another year of Stormwater Pollution Poster Contest, creating a closer partnership with SNRPC, and Kelly McGowan at NvACD is leaving support will continue to lessen with budget cuts.

No action taken.

6) Financial Update - (Discussion/Action Item)

Jennifer discussed how CDSN was awarded \$12,500 from the Clark County Outside Agency Grant. She also stated that PERS is increasing again for 2011 which will increase fringe benefits. Supervisor Wardlaw asked about the overall financial state of CDSN. Jennifer responded it is grim. Supervisor Diener asked the reasoning behind the financial scarcity. Supervisor Wardlaw responded that funding is down due to a lack of money given from the few sources CDSN has.

No action taken.

7) Fundraising Work Plan Update - (Discussion/Action Item)

Jennifer explained that the goal for this fiscal year is \$80,000 and so far CDSN has obtained \$17,300. All cities have denied funding for this fiscal year, but CDSN was awarded the Clark County OAG. The SNRPC is still considering funding for CDSN for FY1112. A donation was given by Nevada Tahoe Conservation District for Jennifer's assistance with the Pinyon-Juniper Summit. The SNWA Interlocal Agreement was signed and CDSN will get 9% administration

fee. Jennifer also stated that a cost benefit analysis was created to show that CDSN's return on investment was \$9 for every \$1 received. Supervisor Wardlaw explained that these figures were estimated based on environmental improvements and negative impact avoidance. **No action taken.**

8) Authorize funds for NACD Dues - (Discussion/Action Item)

Jennifer described that this item was tabled last time to be discussed at today's meeting. Jennifer stated that last FY we paid \$520 based on reduced funding for the District and recommended to pay \$500 this year. Supervisor Wardlaw asked if the amount could be reduced. Jennifer responded that CDSN could pay any amount they wanted. Supervisor Diener asked about the NACD upcoming annual meeting in LV. Supervisor Wardlaw stated that while he feels the national organization is important, CDSN does not have appropriate funds to pay the full dues. Supervisor Wardlaw recommend paying dues up to the amount of \$250. **Supervisor Diener motioned to pay \$250, with the option of paying the full \$500 at the end of the fiscal year if funds are available. Supervisor Wardlaw seconds and motion passed.**

9) Title change & Promotion for District Coordinator - (Discussion/Action Item)

Supervisor Wardlaw discussed that up until a few years ago the District had as many as six employees and has since been reduced to one full-time paid employee and one volunteer employee. Supervisor Wardlaw continued to talk about the employee manual, which is based on Board policy. As CDSN brings on new employees to support SNWA, responsibilities of the coordinator role will increase to those of a management role; therefore Jennifer's title should change from District Coordinator to District Manager with the appropriate increase in salary. This increase in salary would put Jennifer on par with those salaries of the employees she will be supervising. Supervisor Silverstein asked about the calculation of the salary increase and if it is based on a percentage of current pay. Supervisor Wardlaw answered that the salary would be based on the hiring range of the positions being overseen by the Manager, but pending the hiring of these two positions we currently do not know what those salaries will be. Supervisor Diener asked if the salary increase would match the salary of the lowest paid new hire. Supervisor Wardlaw explained that the salary increase, based on the employee manual's guidelines for promotion, would be at least 4.5% but should at least match the salary of the lowest paid new hire.

Supervisor Magee motioned to approve the promotion of Jennifer Clifford from District Coordinator to District Manager. Supervisor Diener seconds and motion carried.

Supervisor Merry-Lamoureux motioned that District Chair and Vice Chair is designated to negotiate salaries for Biologist, Assistant Biologist, and District Manager based on recommendations made by District Treasurer/Secretary. Supervisor Diener seconds and motion carried.

10) Spring Plant Sale logistics and petty cash approval - (Discussion/Action Item)

Jennifer states that \$300 petty cash will need to be taken out for each of the four plant sales, or \$1,200 total, this coming spring. Supervisor Wardlaw asked if this means the Board would need to authorize the District Manager to take out \$300 prior to each event. Jennifer stated that this is correct. **Supervisor Magee motioned to approve \$300 to be withdrawn prior to each event. Supervisor Diener seconds and motion passed.**

11) Conservation Partnership Program Presentation - (Discussion/Action Item)

Jennifer explained the Program and how it is self-reporting and is designed for local businesses to showcase their accomplishments as they work towards more sustainable operations. The goal of the program is to generate revenue for the District as well as promote sustainability in Southern Nevada. Jennifer stated that the Clark County DA has reviewed the program and given the District his support to proceed. All of the materials pertaining to the program are presented to

the Board. Supervisor Wardlaw stated that he feels this program has a lot of potential and may even be recognized nationally. **Supervisor Magee motioned to establish and launch the Conservation Partnership Program (CPP) and to have the District Manager market and manage said program. Supervisor Merry-Lamoureux seconds and motion carried.**

12) Natural Resources Conservation Service (NRCS) - Jarrod Edmunds - (Discussion/Action Item)

Moved to item 1

13) Supervisor's Report - (Discussion/Action Item)

Supervisor Magee stated that the MGM Resort participated in the community Christmas Tree Recycling Program and saw 82 trees chipped, not including the Bellagio tree. He continued that they coupled it with a Season Greening's campaign and the program has great potential as they modify it with things such as competitions between MGM properties. Jennifer stated that the Station Casinos and Cox Communications did tree recycling for their employees and that those figures were fairly low as this was their first year doing the program as well. Supervisor Silverstein congratulated Jennifer on her promotion. Supervisor Merry-Lamoureux and Supervisor Diener did not have anything to report. Supervisor Wardlaw stated that the Southern Nevada Regional Planning Coalition Sustainability Group's Regional Open Space and Trails Program have been chosen as a model for sustainability. **No action taken.**

14) Open Discussion and Public Comment – (Discussion Only)

Kyle explained that he is proud of the CPP program and is anxious to see how it evolves and develops over time.

15) Agenda Items – (Discussion/Action Item)

Jennifer explained that RC&D representative will be carried over. Report on new staff. There also needs to be a CPP progress report.

16) Meeting Date and Location (Discussion/Action Item)

Next meeting will be on March 16th at 1:30 pm at CDSN.

17) Adjournment – (Action Item)

Supervisor Magee motioned to adjourn. Supervisor Wardlaw seconds the motion. The motion carried.

The meeting was adjourned at 4:18 pm.

Respectfully Submitted,

Elizabeth Tomica Hewitt, Sec. /Treasurer

Date