



MINUTES

Conservation District of Southern Nevada Conservation District- 5820 S. Pecos Road A-400, Conference Room March 17, 2010 – 1:30 p.m.

Attendees:

Supervisor Jon Wardlaw, Chair

Supervisor Joe Fortier, Vice-Chair

Supervisor Beth Hewitt, Treas. /Secretary

Supervisor Mark Silverstein, Clark County Rep.

Supervisor Chris Magee, Inc. Cities Rep.

Supervisor John Hunt

Jennifer Szwejbka, District Coordinator

James Marble, Native Resources

Pat Lamb, Native Resources

Brian Esposito, Native Resources

Absent:

Supervisor Elise McAllister

OPEN MEETING

Supervisor Wardlaw called the meeting to order at 1:43 P.M.

Consent Agenda: (Action item)

Supervisor Fortier moved to accept the consent agenda. Supervisor Hewitt seconds and the motion carries.

Business Agenda:

14. Open Discussion and Public Comment - (Discussion/Action Item)

Jim Marble is with Native Resources and would like to collaborate with CDSN on projects. Supervisor Wardlaw said that CDSN doesn't currently have many projects right now. Native Resources work primarily consists of habitat restoration. Supervisor Wardlaw stated that CDSN would like to partner where it makes fiscal and mission sense to do so. **Jim would like to make a presentation at the next CDSN board meeting in March. Jennifer Szwejbka will set this up with Jim.**

1. Financial Report - (Discussion/Action Item)

The new financial statement showing income and expenditures was available for the board to review. Jennifer asked the board to approve spending \$119.50 for a one year or more for multiple years for renewal of hosting services with Network Solutions for the CDSN website. **Supervisor Hewitt moved to approve the one year renewal. Supervisor Hunt seconds and the motion carried.**

2. Financial Working Group Report & Recommendations - (Discussion/Action Item)

The Working Group reviewed the project idea form for the website and has chosen three for the board to review together. **No action taken.**

3. Document Retention Policy - (Discussion/Action Item)

Staff reviewed the Nevada State document retention policy as well as consulted Sandi at NvACD. NvACD follows the Division of State Lands policy as a guide and also stated that as a sub-division of the state it is at the board's discretion to follow Nevada State's policy or create our own. The CDSN policy was originally written as part of the employee manual and relates mostly to human resources documents. **Supervisor Wardlaw would like to see the policy fine-tuned to CDSN's specifics including**

sensitivity levels, who is allowed access to the documents, retention timeframe and format document should/can be kept in (hard copy or electronic copy). A draft will be created for the March board meeting.

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

- a) **Current Projects Update:** storm drain marking project has installed 6,920 plaques. Henderson has completed and City of Las Vegas is almost complete. Clark County has the most to still install.
The 3rd Annual Stormwater Poster Contest is underway submissions are due March 5th and several teachers have already contacted Jennifer with questions.
Mt. Charleston grant projects will proceed thru 2011. The Fire Hydrant Marker project has been completed and the reimbursement has been paid. CDSN received \$53.79 in administrative fees for that completed project. The project coordinators are now contacting Skip at State Lands directly and then Jennifer receives the outlay report from Skip to review and sign for request for reimbursement. This process cuts CDSN time involved down but administrative allowance will still not cover cost of CDSN being involved with the Round 1 grants. There is an intrinsic value to CDSN's involvement that the projects create good partnerships, the projects are high-quality for Southern Nevada, and CDSN receives promotional value through logo/name being attached to the projects. Round 2 grant RFP is currently due January 29th. Supervisor Hewitt stated that CDSN is interested in sponsoring the second round of grant but that we should voice that we are working at a loss. Supervisor Wardlaw clarified that CDSN is sponsoring a state program on local funds at the amount of approximately \$1,700 at the current 3% administrative total. **Supervisor Silverstein motioned to sponsor the Round 2 grants and convey a loss for the Round 1 sponsorship. Supervisor Hewitt seconds and the motion is carried.**
- b) **Potential grants and projects:** CDSN is awaiting response for the proposal that was submitted to the EPA for an EE grant to create an EE grants program with the CCSD. The 319 grant CDSN submitted for creating a BMP manual for resort and casinos was not funded. The co-grant submitted with SNWA for continuing the stormwater poster contest and other outreach was awarded.
- c) **Assessment & Recommendation for Storage Unit:** Jennifer provided the board with pictures of the storage unit's contents. The storage unit costs approximately \$1,500 per year. Jennifer has donated old tee shirts to the Goodwill and is bringing boxes of files to the office to sort thru. There are several tents in the storage unit that the condition and age of are unknown. One of two pallets of compost posters are still left in storage unit that need to be distributed. The document retention policy will help determine final destination of files in the storage unit (shredding, storing, or recycling). **Supervisor Silverstein makes a motion that we do what we can to clear out the storage unit and donate to CSN outdoor items and let them accept recyclable materials. Supervisor Wardlaw seconds and Supervisor Hewitt abstains from voting due to possible conflict of interest as the motion relates to CSN, her employer. The motion carries.**

5. Spring Plant Sale Logistics – (Discussion/Action Item)

The plant sale dates are March 20th and April 17th. Supervisor Hewitt mentioned that the CSN Horticulture Department at the Charleston campus will be closing and all staff, plant material, supplies, and equipment will be moved to the Henderson campus by end of June. Supervisor Hewitt will have herself and three other staff for loading and unloading plants and two other board supervisors will need to also attend. Jennifer will handle the money as CSN cannot be involved in this aspect. Supervisor Hewitt will also be conducting a cutter bee home project for the class she will teach during the plant sale. Jennifer put together a list of where the plant sale has been advertised for past sales and asked for input from the board. Supervisor Hewitt suggested creating a facebook page. **Supervisor Silverstein motioned to approve \$300 in petty cash for the plant sale. Supervisor Hewitt seconds and the motion carried.**

6. Website Idea Form - (Discussion/Action Item)

Five forms were created and the Financial Working Group narrowed it down to three for the board to review. Jennifer suggested including a caveat that submitted projects are not guaranteed to be pursued by CDSN. Supervisor Hewitt said that projects will be selected based on merit and funding availability.

Supervisor Hewitt and Wardlaw both like form number one because of the questions on this form and that it's concise. Supervisor Wardlaw suggested that the first paragraph should be more direct. Supervisor Silverstein raised concern over the title of the form because it doesn't describe our goal in wanting people to fill it out. Project Partnership Form was selected as the title for the form. **Supervisor Silverstein motioned to approve form number one and launch on CDSN website. Supervisor Hewitt seconds, Supervisor Hunt added that it will be fine-tuned. Supervisor Hewitt stated that a disclaimer will be included that it's at the discretion of CDSN to take on the project. Collection is for informational purposes only and no contract is implied. Voting on motion passed.**

7. Natural Resources Conservation Service (NRCS) – Jarrod Edmunds (Discussion/Action Item)

Jarrod could not attend today's meeting due to attending a pesticide course. He did provide a fact sheet on a new program NRCS has for High Tunnels Pilot Project which was provided to everyone in attendance at the meeting. **No action taken.**

8. Supervisor's Report - (Discussion/Action Item)

Supervisor Hewitt reported that CSN is consolidating the horticulture program and they are now growing 10,000 native grasses for Ash Meadows for pickup in March and April. They are also growing for the Forest Service. CSN also has new federal regulations to abide by that no invertebrates are allowed in the soil where plants are grown. They have to use pallets for everything they grow so the plants never touch the soil. Mirage Casino donated 200 pallets to CSN that the salt for the dolphin habitat was delivered on. CSN is also looking for donations from other local companies. This does allow CSN to ship into California because of the new practices.

Supervisor Silverstein reported that the BLM is opening its Resource Management Plan for comments due February 4th to assess renewable energy projects for land use. This could have a significant effect on our desert landscape. BLM has proposed projects listed on their website.

Supervisor Hunt asked if anyone else wanted to attend the RC&D meeting on Friday. He will also be running for the executive council.

Supervisor Wardlaw had nothing to report. **No Action Taken.**

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

Jim Marble had a suggestion regarding the project partnership form. The form states to submit a completed form which might deter someone who only has a partial project and might not be able to complete the entire form.

10. Agenda Items – (Discussion/Action Item)

- Native Resources Presentation
- Document Retention Policy
- Storage Unit update
- Plant Sale Logistics

Any others can be emailed to Jennifer prior to next meeting.

11. Meeting Location- (Discussion/Action Item)

Next meeting will on March 17, 2010 at 1:30pm. Meeting location will be at CSN for tour of nursery.

12. Adjournment - (Action Item)

Supervisor Silverstein motioned to adjourn. Supervisor Hewitt 2nd the motion. The motion carried. The meeting was adjourned at 3:45 P.M.

Respectfully Submitted,

Elizabeth Tomica Hewitt, Sec. /Treasurer

Date