

TRUCKEE-CARSON IRRIGATION DISTRICT
Finance Committee
Minutes of the Regular Session Committee Meeting
September 30, 2024

The Committee Members of the Finance Committee of the Truckee-Carson Irrigation District, in the counties of Churchill and Lyon, State of Nevada, met in regular session at the office of the District, 2666 Harrigan Road, Fallon, Nevada, on **Monday, September 30, 2024** at 1:30 p.m.

The following members were present constituting a quorum:

| | | |
|----------|--------------------|-------------------------------------|
| Present: | Lester deBraga | Chairman |
| | Wade Workman | Vice-Chairman <i>(arrived 1:40)</i> |
| | Eric Olsen | Committee Member |
| | Ben Shawcroft | General Manager/Committee Member |
| | Helen-Marie Morrow | Finance Manager/Committee Member |

| | |
|----------------------|---------------------|
| Online Guests | Representing |
| None present | |

| | |
|-------------------------|---------------------|
| In-Person Guests | Representing |
| None present | |

The following agenda items are not necessarily in the order they were heard or decided but in the order as appearing on the agenda.

1. **Call to Order**
The meeting was called to order at 1:33 p.m. by Chairman deBraga.
2. **Review and Adoption of the Agenda**
A motion was made by Committee Member Olsen to approve the September 30, 2024 Finance Committee Meeting Agenda, seconded by Chairman deBraga, request for comment, and the motion was unanimously approved.
3. **Public Comment**
No public comment.
4. **District Expenditures for the Month of August**
Review and approval of District expenditures for the period commencing August 1, 2024 and ending August 31, 2024 and the creation of a recommendation of approval of District expenses for the Board of Directors.

A motion was made by Committee Member Olsen to approve the expenditures for the month of August, seconded by Vice-Chairman Workman, request for comment, and the motion was unanimously approved.

5. **Reimbursement of District General Assessed on Parcels Outside of District Boundaries in Fiscal Year 2021/2022 and 2024/2025**

Deliberation and decision in the form of a recommendation to the Board of Directors regarding the reimbursement of District General assessed on parcels outside of District boundaries in Fiscal Year 2021/2022 and 2024/2025.

Morrow provided an overview of the item; some parcels that are not inside the District boundaries were included in the map used to create the tax roll. All but one of those parcels have been stricken from the 2024/2025 tax roll, however, she was notified by one of the land owners that she had also been charged District General in 2021/2022. Morrow researched the tax rolls from 2018 to current and discovered a small number of parcels that had been billed in error in both 2021/2022 and 2024/2025. These parcels were included in the map used to create the tax roll. The map of the District boundary had been drawn incorrectly and included parcels located outside the District boundary.

Shawcroft added that this was caused by human error in the office and measures have been enacted to ensure it doesn't happen again. We are currently working on a new process in which the mapping department will reconcile parcels within the District boundaries from year to year.

The Committee requested that one more double check be performed on the information before a decision is made. They also requested a map showing the District boundary.

This item will be brought back at the next meeting.

6. **Discussion regarding the possible sale of a District owned parcel in Fernley, Nevada (APN 021-301-36)**

Deliberation and decision in the form of a recommendation to the Board of Directors regarding the sale of District owned parcel 021-301-36 located in Fernley, Nevada.

Shawcroft informed the Committee that the O&M Committee had reviewed a request by Kim McCreary to put a sewer line easement across a District owned parcel in Fernley. Upon review, adding a sewer easement in addition to the power easement already in place would not leave much usable land on the parcel. The O&M Committee instructed Shawcroft to ask if McCreary was interested in purchasing the parcel instead. McCreary is interested in purchasing the parcel. If the Finance Committee approves, an appraisal can be scheduled to determine a purchase price.

The Committee gave permission to schedule an appraisal.

7. **Selection of a Company to Assist with Design and Hosting for the District Website**

Deliberation and decision in the form of a recommendation to the Board of Directors regarding the selection of a company to assist with the design and hosting of the District's website.

Shawcroft presented a proposal from Streamline to design and host the District website; the set up fee would be \$1,500.00 and maintenance costs would be \$500 monthly. The contract appears to be annual. He would like the Committee's direction on whether to start immediately or wait until the next budget begins.

He added that our current website is not ADA compliant. This presents a legal liability. The current website is also not user friendly and not very functional. Only one person in the office knows how to run it and that is not ideal.

The Committee informed Shawcroft that if he can find the money in the budget, he can get it started. If funds are too tight, wait until next budget.

8. Consent Agenda

Items on the consent agenda for this meeting are as follows:

- Approval of Finance Committee Meeting Minutes of May 30, 2024 conducted at the District office, 2666 Harrigan Road, Fallon Nevada.
- Approval of Finance Committee Meeting Minutes of June 10, 2024 conducted at the District office, 2666 Harrigan Road, Fallon Nevada.
- Approval of Finance Committee Meeting Minutes of July 1, 2024 conducted at the District office, 2666 Harrigan Road, Fallon Nevada.

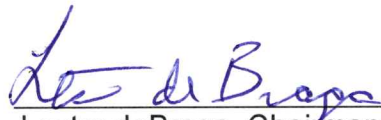
A motion was made by Vice-Chairman Workman to approve the Consent Agenda, seconded by Committee Member Olsen, request for comment, and the motion was unanimously approved.

9. Additional Period of Public Comment

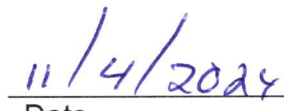
No additional public comment.

10. Adjournment

The meeting was adjourned at 2:13 p.m. subject to the call of the Committee Chairman.



Lester deBraga, Chairman



Date