

Minutes of the Board Meeting of the
TRUCKEE-CARSON IRRIGATION DISTRICT
 Regular Session Board Meeting Minutes
July 5, 2023

The Board of Directors 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 **Wednesday, July 5, 2023** at 9:00 a.m.

The following Directors were present constituting a quorum:

Present:	Eric Olsen	President
	David Stix Jr.	Vice-President
	Robert Oakden	Secretary
	Lester deBraga	Treasurer
	Abraham Schank	Director
	Joseph Gomes	Director
	Wade Workman	Director
Others Present:	Benjamin Shawcroft	General Manager
	Helen-Marie Morrow	Finance Manager
	Kelly Herwick	District Water Master
	Cody Biggs	Construction & Maintenance Manager
	Ariel Tomb	Assistant Secretary to the Board

Teleconference/Zoom Guests	Representing
Leanna Hale	Fallon Paiute Shoshone Tribe
Leanna Lehman	The Fallon Post
Bethany Chagnon	United States Fish & Wildlife

In-Person Guests	Representing
Robert Martinez	Bureau of Reclamation
Laurie Nicholas	Bureau of Reclamation
Jacob Ward	Nevada Department of Wildlife
Albert Mulder	Natural Resources Conservation Service
Chris Rogne	E.H. Hursh Insurance

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**
 President Olsen called the meeting to order in accordance with NRS 241 at 9:01 a.m.

2. **Pledge of Allegiance**
 The Pledge of Allegiance was led by Ariel Tomb.

3. **Approval of the Agenda**

A motion was made by Treasurer deBraga to adopt the agenda as presented, seconded by Director Gomes, request for comment and the motion was unanimously approved.

4. **General Public Comment**

There was no public comment.

5. **Miscellaneous Correspondence**

There was no correspondence to review for the month of June 2023.

6. **General Manager and Staff Reports**

- **Ben Shawcroft, General Manager**

See Item #17.

- **Cody Biggs, Construction & Maintenance Manager**

Biggs reported that his crews are working on Trouble Calls as they come in. The soft plug at Derby Dam will need to be replaced by the end of July. The Truckee Canal below Painted Rock will need to be repaired while the Canal is off; this is an RO&M. Biggs also reported that two (2) ditchrider trucks have wrecked in the last month and will need replacing.

- **Kelly Herwick, District Water Master**

Herwick reported on current conditions in the Carson Division. See the attached report. Demand is approximately 1,000 cfs so Herwick is making cuts to flows in the River and the Weir.

- **Mike Adams, Systems & Technologies Manager**

Not present to report.

- **Mark Solinski, Hydroelectric Facilities Manager**

Not present to report, but Shawcroft reported that all power stations are operating at full capacity.

7. **City of Fernley – General Updates**

There was no representative present to report.

8. **United States Fish & Wildlife Service (USFWS) – General Updates**

Bethany Chagnon, Deputy Project Leader - Stillwater Wildlife Refuge, reported no major updates and the Refuge is giving every indication that there will be good habitat for the fall.

9. **Bureau of Reclamation – Lahontan Basin Area Office (LBAO) Representative(s) – General Updates**

Robert Martinez, Newlands Project Coordinator - Bureau of Reclamation, reported that the Truckee Canal construction schedule has not changed and the crews are laying concrete.

10. **Fallon-Paiute Shoshone Tribe (FPST) – General Updates**

Leanna Hale, Land & Water Resource Director, reported frequent irrigations on the Reservation and Wetlands.

11. Naval Air Station Fallon (NASF) – General Updates

There was no representative present to report.

12. Natural Resources Conservation Service (NRCS) – General Updates

Albert Mulder, District Conservationist, reported that he is finishing up contracts; their office has contracted \$1.2 million on concrete ditches this year. There are 30 ditches scheduled to be installed this fall if he can find a contractor, and he has already received 21 applications for 2025. Applications for 2025 will close in November. Farm Bill 24-25 should increase the budgeted amount to \$990,000.00 per applicant.

13. Nevada Department of Wildlife (NDOW) – General Updates

Jacob Ward, Wildlife Technician, reported no major updates. The water in the Carson Lake Pasture was starting to recede before the Weir was turned back on; he hasn't been out check the new level yet. He has been working with Cody on erosion weathering the Berm.

14. Approval of Budget 2023-2024

Deliberation and decision by the Board of Directors regarding approval of the budget for fiscal year 2023-2024.

Helen-Marie Morrow, Finance Manager, informed the Board that there are some new inclusions in the budget for new equipment but it is mostly unchanged from last year. President Olsen thanked the managers for their hard work putting the budget together.

A motion was made by Treasurer deBraga to approve the Budget for Fiscal Year 2023-2024, seconded by Director Workman, request for comment and the motion was unanimously approved.

15. Insurance Renewal

Deliberation and decision relating to, without limitation, proposal for renewal of general liability, errors and omissions, commercial auto insurance, commercial excess liability, cyber security coverage, other mechanical and property coverage, and commercial inland marine coverage for the District for coverage that will renew on or about July 1, 2023.

Chris Rogne, E.H. Hursh Insurance, provided the Board with an overview of the insurances being renewed and the premium changes from last year. General Manager Shawcroft added that Cyber Liability Insurance is a new addition that he feels would be extremely beneficial to the District.

A motion was made by Vice-President Stix to approve the renewal of the stated insurances including the cyber insurance, seconded by Secretary Oakden, request for comment and the motion was unanimously approved.

16. Approval of Carson Water Subconservancy District (CWSD) Grant Agreement

Deliberation and decision pertaining to the approval of a grant agreement between the District and the Carson Water Subconservancy District in the amount of \$50,000.00 for the application of Aqualastic at Carson Diversion Dam.

General Manager Shawcroft provided an overview of the grant agreement to the Board.

A motion was made by Director Gomes to Approve CWSD Contract 2023-03, seconded by Vice-President Stix, request for comment and the motion was unanimously approved.

17. General Manager/Counsel Annual Report and Performance Evaluation

The General Manager, Ben Shawcroft, will provide the Board with an annual report of accomplishments and activities of the previous year. The Board will then give its evaluation of the General Manager's performance with a vote as to the satisfactory or non-satisfactory completion of his 12-month probationary period per the terms of the contract executed in June of 2022.

General Manager Shawcroft thanked the Board for giving him the opportunity to serve as the District's General Manager, and stated that none of the accomplishments he has made would be possible without the amazing staff members he supervises. He then provided the following report of his first 12 months:

- He has focused on building relationships with the local Bureau of Reclamation office, as well as with the Regional Manager and Commissioner, the Nevada Congressional delegation, State Engineer, representatives from the Farmer's Conservation Alliance, Family Farm Alliance, National Water Resource Association, Nevada Water Resource Association, and the Fallon Paiute Shoshone Tribe to continue to strengthen the District's network of partners.
- He has become educated on how the District operates financially, generates revenue, manages expenses, what grant opportunities it qualifies for and is assembling a calendar to track when grants become available.
- He has done quite a bit of research on the PL566 Water Shed Program through NRCS. The Nevada Acting State Conservationist visited and gave a presentation on the Program; the District will continue pursuing those funding opportunities.
- He negotiated the lease of District land to Lahontan Solar, LLC to generate additional revenue.
- He is continuing to learn about the TCID Water Order Record Keeping System (TCID WORKS), the future of that program and the financial obligations it will bring.
- He updated Employee Association Agreement in collaboration with the District managers and the Association; it has been cleaned up and made more user friendly.
- The District obtained entry to the State of Nevada Deferred Compensation program; a representative will be visiting to provide a presentation to District staff this month.
- The District also joined the Employee Assistance Program, which provides resources, assistance and counseling for employees at a low cost.

- He reassembled the Safety Committee and reinstated quarterly meetings.
- He has worked with the District managers to update the employee evaluation process; this will provide more accountability for employees to receive performance based merit increases.
- He has completed a great deal of legal work; Court actions for the Petition for the Repayment Contract, the City of Fernley's Rate Challenge, HR issues, contract work for the Solar Lease, the Carson Lake Pasture Master Agreement and the Employee Association Agreement.
- He has worked with each District manager to learn day-to-day operations, the essence of how the District is run.
- He considers the 2023 Flood Operations a tremendous success, there were many agencies working cooperatively; He offered his thanks to the operations managers for their dedicated work during that event.
- He has worked to understand the District's contractual obligations with the Bureau; in this next year he would like to focus on finding a solution to simplify the reports and streamline the reporting process, as it places a significant time burden on the District staff.
- He is currently working on the development of a Measurement Plan in conjunction with the BOR; a document to define how water is measured, how meter locations are identified, calibration information, et cetera. This document will be useful to assist the District in qualifying for grants on water savings.
- He spent a considerable amount of time updating the District's Federal Energy Regulatory Commission (FERC) submittals, which were past due but are currently up to date.
- He has worked with the State Engineer and Federal Water Master to resolve mapping conflicts and to reach an agreement on Water Right Transfer procedures in order to reduce the amount of time taken to obtain approvals.

Shawcroft informed the Board that he is happy to receive feedback from them at any time and that he is always looking for ways to improve performance. He has many goals and ideas for improvement going forward.

Vice-President Stix commended Shawcroft for the job he has done in the last year. He commented that in the past the Board has not been afforded the opportunity to review the General Manager's performance and he thinks that is the most appropriate action going forward. Discussion was had regarding forming a Committee for the General Manager's Annual Review; it was determined that the entire Board should be involved in the review process. Secretary Oakden commented that he is very impressed with Shawcroft and has nothing negative to say.

Shawcroft commented that going forward in the future he can provide his report earlier to give the Board time to submit written comments if they desire. President Olsen encouraged the Board to submit written comments; he added that Shawcroft has made his job as President easier and that he understands the relationship between a Board and a Manager.

The consensus of the Board was that a vote would be taken at this meeting and not postponed.

A motion was made by Vice-President Stix to approve General Manager Shawcroft's evaluation and provide a vote of successful completion of his 12 month probationary period per the terms of the contract executed in June of 2022, seconded by Director Schank, request for comment and the motion was unanimously approved.

18. Consent Agenda

- Approval of Director's compensation for the month of June as provided for by NRS 539.080.
- Approval of Board Meeting minutes of June 6, 2023.

A motion was made by Vice-President Stix to approve the Consent Agenda, seconded by Director Gomes, request for comment and the motion was unanimously approved.

19. Committee Reports

- **Operations & Maintenance (O&M) Committee**
Vice-President Stix reported that the Committee reviewed two (2) construction applications; one was approved contingent on the Bureau's approval, the second was put on hold until a field visit could be scheduled.
- **Carson Lake Pasture (CLP) Advisory Committee**
There was no meeting held for the month of June 2023.
- **Employee Relations Committee**
There was no meeting held for the month of June 2023.
- **Finance Committee**
Treasurer deBraga (Finance Committee Chairman) reported that the Finance Committee met on July 5, 2023.

A motion was made by Treasurer deBraga to approve the Treasurer's report and Finance Committee recommendation to approve check numbers 43412 through 43462, online, phone and automatic payments, and the transfer of \$770,791.43 to pay bills, seconded by Director Workman, request for comment and the motion was unanimously approved.

- **Negotiations Committee**
There was no meeting held for the month of June 2023.
- **Policy Committee**
Vice-President Stix reported that the Committee met to review Policy updates and those changes will be brought before the Board at the August meeting.

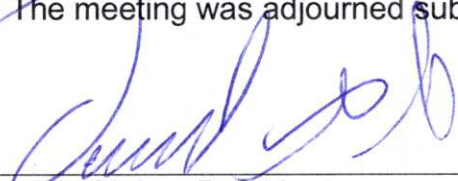
- **Public Relations Committee**
There was no meeting held for the month of June 2023.
- **Revenue/IT Committee**
There was no meeting held for the month of June 2023.
- **Truckee Canal Safety Commission**
There was no meeting held for the month of June 2023.

20. Additional Public Comment

Treasurer deBraga asked how information is communicated to the public regarding updates on spread water; General Manager Shawcroft commented that notices are posted on the District website and Facebook page; he encouraged users to subscribe to the District's Facebook feed so that they will be notified when an update is posted. Discussion was had regarding additional methods of spreading notice; further discussion will be added as an agenda item in the future if needed.

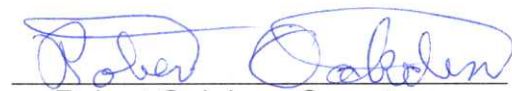
21. Adjournment

The meeting was adjourned subject to the call of the Board President at 10:49 a.m.



 Eric Olsen - President
 8/1/2023

 Date



 Robert Oakden - Secretary
 8/1/23

 Date

