

WASHOE-STOREY CONSERVATION DISTRICT MINUTES



Date: Monday, September 8th, 2025
Time: 3:30 PM

Location: Nevada Department of Agriculture, 405 21st St, Sparks, NV 89431

Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzM0MjMyNzUtYTVmNi00NWMyLWI5YzQtYTYyNjdhZGQ0ZmQ5%40thread.v2/0?context=%7b%22Tid%22%3a%22e4a340e6-b89e-4e68-8eaa-1544d2703980%22%2c%22Oid%22%3a%2228e9fe95-2573-49dc-b9cf-955deb738bcb%22%7d
Meeting ID: 279 265 964 992 5 passcode: pD3KE6fD
Call in information: 775-321-6111 PIN 749 788 896#

The Washoe-Storey Conservation District (WSCD) Board considered possible action on the attached agenda items. The Board reserved the right to take items out of order to accomplish business in the most efficient manner. The Board may combine two or more items, remove items or delay discussion relating to item(s) on the agenda. Items on the agenda without a time designation may not necessarily be considered in the order in which they appear on the agenda. Contact the Washoe-Storey Conservation District Administrative & Conservation Technician for additional meeting information. Alisa Kim (562) 400-0885, alisa.wscd@gmail.com.

Public Comment*

If you wish to make a public comment, you may do so verbally in person or virtually. Public comment may be submitted via email to alisa.wscd@gmail.com or by written mail to the Nevada Department of Agriculture, 405 21st St, Sparks, NV 89431. Public comment is for all matters, both on or off the agenda as designated on the agenda, and will be limited to three minutes per person. Public comment will also be heard during individual action items on the agenda prior to action taken. The Board may prohibit or limit comment of the content if the comments are a topic not relevant to, or within the authority of the Board, or if they are irrational or amounting to personal attacks or interfering with the rights of other speakers but will not restrict comments based on viewpoint only. The WSCD reserves the right to reduce the time or limit in writing on the agenda items and/or attend and make comments on that item at the meeting.

Note: **(For possible action)** denotes all items on which the Board may take action. Action will be taken according to open meeting law.

Minutes

The Conservation District considered and acted on the following items unless otherwise noted:

The meeting was called to order at 3:46 PM.

I. Call to Order

- A. Introductions, determination of board quorum, and introduction of guests.

Present in-person were Chair Lyndsey Langsdale, Board Supervisor Elena Larsen, Treasurer Jim Shaffer, Marlee Jenkins with Department of Conservation and Natural Resources, Jake Dick with Nevada Department of Agriculture, Vanze Lum with Nevada Department of Agriculture Plant Health & Compliance, and Alisa Kim with Washoe-Storey Conservation District. Present virtually or by phone was Storey County Representative Kathy Canfield, Jessica Gwerder with the National Resources Conservation Services, and Ryan McCarthy, a Washoe County resident and a Wild Horse Population Field Coordinator for Return to Freedom Wild Horse Conservation

- B. Determination of agenda order – Agenda items may be taken out of order or deleted for lack of time.

Motion 09-01: Jim Shaffer makes a motion to move Canepa Ranch-related item IV. D. to after II. Public Comments, Lyndsey Langsdale seconds. Motion passes unanimously with 4 ayes.

II. Public Comment* – Not for Possible Action

Public comment will be allowed at the beginning, after each item on the agenda and prior to the adjournment of every meeting. Public comment may be limited to three (3) minutes per comment.

No public comments.

IV. D. Canepa Ranch – Marlee Jenkins will provide updates on the draft project proposal and public notice document for aerial drone treatment of early detection and rapid response species with Nevada Department of Agriculture and other agencies.

Marlee Jenkins provided updates to the treatment area for the Canepa Ranch project for jointed goatgrass, medusahead, and other annual grasses. This included an updated map of jurisdictional agencies and areas which will be treated using backpack sprayers by United States Forest Service. After including acreage and terrain, the drone application quote from the contractor for treating 202 acres is approximately \$6,500. This includes the area around Canepa Ranch, Hunter Creek Trail, and the Tom Cooke Trail. The shared stewardship proposal submitted by the Nevada Department of Wildlife was \$7,500, with \$6,500 for the drone application and \$1,000 for purchasing herbicide which includes 5 gallons donated by the City of Reno. Other complications include time for feedback after notifying tribal partners of the work and the dates of turning off water to ditches nearby like Steamboat Ditch and Last Chance Ditch. Other considerations discussed included a buffer around neighborhoods to prevent herbicide drift, signage with 48-hour advanced notice, and levels of public notification.

Motion 09-02: Lyndsey Langsdale makes a motion to continue working on the Canepa Ranch project, Elena Larsen seconds. Motion passes unanimously with 4 ayes.

III. External Agency Items and Reports – Not for Possible Action

- A. **Natural Resources Conservation Service** – Jessica Gwerder – Updates

Jessica Gwerder gave an overall synopsis on 2025 at the Natural Resources Conservation Service. The Minden field office had a record year of providing funding of over \$2 million

dollars spent, and Washoe County provided about \$225,000 in funding for projects. This was also a record year for Nevada state funding for various projects, with about \$16 million for project funding. They are waiting for new directions on the new fiscal year goals for 2026, but it sounds like there may be movement to meeting national deadlines rather than each specific state's. Jessica will continue acting in the position and Carson Hicks will return to the position in mid- or end of October. There are no other staffing changes, and there is still an opening in the Yerington office which continues to leave their staffing a bit thin.

B. Department of Conservation and Natural Resources – Marlee Jenkins – Updates

Marlee Jenkins provided an update on the ransomware cyberattack against the state of Nevada on Sunday, August 24th. They are still assessing the scope of the attack including access to confidential information but some websites and services are still down. Nevada's Office of Emergency Services website is the most up-to-date on what is happening. Interviews for the Las Vegas Conservation Districts program position happened but the Elko position has not been flown yet. University of Nevada, Reno Extension is hosting several workshops, including a soil workshop on September 18th and a virtual fencing workshop in Fallon, Nevada on September 26th.

C. Nevada Association of Conservation Districts – Updates

Connie Lee and Kevin Piper were not present but provided updates via email which Alisa Kim presented. Connie Lee wanted to pass on her praise for the Washoe-Storey Conservation District website and will be using it as an example for other conservation districts. Kevin Piper wanted to let the Conservation District know that the Nevada Association of Conservation Districts will be holding its annual business meeting on November 19th in Carson City. The morning will be their business meeting, and the afternoon will be the State Conservation Commission's meeting. An agenda will be sent out soon with more information, but they are hoping to have someone from Washoe-Storey attend.

D. Nevada Department of Wildlife – Graham Mills – Updates

Graham Mills was not present.

E. Nevada Department of Agriculture – Jake Dick – Updates

Jake Dick was previously present in the meeting but all updates were related to Canepa Ranch Item IV. D.

IV. District Projects – For Possible Action

A. Washoe County Planning Reviews – Updates from Jim Shaffer.

Jim Shaffer did not receive any planning review requests for this month.

B. Storey County Projects – Updates from Kathy Canfield.

Kathy Canfield had an update on the Lockwood National Night Out tabling event which went pretty well. The Virginia City National Night Out was rescheduled due to afternoon storms. Kathy has been working on projects related to floodplains. Some included damage to private property owners near the Tahoe-Reno Industrial Center with the most recent storms

C. Reno Food Systems Back 40 Project – Updates on project planning and funding opportunities.

Lyndsey Langsdale presented on working with Keep Truckee Meadows Beautiful's River Cleanup day this upcoming Saturday, September 13th, which will be the first work on the ranching demonstration project entailing picking up trash. Reno Food Systems was also awarded the fully requested funding from the Truckee River Fund for work on the grazing demonstration. Other funding opportunities applied to include the Nevada Department of Agriculture's Foundation Seed Program to grow squirreltail seed and Nevada Division of Environmental Protection's Non-Point Source Water Pollution Prevention Funding for installing a pollinator garden with One Truckee River.

V. District Supervisor Reports – Not for Possible Action

No District Supervisor reports.

VI. Internal District Issues – For Possible Action (unless otherwise noted)

A. Review, Amendment, and Approval of Minutes from previous meeting, conducted 8/4/25.

Jim Shaffer's amendments included editing the Certificate of Deposit total to \$16,390.30 in the Treasurer's Report and removing a comma under External Agency reports. Marlee Jenkins had an edit under the item for Canepa Ranch to change "barbed goatgrass" to "jointed goatgrass".

Motion 09-03: Lyndsey Langsdale makes a motion to approve the meeting minutes from 8/4/25 with amendments, Elena Larsen seconds. Motion passes unanimously with 4 ayes.

B. Financial Reports – Treasurer Jim Shaffer – Balances, financial reports, and delegation of funds from Washoe and Storey Counties and the State of Nevada.

Jim Shaffer presents the Treasurer's Report which includes \$7,999.95 in the Checkings account with Western Alliance Bank, \$3,626.61 in the Savings account, and \$16,335.78 for the Certificate of Deposit. The report also includes Alisa Kim's wages of 17.5 hours at \$22.00 an hour and 27.4 miles at \$0.70 per mile for total wages of \$404.18. The Certificate of Deposit will need to be renewed after September 13th, with a consideration to remove \$7,500.00 out of the account into the Checkings account before renewing to pay for the Canepa Ranch project before being reimbursed.

Motion 09-04: Lyndsey Langsdale makes a motion to approve the Treasurer's Report as presented and writing a check, Elena Larsen seconds. Motion passes unanimously with 4 ayes.

C. Potential reassignment of District Treasurer (for discussion only) – Discussion of reassigning Treasurer duties as Treasurer Shaffer has served in the position for years and will also be out of town much more in the coming months.

Jim Shaffer proposed a possible split of District Treasurer responsibilities, with Jim continuing to perform most of the Treasurer duties as previously done but having another person on the Board to have access to online banking. This will also provide better checks and balances to oversee the accounts while not having to find a new Treasurer. Board Supervisor Darcy Phillips may be willing to do this part of the role, unless the District is able to find another Board member that is willing to take on all the Treasurer role's duties.

D. SAM registration updates (for discussion only) – Alisa Kim will provide an update on the SAM registration number application.

Alisa Kim updated that the Conservation District was awarded a SAM number and can be used to apply for federally funded grants. This does not apply to Canepa Ranch since Nevada Department of Wildlife is applying for shared stewardship on the District's behalf.

- E. **Interlocal Agreement with Nevada Department of Wildlife** – Consideration of approval of an interlocal agreement with Nevada Department of Wildlife, effective for a four-year term beginning November 1, 2025 with the total contract not to exceed \$44,353.00.

Marlee Jenkins presented on the Interlocal Agreement with Nevada Department of Wildlife. This was an already existing interlocal agreement which will expire November 1, 2025. This allows for easier submittal of funding proposals and collaborative working between Washoe-Storey Conservation District and the Nevada Department of Wildlife.

Motion 09-05: Elena Larsen makes a motion to approve the Interlocal Agreement with Nevada Department of Wildlife, Jim Shaffer seconds. Motion passes unanimously with 4 ayes.

- F. **Conservation Districts Annual Report** – Consideration of amendments and approval of annual report for fiscal year 2024-2025 due September 30th.

Alisa Kim presented updates to the annual report and budgetary report and the Board suggested other edits to finalize the documents.

Motion 09-06: Jim Shaffer makes a motion to approve the Annual Report and budgetary report, Lyndsey Langsdale seconds. Motion passes unanimously with 4 ayes.

G. **General Correspondence Updates**

Alisa Kim presented on an early detection and rapid response meeting on September 16th, sent by Nevada Department of Agriculture, as well as a technical assistance grant with National Association of Conservation Districts for conservation districts to work with Natural Resources Conservation Service.

1. **Review and delegate tasks** to be completed by the next meeting.

Jim Shaffer requested reaching out soon to a Washoe County representative about providing funding to the Conservation District for the upcoming fiscal year since budgets will be drafted soon. This item will be tabled until the next meeting.

H. **Outreach planning and opportunities for tabling**

1. Update on tabling two Night Out events in Storey County.

This item was already discussed by Kathy Canfield in item IV. B. Storey County Projects.

2. Washoe Storey Conservation District is seeking one new member to join the board of supervisors (elected volunteers).

VII. District Staff Reports – Not For Possible Action (unless otherwise noted) –

Alisa Kim – Updates

Alisa Kim does not have any other items for staff reports.

VIII. Public Comments – Not for Possible Action

Public comment will be allowed at the beginning, after each item on the agenda and prior to the adjournment of every meeting. Public comment may be limited to three (3) minutes per comment.

No public comments.

IX. Next Scheduled Washoe Storey Conservation District Board Meeting – For Possible Action

Typically the second Monday of each month: October 13, 2025, at 3:30pm.

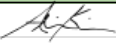
X. Adjourn

This meeting was adjourned at 5:10 PM.

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify our office by writing to the Washoe-Storey Conservation District Administrative & Conservation Technician Alisa Kim by email at alisa.wscd@gmail.com or calling (562) 400-0885 no later than two (2) working days prior to the scheduled meeting.

Virtual Access

Full Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzM0MjMyNzUtYTVMNi00NWMyLWI5YzQtYTYyNjdhZGQ0ZmQ5%40thead.v2/0?context=%7b%22id%22%3a%22e4a340e6-b89e-4e68-8eaa-1544d2703980%22%2c%22oid%22%3a%2228e9fe95-2573-49dc-b9cf-955deb738bcb%22%7d

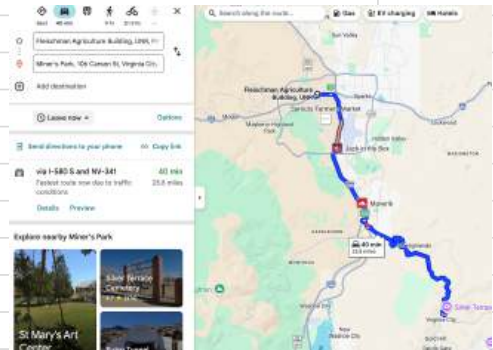
Washoe-Storey Conservation District - SEPTEMBER 2025 Timesheet						
Employee:		Alisa Kim			9/3-10/7/202	
Title:	Conservation & Adminstrative Technician					
Date	Time In	Time Out	Hours Worked	Mileage	Task	Total
9/3/2025	8:00 AM	8:30 AM	0.5		Send agenda and meeting materials, update website with it	
9/4/2025	9:30 AM	10:00 AM	0.5		Reply to emails	
9/8/2025	3:30 PM	5:00 PM	1.5		September meeting	
9/9/2025	4:30 PM	8:00 PM	3.5		Virginia City tabling	
9/9/2025				58.9	Mileage from UNR to Virginia City to Alisa Kim home (Stead in Reno)	
9/21/2025	3:00 PM	4:30 PM	1.5		Edit annual & financial report, print, take to Lyndsey to sign	
9/22/2025	1:00 PM	2:00 PM	1		Emails	
9/29/2025	9:00 AM	9:30 AM	0.5		Emails	
9/30/2025	9:00 AM	9:30 AM	0.5		Emails	
10/3/2025	10:30 AM	12:00 PM	1.5		Put together draft agenda, emails, treasurer's report, work on updating timesheet template	
10/7/2025	1:30 PM	3:00 PM	1.5		Finalize agenda, meeting materials including September meeting minutes, finalize timesheet	
					Total regular hours	12.5
					Hourly rate	\$22.00
					Total wages	\$275.00
					Total travel distance (miles)	58.9
					GSA mileage rate	\$0.70
					Total mileage reimbursement	\$41.23
					Monthly Total	\$316.23
					Employee signature:	
					Date:	10/8/2025
					Check #:	

Washoe-Storey Conservation District - SEPTEMBER 2025 Timesheet

Employee:	Alisa Kim				9/3-10/ /2025
Title:	Conservation & Administrative Technician				

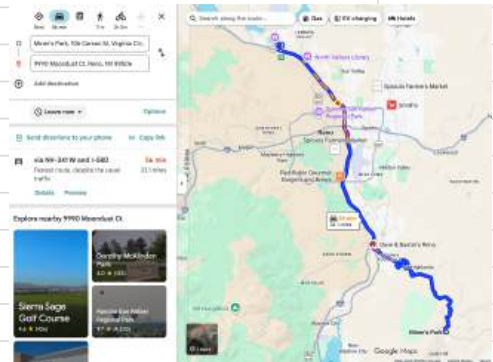
Trip 1a

Start location: UNR - Fleischmann Agriculture Building
 End location: Miner's Park, 106 Carson St., Virginia City
 Total Mileage (miles): 25.8



Trip 1b

Start location: Miner's Park, 106 Carson St., Virginia City
 End location: Alisa Kim home
 Total Mileage (miles): 33.1



Trip 1 Total Mileage: 58.9