

# NOTICE OF BOARD MEETING AND AGENDA MINUTES



**Date: Monday, October 13th, 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\\_NTk4YVVhNmItNDQxMi00M2EzLThIM2EtNmI5ZThhNDUwNDZj%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTk4YVVhNmItNDQxMi00M2EzLThIM2EtNmI5ZThhNDUwNDZj%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: 285 569 793 716 7 passcode: 5es2cf6u

**Call in information:** 775-321-6111 PIN: 451 042 55#

## **Notice**

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](mailto: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](mailto: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, Treasurer Jim Shaffer, Marlee Jenkins with Department of Conservation and Natural Resources, and Alisa Kim with Washoe-Storey Conservation District. Present virtually or by phone was Supervisor Elena Larsen.

## **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

## **III. Approval of today's agenda, October 13<sup>th</sup>, 2025 with the inclusion of any emergency items and deletion of any items. – For Possible Action**

Any items that need to be taken out of order, edited, or removed may be proposed for consideration at this time.

## **IV. External Agency Items and Reports – Not for Possible Action**

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

Jessica Gwerder is furloughed due to the government shutdown.

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

Marlee Jenkins presented on the Department of Conservation and Natural Resources filling the Las Vegas position and they will start onboarding the new employee soon. The Elko position will likely be postponed with the government shutdown and other hurdles. Marlee also reminded on the Nevada Association of Conservation Districts annual business meeting on November 19<sup>th</sup>, and the afternoon session which relates to conservation district funding that are in good standing. Marlee also attended a training on virtual livestock fencing, which included information on solar collars and funding opportunities.

- C. **Nevada Association of Conservation Districts** – Updates

Nevada Association of Conservation Districts is not present.

- D. **Nevada Department of Wildlife** – Graham Mills – Updates

Marlee Jenkins provided an update on Katie Andrie leaving the department but Graham Mills will still be around.

- E. **Nevada Department of Agriculture** – Jake Dick – Updates

Marlee Jenkins will be attending a drone herbicide application treatment in Carson City through Society for Range Management on Wednesday 10/15.

## **V. District Projects** – For Possible Action

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

Jim Shaffer presented on three submitted projects, including one in the Palomino complex in Reno without issues and a facility off Pyramid Highway with recommendations to use weed-free materials and replace tree removals. Jim also submitted feedback to Sierra Reflections to paint infrastructure to blend in with the environment, reduce erosion possibilities, assist with fish migration, and clean equipment free of weed seeds.

### **B. Storey County Projects** – Updates from Kathy Canfield.

Kathy Canfield was not present.

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

Lyndsey Langsdale provided an update on the project, including hiring a consultant to create a holistic plan for the project. Iris Jehle-Peppard with One Truckee is also submitting a grant proposal through Nevada Department of the Environment to install a water-friendly pollination garden on the land to filter sediment. A grant was also rewarded by the Nevada Department of Agriculture to grow squirreltail seeds but accessing source seeds is being affected by the government shutdown.

### **D. Canepa Ranch** – Marlee Jenkins will provide updates on the 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.

#### 1. Review and approval of final project Scope of Work (SOW) and budget.

Marlee Jenkins presented the final Scope of Work and budget for review. The areas for drone application versus backpack spraying were reviewed, including a 100-foot buffer behind the neighborhood around Tom Cooke and a 300-foot buffer around a house near Canepa Ranch. There is a youth group clearing 50-feet around housing near Tom Cooke for fuels reduction and defensible space. The proposed timeline of the project will however be postponed at least by a week or more because of the government shutdown, a purchase blackout with the state of Nevada, and the Memorandum of Understanding with the City of Reno.

**Motion #2025-10-01: Lyndsey Langsdale makes a motion to approve the Canepa Ranch Scope of Work, Pesticide-Use Proposal, and budget, Jim Shaffer seconds. Motion passes unanimously with 3 ayes.**

#### 2. Review and approval of a Memorandum of Understanding with the City of Reno for herbicide treatments near the Tom Cook trailhead.

Marlee Jenkins did not receive the Memorandum of Understanding with the City of Reno in time for the meeting as it will be coming from their legal team. The board can either move to allow the Chair to approve it once it is sent or call a virtual board meeting to vote on the document.

**Motion #2025-10-02: Jim Shaffer makes a motion to allow Chair Lyndsey Langsdale to approve or reject the Memorandum of Understanding with the City of Reno after review, Elena Larsen seconds. Motion passes unanimously with 3 ayes.**

3. Review and approval of a Right-of-Entry document for Washoe County.

Marlee presented the Right-of-Entry document for Washoe County, which was created after Washoe County reviewed the Scope of Work, the same document as previously presented.

**Motion #2025-10-03: Elena Larsen makes a motion to approve the Right-of-Entry document, Jim Shaffer seconds. Motion passes unanimously with 3 ayes.**

## **VI. District Supervisor Reports** – Not for Possible Action

No District Supervisor reports.

## **VII. Internal District Issues** – For Possible Action (unless otherwise noted)

- A. **Review, Amendment, and Approval** of Minutes from previous meeting, conducted 9/8/25.

**Motion #2025-10-04: Lyndsey Langsdale makes a motion to approve the meeting minutes for 9/8/25, Elena Larsen seconds. Motion passes unanimously with 3 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 presented on the October financial report. The Checkings account had \$16,441.48, the savings account had 3,596.61, and the Certificate of Deposit account was recently renewed on 9/13/2025 and will mature on 12/12/25. Detailed expenses were also outlined in the financial report.

**Motion #2025-10-05: Lyndsey Langsdale makes a motion to approve the September financial report, Elena Larsen seconds. Motion passes unanimously with 3 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.

Marlee Jenkins presented on possibilities for alternatives to online banking access without finding a new Treasurer. A possible solution was proposed to provide Alisa Kim with access to online banking and submit bank statements to Marlee Jenkins, Treasurer Jim Shaffer, and Chair Lyndsey Langsdale for confirmation of bank numbers.

- D. **Obtaining funds from Washoe County and Storey County** (for discussion only) – Discussion of methods to request funding opportunities from Washoe County and Storey County to support the Conservation District.

Marlee Jenkins presented on possible documents to present to Washoe County and Storey County to request funding. This would be presented at the beginning of 2026 when the counties allocate funding to various places such as conservation districts. These documents would include proposed projects along with proposed budget, including service and staffing costs. This would also entail reaching out to the Assistant County Manager to potentially meet in-person.

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

Alisa Kim presented on submitting the annual report and budget for fiscal year 2024-2025 with amendments as presented by the board. There was a question about submitting agendas and minutes as well but it was decided they could be accessed through the website.

F. **General Correspondence Updates**

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

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

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

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

Alisa Kim – Updates

1. Update on filing Fiscal Year 2025's annual report and budget.

This was discussed above in VII. E. Conservation Districts Annual Report.

2. Opportunity for farmers and ranchers to attend a national soil health project through Utah State University.

An email was received from Utah State University for an opportunity to have soil tested for farmers and ranchers in Nevada. It seems multiple board members knew about this opportunity already and it has been sent out to various listservs already.

3. Creating a grant schedule to keep track of funding opportunities.

Alisa Kim will start with a grant schedule to keep track of upcoming grant opportunities as the Conservation District expands and looks for possible new projects.

4. Request from a Storey County School District's Outreach Coordinator Kim Hames for a presentation opportunity in science classes.

Alisa Kim presented on an opportunity for Washoe-Storey Conservation District to go into schools and present a curriculum for students. The board agreed this was a good opportunity but since this is not an existing resource the District already provides, a better method may be to partner with a non-profit like River Wranglers that already focuses on youth environmental education. However, this would be a good future project to bring up to Storey County for funding support.

5. Clarity on recording mileage and work time on timesheet.

Alisa Kim had a question on recording mileage and start of work hours for their timesheet, which were answered by the board as including to home if there was a special event that went later and including driving time into work hours.

**IX. 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.

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

Typically the second Monday of each month: December 8th, 2025, at 3:30pm.

**XI. Adjourn**

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](mailto: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\\_NTk4YWVhNmItNDQxMi00M2EzLThIM2EtNmI5ZThhNDUwNDZj%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTk4YWVhNmItNDQxMi00M2EzLThIM2EtNmI5ZThhNDUwNDZj%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)

Washoe-Storey Conservation District - OCTOBER & NOVEMBER 2025 Timesheet						
Employee:		Alisa Kim			10/8-12/2/20	
Title:	Conservation & Administrative Technician					
Date	Time In	Time Out	Hours Worked	Mileage	Task	Total
10/13/2025	1:30 PM	2:00 PM	0.5		Prep treasurer's report	
10/13/2025	3:30 PM	5:00 PM	1.5		October meeting	
10/23/2025	1:00 PM	3:30 PM	2.5		Drone application for Canepa Ranch	
10/23/2025				14.8	Mileage from UNR to Canepa Ranch and back	
11/4/2025	4:00 PM	5:00 PM	1		Pick up check and drop off noxious weed bouquet to NDA, get check signed by Lyndsey	
11/4/2025				8	Mileage from UNR to NDA and back	
11/13/2025	1:30 PM	2:00 PM	0.5		Processing check for drone application	
11/26/2025	10:30 PM	11:30 PM	1		Draft achievements for meeting with Washoe County, prep invoice for NDOW, check emails	
11/1/2025	11:30 AM	12:00 PM	0.5		Emails	
11/2/2025	9:30 AM	10:30 AM	1		Put together agenda, check emails and coordinate	
					Total regular hours	8.5
					Hourly rate	\$22.00
					Total wages	\$187.00
					Total travel distance (miles)	22.8
					GSA mileage rate	\$0.70
					Total mileage reimbursement	\$15.96
					<b>Monthly Total</b>	<b>\$202.96</b>
					Employee signature:	
					Date:	12/3/2025
					Check #:	

**Washoe-Storey Conservation District - OCTOBER AND NOVEMBER 2025 Timesheet**

**Employee:** Alisa Kim

**10/8-12/2/2025**

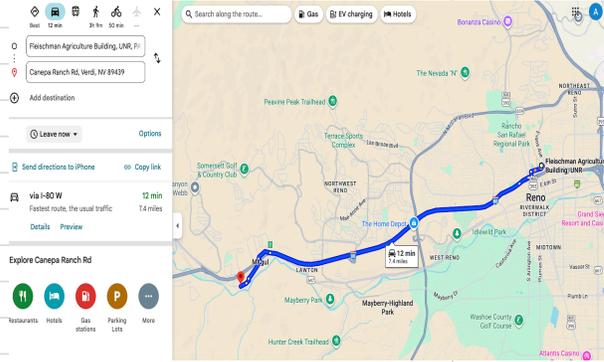
**Title:** Conservation & Administrative Technician

**Trip 1a**

**Start location:** UNR - Fleischmann Agriculture Building

**End location:** Canepa Ranch, Verdi

**Total Mileage (miles):** 7.4

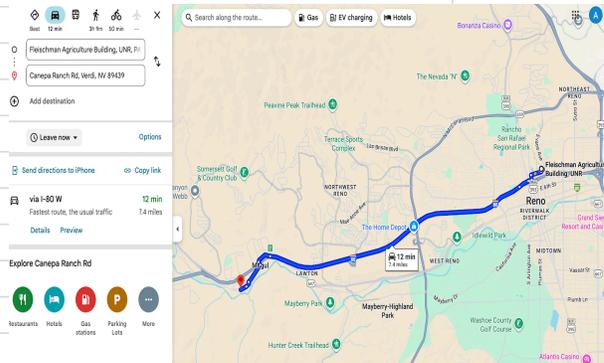


**Trip 1b**

**Start location:** Canepa Ranch, Verdi

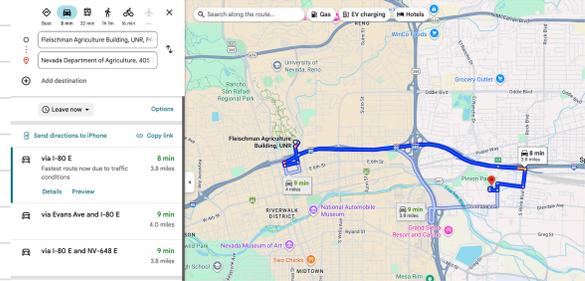
**End location:** UNR - Fleischmann Agriculture Building

**Total Mileage (miles):** 7.4



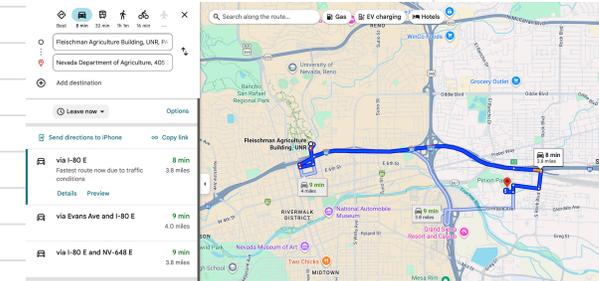
Trip 2a

Start location: UNR - Fleischmann Agriculture Building  
 End location: Nevada Department of Agriculture, 405 21st St, Sparks, NV 89431  
 Total Mileage (miles): 4



Trip 2b

Start location: Nevada Department of Agriculture, 405 21st St, Sparks, NV 89431  
 End location: UNR - Fleischmann Agriculture Building  
 Total Mileage (miles): 4



Trip 1 Total Mileage: 8