

BOARD MEETING MINUTES WASHOE-STOREY CONSERVATION DISTRICT



Date: Monday, December 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_ZjA5OGNiMWUtZTg4MS00Mjk5LWI3OWEtZTAyNDU3M2QzM2U3%40thread.v2/0?context=%7b%22id%22%3a%22e4a340e6-b89e-4e68-8eaa-1544d2703980%22%2c%22oid%22%3a%2228e9fe95-2573-49dc-b9cf-955deb738bcb%22%7d
Meeting ID: 297 082 154 403 86 passcode: ij97NE6U
Call in information: 775-321-6111 PIN: 149 993 714#

The Washoe-Storey Conservation District (WSCD) Board considered possible action on the attached agenda items. The Board reserves 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 will consider and act on the following items unless otherwise noted:

The meeting was called to order at 3:35 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, and Alisa Kim with Washoe-Storey Conservation District. Present virtually or by phone was Storey County Representative Kathy Canfield, Supervisor Darcy Phillips, Supervisor Elena Larsen, Marlee Jenkins with Department of Conservation and Natural Resources, and Riley Miarecki, a member of the public.

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, December 8th, 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.

Motion #2025-12-01: Jim Shaffer makes a motion to move VII. F. General Correspondence to III., Lyndsey Langsdale seconds. Motion passes unanimously with 5 ayes.

A. General Correspondence Updates

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

Riley Miarecki introduced himself to the board and provided some personal history as well as interest in his proposed pilot project. Alisa Kim then gave more details and introduced the pilot project, which would entail a drone herbicide application and subsequent seeding on a parcel of family-owned land. There was discussion about the project's alignment with board priorities, possible grant opportunities including fire-focused grant funding, and the requirement of an MOU with the Miarecki family trust. There is an upcoming Nevada Division of Agriculture grant coming up but unfortunately it focuses on noxious weeds rather than cheatgrass. The board agreed that this project would be a great example of what the District can help with and will continue conversations with Riley to see how to best support his project.

2. Request of water infrastructure information for planning

The Washoe-Storey Conservation District does not hold any water infrastructure.

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

A. Natural Resources Conservation Service – Jessica Gwerder – Updates

Jessica Gwerder presented on Carson Hicks return back in the position of District Conservationist for staffing updates. The Environmental Quality Incentives Program (EQIP)

deadline is coming up on January 15, 2026. Everything at Natural Resources Conservation Service is a bit delayed because of the federal shutdown. The Conservation Stewardship Program (CSP) still currently exists but will be undergoing upcoming changes, which will be updated when they happen.

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

Marlee Jenkins presented on updates discussed at the annual business meeting with the Nevada Association of Conservation Districts, including hosting focused regional meetings rather than one large annual meeting, though the smaller meetings will be open to everyone. They also awarded Lahontan Conservation District with the annual award. The State Conservation Commission reviewed the District's annual reports to look if they were in good standing, with 23 of 28 Conservation Districts meeting the requirements. Washoe-Storey Conservation District was found in good standing and will be awarded \$5,500. There was also a POOL/PACT presentation. Marlee also presented on upcoming grant opportunities with Department of Conservation and Natural Resources, including the sagegrouse habitat improvement grant and other wildlife grants. Other grants include the Nevada Department of Agriculture Invasive Plant Cost Share Funding, the Friends of National Association of Conservation District Grants Program, and the Urban & Community Forestry Program grant.

C. Nevada Association of Conservation Districts – Updates

Nevada Association of Conservation Districts was not present.

D. Nevada Department of Wildlife – Graham Mills – Updates

Nevada Department of Wildlife was not present.

E. Nevada Department of Agriculture – Jake Dick – Updates

Nevada Department of Agriculture was not present.

V. District Projects – For Possible Action

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

Jim Shaffer reviewed two projects for Washoe County, including one on a smaller parcel in Palomino Valley and one on infrastructure for Sierra Reflections in Washoe Valley. They plan to bring in over 600 tons of fill, and are looking for language regarding fill transport including it being free of weed seeds. They also plan to remove cottonwood trees, which Jim is asking for a 1:1 replacement for, and a re-vegetation plan for around the water tank and along slopes. They are installing a detention basin and a retention basin, with recommendations to not install turf in certain areas to reduce pollution into Steamboat Creek.

B. Storey County Projects – Updates from Kathy Canfield.

Kathy Canfield presented on a parcel across the river from Rainbow Bend in Lockwood where Storey County is proposing to install a storage yard. A major recommendation is to screen the yard from people visiting the river as well as from the Rainbow Bend community through installing dense vegetation. Jim Shaffer suggested evergreens like Pinon pines rather than cottonwoods or willows as evergreens don't seasonally lose their leaves. Kathy Canfield noted that there is confusion on who is allowed to provide feedback to the developers in Storey County so if feedback is allowed, Washoe-Storey Conservation District will be included to provide feedback.

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

Lyndsey Langsdale presented on updates to the plan for the Back 40 project. A contractor was hired to create a detailed plan, and the hope is to be able to present it by January. This project could be a good contender for the Urban & Community Forestry Program grant but as of now the grant seems like it is still postponed.

D. **Canepa Ranch** – Marlee Jenkins will provide updates on the drone treatment and wrapping up of the project, as well as submitting the reimbursement to Nevada Department of Wildlife.

Marlee Jenkins presented on the work that was done on October 26th of herbicide application by drone at Canepa Ranch, with 127.65 acres treated, 3.56 hours of flight time, and a total of 386 gallons of post-mixed herbicide treatment. A portion of the planned area was cut out around Canepa Ranch because of a buffer around land with standing water on United States Forest Service land, as well as some areas around telephone poles, trees, or small wet areas. The Hunter Creek area covered the same area as planned. A possibility for future work includes spot treatment using a backpack sprayer along trails on United States Forest Service lands.

VI. District Supervisor Reports – Not for Possible Action

1. Supervisor Darcy Phillips presented on KTMB starting Christmas light recycling at all GNC locations and starting Christmas tree recycling soon to create into mulch.
2. Supervisor Elena Larsen presented on a friend's information about Lincoln Park Elementary, which has a school garden that could use guidance on invasive species removal and revitalizing urban agriculture. Lyndsey Langsdale and Elena Larsen will coordinate a possible date to go to the school and present on invasive species removal and revitalizing the garden and successful vegetation. One possible funding source would be the Nevada Division of Recreation and Outdoor Education annual grant.
3. Kathy Canfield presented on Storey County hosting a flood evacuation drill in Lockwood on Saturday, 12/13, with another drill the following Friday at the school. This follows a fire evacuation drill with the goal of raising awareness for natural disaster preparation.

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

A. **Review, Amendment, and Approval** of Minutes from previous meeting, conducted 10/13/25.

Jim Shaffer made an amendment of the totals for the Financial report with the checkings account of \$7,947.22 rather than \$16,441.48.

Motion #2025-12-02: Lyndsey Langsdale makes a motion to approve the meeting minutes from 10/13/25 with amendments, Darcy Phillips seconds. Motion passes unanimously with 5 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 and November Treasurer's reports. For the October Treasurer's report, the Checkings account had \$7,575.62, the Savings account had \$3,581.61, and the Certificate of Deposit account had \$16,441.48. For the November Treasurer's report, the Checkings account had \$3,332.55, the savings account had \$3,566.61, and the Certificate of Deposit account had \$16,494.59 with maturation at 12/12/25. Expenses included a recurring service charge for both Checkings and Savings

accounts and paying for the District's website as well as wages for Alisa Kim for both October and November.

Motion #2025-12-03: Lyndsey Langsdale makes a motion to approve the October and November Treasurer Reports as presented, Elena Larsen seconds. Motion passes unanimously with 5 ayes.

- C. **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.

1. Update on meeting with David Solaro, Assistant County Manager of Washoe County, to discuss request of funding.

Alisa Kim reviewed the document to present to David Solaro to provide information to Washoe County on the board and recent projects as well as the funding request breakdown and budget justifications for each line. Marlee Jenkins also highlighted request for any changes or feedback on how the funding request is broken down and alterations to the document. There was discussion on how to present this information to David and what to include in the conversation.

Marlee Jenkins also reviewed requesting funding from Storey County and coordinating with Kathy Canfield to put together a plan to request funding as they put their annual budget together.

- D. **Potential goals for 2026** (for discussion only) – Discussion of the District's priorities and possible projects for the new year.

Jim Shaffer likes the previously discussed projects during this meeting like finishing the Canepa Ranch herbicide application as well as urban agriculture projects such as the school garden at Lincoln Park Elementary. Kathy Canfield would like to continue pursuing outreach and tabling opportunities, including pressed and framed plants for common invasive species.

- E. **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.

Lyndsey Langsdale will go to the bank to set up online banking for easier retrieval of statements.

- F. **General Correspondence Updates**
Moved to the beginning of the 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. Creating a grant schedule to keep track of funding opportunities.

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: January 12th, 2025, at 3:30pm.

XI. Adjourn

The meeting was adjourned at 5:21 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_ZjA5OGNiMWUtZTg4MS00Mjk5LWI3OWEtZTAyNDU3M2QzM2U3%40thread.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 - December 2025 Timesheet

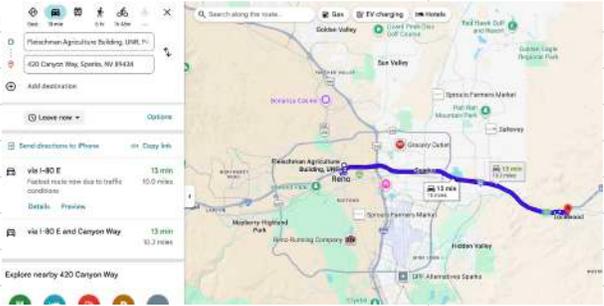
Employee:		Alisa Kim				
Title:	Conservation & Administrative Technician					12/3/2025 - 1/6/2026
Date	Time In	Time Out	Hours Worked	Mileage	Task	Total
12/3/2025	9:30 AM	11:30 AM	2		Edit meeting minutes, send out meeting reminder, update website, check emails	
12/3/2025	1:00 PM	1:30 PM	0.5		Coordinate with Marlee and review doc on Washoe Storey meeting	
12/5/2025	1:30 PM	2:00 PM	0.5		Meet with Riley, private drone applicator individual	
12/8/2025	3:30 PM	6:00 PM	2.5		December meeting, discuss meeting with Washoe County rep with Lyndsey after	
12/9/2025	10:30 AM	11:30 AM	1		Follow up from meeting including work on request for funding from Washoe & Storey County, email back Honey Valley RCD, and follow up on NDOW invoicing	
12/10/2025	11:00 AM	12:00 PM	1		Meeting with Washoe County on funding	
12/16/2025	11:00 AM	11:30 AM	0.5		Check and respond to emails	
12/22/2025	4:00 PM	4:30 PM	0.5		Check and respond to emails	
12/30/2025	1:00 PM	2:00 PM	1		Make agenda draft	
1/5/2026	3:00 PM	4:00 PM	1		Redo and send out draft agenda, check emails, work on POOL info	
1/5/2026	5:30 PM	6:30 PM	1		Drop off tabling items to Storey County shed	
1/5/2026				20	Mileage from UNR to Lockwood and back	
1/6/2026	5:00 PM	6:30 PM	1.5		Revise December minutes, put together meeting materials, finalize agenda	
					Total regular hours	13
					Hourly rate	\$22.00
					Total wages	\$286.00
					Total travel distance (miles)	20
					GSA mileage rate	\$0.70
					Total mileage reimbursement	\$14.00
					Monthly Total	\$300.00
					Employee signature:	
					Date:	1/6/2026
					Check #:	

Washoe-Storey Conservation District - December 2025 Timesheet

Employee:	Alisa Kim			
Title:	Conservation & Administrative Technician			12/3/2025 - 1/6/2026

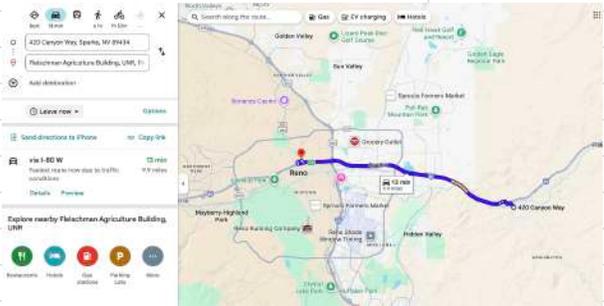
Trip 1a

Start location:	UNR - Fleischmann Agriculture Building
End location:	420 Canyon Way, Sparks (Storey County shed)
Total Mileage (miles):	10



Trip 1b

Start location:	420 Canyon Way, Sparks (Storey County shed)
End location:	UNR - Fleischmann Agriculture Building
Total Mileage (miles):	10



Trip 1 Total Mileage:	20
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NEVADA DIVISION OF FORESTRY
CONSERVATION EDUCATION & OUTREACH PROGRAM



SUB GRANT APPLICATION

1. ADMINISTRATIVE INFORMATION

a) **Applicant Organization/Agency:**

Mailing Address:

City:

Zip:

Project Administrator Name & Title:

Primary Telephone Number:

E-mail:

Tax ID:

State Vendor ID:

DUNS#:

SAM Exp. Date:

b) **Project Coordinator Name & Title:**

E-mail:

c) **Fiscal Representative Name & Title:**

E-mail:

2. PROJECT SUMMARY

a) **Title:**

b) **Purpose:**

c) **Approximate Project Activity Dates:**

3. PROJECT LOCATION

a) **County(s):**

b) **Location(s):**

4. BUDGET SUMMARY

a) Conservation Education & Outreach Funding Requested (TOTAL):

b) Anticipated Match (must be equal to, or exceed the funding request):

c) Total Project Costs:

6. TERMS AND CONDITIONS

Whereas, It is understood and agreed upon by the undersigned that:

- a. PROPOSED CHANGES TO THIS PROJECT as approved, shall require pre-approval for budget category changes greater than 10% of the grant award or major changes to the scope of the project such as project location and design. Pre-approval may be requested by contacting the Nevada Division of Forestry (NDF) Stewardship & Legacy Programs Coordinator, and, upon notification of approval by NDF, shall be deemed incorporated into and become part of this agreement.
- b. Funds that are granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all State and Federal regulations and restrictions.
- c. The undersigned shall comply with Title VI of the Civil Rights Act of 1964. (P.L. 88-352) and all requirements imposed by or pursuant to that law.
- d. The undersigned HEREBY ASSURES THAT if approved, shall take measures necessary to execute this agreement.

7. Name & Title of Authorized Official (*Type or Print*):

8. Signature:

Date:

PROJECT NARRATIVE – Purpose, Objectives, Work Plan/Budget & Deliverables

- I. Project Purpose and Objectives**
- II. Work plan/Project Budget**
- III. Project Deliverables**



NEVADA DIVISION OF FORESTRY

STATE OF NEVADA
Department of Conservation & Natural Resources
Joe Lombardo, *Governor*
James A. Settelmeyer, *Director*
Kacey KC, *State Forester/Firewarden*

August 5, 2025

Alisa Kim

Application 001

Washoe- Storey Conservation District

405 S 21st Street

Sparks, NV 89431

Alisa.wscd@gmail.com

Dear Alisa Kim,

Thank you for applying to the FY2024 Nevada Division of Forestry Conservation Education and Outreach Grant. This grant opportunity comes from funding from the United States Forest Service to provide Conservation Education Opportunities to various nonprofits, school districts, municipalities, and other organizations to connect and engage the community with natural spaces and natural resource conservation. This grant follows the guidelines listed in listed in the Code of Federal Regulations (2 CFR 200).

Unfortunately, your project/program was not selected for funding this round. Should you consider future funding opportunities with the Nevada Division of Forestry, our grant review panel has made several recommendations for your application submission:

- A SAM Number and a Unique Entity Identifier is required in order to receive federal and state funding.
- The timeline would benefit from further explanation of expected expenses, deliverable deadlines, and seasonal constraints.
- Per our Department Administrative Manual and 2 CFR 200, travel status can only be claimed when the individual is in valid travel status of 50 miles or more away from their home office or station.

Thank you again for your application. We strongly encourage you to apply for future funding opportunities with the Nevada Division of Forestry.

Sincerely,

Kelcey Hein, Conservation Education Coordinator

Email: ndfstewardship@forestry.nv.gov | Office: 775-684-2517 | Mobile: 775-461-6576