

**JULY 7, 2021**

# **MEETING INFORMATION**

Link: <https://zoom.us/j/97012057170>

Meeting ID: 970 1205 7170

Call-in Number: (669) 900-9128

*Note: The Meeting Room is open. Social distancing requirements can be met with Board and Public in attendance.*

**WALKER RIVER IRRIGATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
YERINGTON, NEVADA**

**July 7, 2021  
Wednesday 10:00 A.M.**

**NOTICE OF MEETING  
of the Board of Directors of Walker River Irrigation District**

The Board of Directors of the Walker River Irrigation District will conduct a public meeting on Wednesday, July 7, 2021, beginning at 10:00 A.M. in the Board meeting room at 410 N. Main Street, Yerington, Nevada.

**THIS MEETING WILL BE HELD IN PERSON AND HOSTED VIA ZOOM.**

**PERSONS ATTENDING IN PERSON ARE ASKED TO WEAR A FACE MASK  
IF NOT FULLY VACCINATED**

The public may attend in person and provide public comment and also comment on Agenda items by emailing comments to [jessica@wrid.us](mailto:jessica@wrid.us). Comments received by email prior to 4:00 P.M. on July 6, 2021 will be entered into the record. Comments may also be submitted during the meeting and by participating in the Joint Zoom Meeting using the information below.

The District appreciates the public's patience and understanding during this difficult and challenging time.

**Topic: June Board Meeting  
Time: July 7, 2021 10:00 AM Pacific Time (US and Canada)**

**Join Zoom Meeting**  
<https://zoom.us/j/97012057170>

**Meeting ID: 970 1205 7170**  
One tap mobile  
+12532158782,,97012057170# US (Tacoma)  
+13462487799,,97012057170# US (Houston)

**Dial by your location**  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)

**Meeting ID: 970 1205 7170** Find your local number: <https://zoom.us/u/ahzV4D0Dr>

## NOTICE

Agenda items may be taken out of order.

The Board may remove or delay discussion relating to an agenda item at any time.

The Board may combine two or more agenda items for consideration.

The meeting may be continued as deemed necessary.

Requests for supporting material provided to members of the Board, if any, can be provided electronically by a request to [jessica@wrid.us](mailto:jessica@wrid.us). Such supporting material, if any, will be posted on the Walker River Irrigation District website.

## OFFICIAL AGENDA

Action may be taken only on those items denoted “**For possible action.**”

1. Public Comment

Any member of the public may address and ask questions of the Board relating to any matter within the Board’s jurisdiction. Public comments need not be related to any item on the Agenda. Action will not be taken on any matter raised by the public until the matter is specifically included on an agenda as an item upon which action will be taken.

2. Roll Call and Determination of Quorum

3. Consideration of Minutes of the June 7, 2021 Regular meeting. **(For possible action)**

4. Water Master’s report

5. Staff Reports including, but not limited to, those items listed:

- A. Treasurer’s Report
- B. Consideration of Bills and Payroll for payment. **(For possible action)**
- C. Manager’s Report
- D. Legal Counsel’s Report
- E. Review and Approval of Monthly Storage Transfers. **(For possible action)**
- F. Storage Water Leasing Program Update
- G. FY 2020-2021 Audit Update
- H. Current Drought Conditions for WY 2021 Presented by MBK Engineers

6. Update from the Division of Water Resources regarding groundwater pumping and upcoming fieldwork schedules.

7. Update by Nevada State Engineer Adam Sullivan.
8. Update by Walker Basin Conservancy on activities related to the Walker Basin Restoration Program, including Acquisitions and Conservation and Stewardship Activities.
9. Update from Manager, staff and legal counsel on drafts, for future Board consideration, of policies, enforceable by regulation or otherwise, concerning fees for services provided to ditch companies, such as payroll services, moderating and taking minutes of meetings, for water card revisions, late fees and/or interest charges for past due invoices, and delinquent reserved water rights assessments, prepayment requirements for projects and material purchases and other revenue sources, such as copy charges. **(For possible action)**
10. Director Comments
11. Public Comment

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction. Public comments need not be related to any item on the Agenda. Action will not be taken on any matter raised by the public until the matter is specifically included on an agenda as an item upon which action will be taken.

12. Adjournment

**WALKER RIVER IRRIGATION DISTRICT  
BOARD OF DIRECTORS**

Notice is hereby given that on July 7, 2021, the Board of Directors of the Walker River Irrigation District will conduct a meeting. The meeting will commence at 10:00 A.M. at the Walker River Irrigation District Office at 410 N. Main Street, Yerington, Nevada. The Official Agenda for that meeting is attached hereto and made a part of this Notice.

Date: July 1, 2021

ROBERT C. BRYAN  
Manager

I, Robert C. Bryan, WRID Manager, do hereby certify that the foregoing Agenda was duly posted on July 1, 2021 at the following locations:

Walker River Irrigation District Office, 410 N. Main Street, Yerington, Nevada  
Lyon County Courthouse, Main Street, Yerington, Nevada  
U.S. Post Office Bulletin Board, Main Street, Yerington, Nevada  
U.S. Post Office Bulletin Board, Highway 208, Smith, Nevada  
U.S. Post Office Bulletin Board, Highway 208, Wellington, Nevada  
Walker River Irrigation District's website (<http://www.wrid.us>)  
The Nevada Public Notice website pursuant to NRS 232.2175 (<https://notice.nv.gov>)

  
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ROBERT C. BRYAN  
Manager

A meeting of the Walker River Irrigation District (WRID) Board of Directors was held on June 7, 2021. The meeting was called to order at 10:00 AM at the District Board Room, 410 N. Main St, Yerington, Nevada by President SNYDER.

**Present:**

Jim SNYDER	President
Richard NUTI	Treasurer
David GIORGI	Director
Dennis ACCIARI	Director
Robert BRYAN	General Manager
Dale FERGUSON	Legal Counsel
Jessica HALTERMAN	Secretary
Sandy NEVILLE	Water Rights Specialist

**Public Present:**

Joanne Sarkisian, USBWC	Taylor Thomas, USBWC	Darrell Pursel
Ed Ryan, MV/SVCD	Wyatt Fereday, NDWR	Silas Adams, WBC

**Public Present via phone:**

Dave Hockaday

**1. Public Comment**

Darrell Pursel stated the automation on the Hall Ditch is not functioning properly. He advised he was shorted by  $\frac{1}{2}$  to  $\frac{3}{4}$  of a foot of water on two occasions. Mr. Pursel contacted Taylor Thomas and Joanne Sarkisian of the USBWC and they advised the automatic controls were not calibrated correctly and he needed to contact WRID. Upon contacting GM BRYAN, Darrell was asked if he knew how to read a staff gauge. Mr. Pursel did not appreciate the question. During subsequent conversations with USBWC, Mr. Pursel requested a flow chart and realized the chart was wrong; USBWC stated they were not given an updated chart. GM BRYAN stated the takeout was built in 2015/16. Dr. Styles did the as-built shots in 2018. The Replogle flume was built according to the engineered drawings, but with concrete settling, there was a slight shift. When Dr. Styles did the as-built shots, it revealed the staff gauge needed to be adjusted as the canal was shifted .07 to the positive resulting in the Hall getting more water from 2015-2018 than it should have. The report Dr. Styles gave in 2018 explains the need for the correction, how the electronics were recalibrated, and a new flow chart was created. That chart was distributed to those who needed it. The only way the measurements can be off is if the calibration is shifted, or if the river goes up or down and the gate is locked in manual. If the gate is not in full automatic, the gates will not adjust according to the pool level. GM BRYAN offered to check the system to verify what days the gates were in manual and when they were in automatic. Mr. Pursel stated the morning levels are usually fine, but the flow drops in the afternoon. Treasurer NUTI questioned if the measurement was short at the takeout or the main headgate; Mr. Pursel stated it is shorted  $\frac{1}{2}$  to  $\frac{3}{4}$  foot at the headgate at the river. Mr. Pursel stated the system worked better before the automation; GM BRYAN stated the gate belongs to the G&H and can be locked into manual if that is what is desired. President SNYDER asked if there is a reason why the flows dropped in the afternoon; GM BRYAN

stated the only two ways that would happen is if the gate is locked into manual or if the gates are torqued out. Director GIORGI asked how often the sensor device must be cleaned; GM BRYAN stated they are designed for sewage ponds and do not have to be cleaned often. The sensors are pulled each winter before ice accumulates. They are also re-calibrated each year when put back into the water. Treasurer NUTI asked what the flows were when the problems occurred; Mr. Pursel stated once was 2cfs and once was 6cfs. Treasurer NUTI asked what the capacity is; GM BRYAN stated 80cfs. Treasurer NUTI stated Dr. Styles mentioned the accuracy of low flows may not be as accurate if the capacity is high. GM BRYAN stated the Water Right Specialist can rate the canal if needed.

**2. Consideration of Minutes of the May 7, 2021 Regular Meeting**

Director GIORGI made a motion to approve the minutes; Treasurer NUTI offered a second. The vote was called for and passed.

**3. Water Master’s Report**

Joanne SARKISIAN reported Bridgeport is at 12,470 acre-feet (30%), an 1867 decree and releasing 77.7 feet. Topaz is at 17,760 acre-feet (30%), an 1885 decree and releasing 318, but 50cfs is coming in behind the reservoir. The trans-evaporation rate is 19%. Over the last week below Little Walker was upward of 600 feet, today is 0 SWE. There was 437 this morning and 412 just before the meeting. Joanne will keep the decree going as long as possible. Treasurer NUTI asked when Joanne projects the decree to reach 1885; Joanne stated it is set for 1885 on Saturday for Monday. President SNYDER asked what the trend on the East looks like; Joanne stated there is no water. GM BRYAN stated NRCS sent the June-August projected flows. East is projected to be 1.2k which is roughly 3% of average. Joanne stated the presidents of the 4 East ditches have been notified that when there is excess water available, the president will be notified that day and they can distribute it as they see fit.

**4. Staff Reports:**

**A. Treasurer’s Report**

Treasurer NUTI reported as of May 31, 2021:

Cash in Checking	\$ 250,928.96
Cash in Money Market	\$ 571,867.32
Cash in CDs	<u>\$ 749,661.39</u>
Total	\$1,572,457.67

**B. Consideration of Bills and Payroll for payment**

*May 2021 Bills & Payroll*

<u>Check</u>	<u>Effective</u>	<u>Vendor Name</u>	<u>Check Amount</u>
<u>Number</u>	<u>Date</u>		<u>\$</u>
122003	5/5/2021	AFLAC	35.70

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## Provisional

122004	5/5/2021	Ameritas Life Insurance	\$	907.60
122005	5/5/2021	Marianne Leinassar	\$	500.00
122006	5/5/2021	True Value	\$	238.96
122007	5/5/2021	Pitney Bowes Global	\$	30.00
122008	5/5/2021	Power Plan	\$	3,839.71
122009	5/5/2021	Public Employees' Benefits	\$	870.23
122010	5/5/2021	Purchase Power / Pitney	\$	352.00
122011	5/5/2021	Quill	\$	41.94
122012	5/5/2021	NV Energy	\$	188.19
122013	5/5/2021	Southwest Gas	\$	86.74
122014	5/5/2021	Desert Engineering	\$	1,242.77
122015	5/5/2021	PERS Administrative Fund	\$	8,179.76
122016	5/12/2021	Giomi, Inc.	\$	257.90
122017	5/12/2021	AT&T	\$	155.92
122018	5/12/2021	John Deere Credit	\$	375.90
122019	5/12/2021	Jim Menesini Petroleum	\$	39.14
122020	5/12/2021	NV Energy	\$	36.79
122021	5/12/2021	Wells Fargo Card Services	\$	2,113.92
122022	5/12/2021	Xerox Financial Services	\$	235.42
122023	5/12/2021	City of Yerington	\$	130.25
122024	5/26/2021	Sticks and Stones	\$	566.00
122025	5/26/2021	NAPA AUTO & TRUCK	\$	303.54
122026	5/26/2021	Lyon County Recorder	\$	37.70
122027	5/26/2021	MF Barcellos	\$	3,221.89
122028	5/26/2021	Mickey Mutual Ditch Co.	\$	7.42
122029	5/26/2021	NWRA	\$	300.00
122030	5/26/2021	O'Reilly Automotive, Inc.	\$	197.11
122031	5/26/2021	Quill	\$	137.98
122032	5/26/2021	Alhambra	\$	39.87
122033	5/26/2021	Standard Insurance	\$	234.52
122034	5/26/2021	Vision Service Plan	\$	186.05
122035	5/26/2021	Woodburn & Wedge	\$	37,405.59
122036	5/26/2021	HomeTown Health	\$	7,421.23



## Provisional

122037	5/26/2021	Smith Valley Conservation	\$	6,087.63
122038	5/27/2021	NV Energy	\$	5,345.23
PAYROLL		MAY PAYROLL	\$	44,655.79

**Total Bills & Payroll \$ 126,006.39**

Director ACCIARI made a motion to approve the bills; Director GIORGI offered a second. The vote was called for and passed.

### C. Manager's Report

GM BRYAN reported Topaz is at 17,780 acre-feet (30%) and Bridgeport is at 12,470 acre-feet (29%). There is still 5,9478 acre-feet to serve on the East and 4,965 acre-feet to serve on the West. The levels are looking okay but GM BRYAN will keep an eye on them. GM BRYAN does not believe we are at the point of filing a temporary urgency permit to protect the pool. If the water is kept in the pool, it will evaporate at a higher rate, but it is encouraged to take storage water when users can.

The shop crew has completed repair and maintenance at the Topaz Diversion. They are working on the Wabuska Drain and have a few areas to clean on the East Drain. Also continuing maintenance on the Saroni and the High.

GM BRYAN gave an update on Legislature: AB5 failed, AB6 been passed and signed by the Governor, AB146 passed and has been delivered to the Governor for signing, AB354 failed the Assembly, AB356 passed and is enrolled and delivered the Governor.

On May 13<sup>th</sup>, GM BRYAN attended the Lahontan Regional Water Quality Control Board meeting where they began the discussion on the micro bio water quality standard dropping the fecal coliform and adopting e-coli. There was a lot of discussion. The Board did not make any decisions as they requested more information. They are anticipating having the information back to the Board in the early fall. GM BRYAN will keep the Board informed.

On May 19<sup>th</sup>, GM BRYAN met with Wyatt and Adam Sullivan to discuss the water year and drought conditions. It was a great discussion about conveyance loss, drought conditions, and self-reporting. Adam requested to be part of the July 7<sup>th</sup> meeting to discuss the drought conditions. The State Engineer has typically recognized 30% conveyance losses, but some canals do have up to 60% conveyance losses so the District will continue gathering the loss data and reporting to the State Engineer.

On May 26<sup>th</sup>, GM BRYAN participated in the Nevada Silver Jackets EAP workshop. The informative workshop was based on how to exercise existing EAPs and it offered insight to once everything his finalized with the District's current EAPs.

On May 26<sup>th</sup>, GM BRYAN received an email request from the Utah National Guard to potentially place a couple tents and a generator on the District's property adjacent to Bryant Airfield. The National Guard is performing helicopter training over the next week and has outgrown their spot at the airfield. Counsel DePAOLI, GM BRYAN and the Guard's lawyers worked together to enter into a license agreement. The Guard will be at the property today through June 15<sup>th</sup>.

**D. Legal Counsel's Report**

Counsel FERGUSON reported the plaintiffs in the US Tribe case have served discovery that Counsel is working on response to. The response will be responded to later this month or mid-July. In the Mineral County case, Counsel is working on service docs that need to be put in place for the case to move forward. Mineral County was required to file amended complaint by June 30<sup>th</sup>.

**E. Review and approval of monthly storage transfers.**

Director GIORGI made a motion to approve the transfers; Treasurer NUTI offered a second. The vote was called for and passed.

**F. Storage Water Leasing Program Update**

GM BRYAN stated there was a pre-program year meeting with WRID, WBC, NFWF, USBWC, BIA, WRPT, NDWR, MBK and legal. The proposed distribution plan was presented. A plan A and Plan B were presented. The plan must be filed to the State of California at least 30 days prior to the release, but it is being filed today. The release can begin mid-late July and will wrap up late September or beginning of October according to the historic time the storage water would be called for. There has been discussion to use the program water to keep a static river level to minimize conveyance losses. GM BRYAN and Water Master Sarkisian will continue to meet with MBK to monitor the condition. As of the closing of applications, there was 702.8274 acre-feet in the Program with 275.5 acre-feet from Topaz and 427.2506 acre-feet from Bridgeport. The Conservancy entered 527.6421 acre-feet into the Program. The temporary applications will be submitted to the Nevada State Engineers Office.

**5. Update from the Division of Water Resources regarding groundwater pumping and upcoming fieldwork schedules.**

Wyatt FEREDAY stated the reporting order is in effect for all wells with 5 acre-feet or more. Currently, there is approximately 2/3 compliance which is good since the order was issued in December. Wyatt has been contacting those who have not submitted the reports. Kerry did retire and is not checking meters each month. The reporting can be completed via mail or the website. Accurate pumping numbers are not available yet, but once more compliance is obtained, the numbers will be more accurate and available. Director GIORGI asked if meter readings will be completed at the end of the year; Wyatt stated he will spot check the wells that have not sent in data, but a full reading will be performed at the end of the year.

**6. Update by the Walker River Conservancy on activities related to the Walker Basin Restoration Program, including Acquisitions and Conservation and Stewardship Activities.**

Silas stated the temporary change application with NDOW is on pause because it is too dry. Change application 90690 has been sent for draft comments, the same kind of requirements must be followed, and it should be published soon. The Conservancy is still performing interviews for the Executive Director.

**7. Consideration of directing Manager, staff and legal counsel to draft, for future Board consideration, policies, enforceable by regulation or otherwise, concerning fees for services provided to ditch companies, such as payroll services, moderating and taking minutes of meetings, for water card revisions, late fees and/or interest charges for past due invoices, and delinquent reserved water rights assessments, prepayment requirements for projects and material purchases and other revenue sources, such as copy charges.**

GM BRYAN stated the office staff has been working on internal controls based on recommendations from auditors and Board Members. Discussion on items included:

1. Monthly Payroll Fee for Ditch Companies- some ditch companies have unofficially hired the District to perform payroll services. The services do take staff time and costs to mail the bills. Most of the bills are paid on time, but there are some ditch companies who are delinquent for several months.
2. Clerical Fee for work beyond normal duties- there is an approved \$40/hr clerical charge approved in the Budget, but it is not specified what that fee can be applied to. The District does have water right holders, ditch companies, etc. who request years of water right documents and/or historical data searches that take several hours. Some ditch companies have requested the District prepare and mail annual agendas and handle minute taking, typing and distributing each year.
3. Water Card Change fee- this was a recommendation from TCID. Agencies and individuals now have multiple water cards and make changes to their name, address, etc. often resulting in several hours of changing each individual cards.
4. Late fees and interest charges for past due invoices- there are a handful of invoices that have been outstanding for over a year with no interest or late fees accruing.
5. Pre-payment of projects and material purchases- water right holders and ditch companies often hire the District or order material through the District and the costs add up quickly. The District pays the vendors, but does not receive money until the project is complete. A ditch company has not paid on their outstanding project invoice for over a year.
6. Payment plan upon completion of large projects- some projects can be expensive, and the District would like to work with the user to ensure a consistent payment on the balance each month.
7. Reserved Assessment Delinquent Fee Schedule- there is currently no fee schedule for Reserved Water Rights and the District has a user who has not paid assessments for approximately 15 years. This topic may need further investigation by legal counsel as it may dictated by NRS.
8. Revenue sources TCID suggested- fee per page printed, standard email fee, water transfer fee. This topic was included to show what other irrigation districts charge.

After discussion on the above topics, Director ACCIARI made a motion to direct manager, staff, and legal counsel to draft, for future board consideration, policies enforceable by regulation or otherwise considering fees for services provided to ditch companies and users; Treasurer NUTI offered a second. The vote was called for and passed.

**8. Review and consideration to enter into a lease agreement with the USBWC for rent of office space at WRID office at 410 N Main Street Yerington, NV 89447.**

GM BRYAN advised that per several past audits, a lease agreement with USBWC where a flat monthly fee is payable to the District. Currently, the USBWC has a low rent fee, but pays 1/3 of the utility costs. A draft lease agreement was included in the Board Packet. Water Master Sarkisian, USBWC legal counsel and Board have reviewed the agreement and agree with the draft.

Treasurer NUTI made a motion to approve the 2 year lease agreement with USBWC and authorize the General Manager to execute the agreement; Director GIORGI offered a second. The vote was called for and passed.

**9. Annual review on the performance of the Walker River Irrigation District General Manager Robert C. Bryan and consideration of possible adjustment in compensation.**

Counsel FERGUSON advised he had a summary of the evaluation reports. Ratings are 1= unsatisfactory, 2= fair, 3= satisfactory, 4= good, and 5= excellent. Six areas of performance were rated as follows:

- Job Knowledge 5.0
- Interaction/Communication 4.8
- Decision Making 4.8
- Planning/Organization 4.8
- Public Relations 5.0
- Work Environment/Safety 4.6
- Overall 5.0

GM BRYAN's strengths were identified as working hard and continuing to grow in his management ability. An area of improvement recommendation was to keep the Board informed of improvements in the District. Future goal recommendation was to continue with improvements and to solicit employee comments on how to improve job performance.

Counsel FERGUSON advised there were salary increase recommendations from 2-10% with an average increase of 7.5% and the increase would have an effective date of May 2, 2021. President SNYDER asked where GM BRYAN's salary is at compared to his peers; GM BRYAN stated TCID pays their GM \$242,000/year.

Director ACCIARI made a motion to approve a 10% raise effective May 2, 2021; Director GIORGI offered a second. The vote was called for and passed.

**10. Director Comments**

Director GIORGI asked if there have been any problems with trespassers at Topaz; GM BRYAN stated he has not received any complaints. Treasurer NUTI asked if people are allowed to go to the back side of Topaz; GM BRYAN stated all of that area is WRID property but it is managed by Douglas County. Last year Douglas County had record numbers and paid the District for the excess. Director GIORGI asked when the breakwater will be installed; GM BRYAN stated Douglas County has approved it, but it has not been started. Director GIORGI asked if the warning signs were posted for the discharge; GM BRYAN stated the signs are posted and the shop crew has verified that with pictures.

**11. Public Comment**

None presented.

**12. Adjournment**

Director ACCIARI made a motion to adjourn; Treasurer NUTI offered a second. The vote was called for and passed. The meeting was adjourned at 11:50 am.

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Jim Snyder, President

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Marcus Masini, Vice President

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Richard Nuti, Treasurer

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Dennis Acciari, Director

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David Giorgi, Director

Walker River Irrigation District  
Balance Sheet  
As of 6/30/2021

Provisional

Current Year

Assets

Current Assets

Cash & Cash Equivalents

Cash in Checking 110,402.84

Cash in Money Market 589,095.48

Cash in CDs 749,661.39

Total Cash & Cash Equivalents 1,449,159.71

Total Current Assets 1,449,159.71

Total Assets 1,449,159.71

Walker River Irrigation District  
Cash Journal - HYTE  
From 6/1/2021 Through 6/30/2021

Provisional

*1100 - Cash in Checking*

Document

Number	Payee/Recipient Name	Transaction Description	Effective Date	Deposits	Disbursements	Adjustments
122039	Ameritas Life Insurance Corp	ACCT 010-19010-01132	6/7/2021	0.00	2,470.20	0.00
122040	ABILA Dept 3303	ACCT C017418	6/7/2021	0.00	195.98	0.00
122041	Sticks and Stones Buildings Material	ACCT WRID	6/7/2021	0.00	527.30	0.00
122042	MBK Engineers	PROFESSIONAL SERVICES T	6/7/2021	0.00	415.00	0.00
122043	True Value	ACCT 860	6/7/2021	0.00	39.46	0.00
122044	Power Plan	ACCT 1115590	6/7/2021	0.00	186.51	0.00
122045	Public Employees' Benefits Program	ACCT 776	6/7/2021	0.00	870.23	0.00
122046	Purchase Power / Pitney Bowes	ACCT 8000-9000-0520-7216	6/7/2021	0.00	150.00	0.00
122047	Wells Fargo Card Services Payment	ACCT 9574	6/7/2021	0.00	2,344.50	0.00
122048	Gesselman Garage	1998 GALION GRADER	6/7/2021	0.00	945.00	0.00
122049	AFLAC	ACCT 0BU87	6/8/2021	0.00	35.70	0.00
122050	Giomi, Inc.	ACCT 805	6/8/2021	0.00	160.48	0.00
122051	AT&T	ACCT 030 596 9748 001	6/8/2021	0.00	156.51	0.00
122052	NAPA AUTO & TRUCK PARTS	ACCT 7200	6/8/2021	0.00	109.19	0.00
122053	Lyon County Recorder	FOR THE PERIOD OF 5/1/21	6/8/2021	0.00	36.00	0.00
122054	MF Barcellos	ACCT WALRIV	6/8/2021	0.00	2,408.93	0.00
122055	O'Reilly Automotive, Inc.	ACCT 1075876	6/8/2021	0.00	553.78	0.00
122056	Jim Menesini Petroleum	ACCT 84020	6/8/2021	0.00	208.09	0.00
122057	NV Energy	PREMISES 296827	6/8/2021	0.00	39.13	0.00
122057	NV Energy	PREMISES 312890	6/8/2021	0.00	194.30	0.00
122058	Southwest Gas Corporation	ACCT 910000604447	6/8/2021	0.00	42.88	0.00
122059	Xerox Financial Services	ACCT 715540498	6/8/2021	0.00	238.80	0.00
122060	City of Yerington	ACCT 12304001	6/8/2021	0.00	133.31	0.00
122061	Mason Valley Guide Service	TRAPPING	6/8/2021	0.00	975.00	0.00
122062	Smith Valley Conservation District	HIGH DITCH SPRAYING	6/8/2021	0.00	840.18	0.00

Walker River Irrigation District  
Cash Journal - HYTE  
From 6/1/2021 Through 6/30/2021

**Provisional**

122063	PERS Administrative Fund	AGENCY 704	6/14/2021	0.00	7,960.87	0.00
122064	Charter Communications	ACCT 8354 11 009 0130032	6/14/2021	0.00	197.92	0.00
122065	Gesselman Garage	2006 JOHN DEERE 240	6/14/2021	0.00	375.00	0.00
122066	Nevada Division of Water Resources	BRIDGEPORT	6/21/2021	0.00	180.00	0.00
122067	Nevada Division of Water Resources	TOPAZ	6/21/2021	0.00	180.00	0.00
122068	Farm-Assist, Inc.	SARONI AQUATIC WEED KII	6/29/2021	0.00	6,930.00	0.00
122069	MBK Engineers	PROFESSIONAL SERVICES T	6/29/2021	0.00	5,583.25	0.00
122070	Nevada Energy Systems, Inc.	PM CONTRACT	6/29/2021	0.00	521.33	0.00
122071	Pitney Bowes Global Financial Services	ACCT 0010816793	6/29/2021	0.00	213.42	0.00
122072	Quill	ACCT 2874673	6/29/2021	0.00	168.99	0.00
122073	NV Energy	PREMISES 315913	6/29/2021	0.00	2,584.43	0.00
122074	Alhambra	ACCT 28835565151205	6/29/2021	0.00	26.94	0.00
122075	Verizon Wireless	ACCT 772404160-00001	6/29/2021	0.00	801.34	0.00
122076	Woodburn & Wedge	PERIOD ENDING 5/31/2021	6/29/2021	0.00	42,480.00	0.00
122077	Desert Research Institute	656.4703	6/29/2021	0.00	17,939.66	0.00
122078	Mason Valley Tire	ACCT WRID	6/29/2021	0.00	269.62	0.00
PAYROLL	JUNE PAYROLL	PAYROLL	6/30/2021	<u>0.00</u>	<u>39,836.89</u>	<u>0.00</u>
		Total 1100 - Cash in Checking		0.00	140,526.12	0.00



Walker River Irrigation District  
Cash Journal - HYTE  
From 6/1/2021 Through 6/30/2021

**Provisional**

*1200 - Cash in Money Market*  
Document

Number	Payee/Recipient Name	Transaction Description	Effective Date	Deposits	Disbursements	Adjustments
6931	Lyon County	FY21 ASSESSMENTS- LYON	6/21/2021	196,344.49	0.00	0.00
6940	Lyon County	FY21 ASSESSMENTS- LYON	6/21/2021	64,380.04	0.00	0.00
6997	Lyon County	FY21 ASSESSMENTS- LYON	6/21/2021	17,283.65	0.00	0.00
7001	Nichol Merritt Ditch	INV 605	6/1/2021	2,616.87	0.00	0.00
7002	Greenwood Ditch Company	INV 601	6/1/2021	651.42	0.00	0.00
7003	United States Board of Water Comm	INV 609	6/1/2021	939.48	0.00	0.00
7004	West Hyland Ditch Company	INV 610	6/4/2021	965.26	0.00	0.00
7005	SAB Ditch Company	INV 608	6/4/2021	685.04	0.00	0.00
7006	Joggles Ditch Company	INV 603	6/4/2021	685.04	0.00	0.00
7007	Hall Ditch Company	INV 602	6/15/2021	937.24	0.00	0.00
7008		NOMINATION FEE	6/15/2021	25.00	0.00	0.00
7009	Lyon County ATTN: Comptrollers Off	FY21 ASSESSMENTS- LYON	6/21/2021	5,545.24	0.00	0.00
7010	Campbell Ditch Company	INV 599	6/15/2021	1,867.53	0.00	0.00
7011	Campbell Ditch Company	INV 588	6/15/2021	1,926.45	0.00	0.00
7012	Wes Smith	INV 559	6/15/2021	500.00	0.00	0.00
7013	Nuti/Fenili	INV 598	6/15/2021	575.36	0.00	0.00
7014	Nuti/Fenili	INV 598	6/15/2021	82,000.00	0.00	0.00
7015		Inspection x6- Carter Hill Hc	6/16/2021	300.00	0.00	0.00
7016	Mickey Mutual Ditch Company	INV 593	6/22/2021	1,329.96	0.00	0.00
7017	Lyon County ATTN: Comptrollers Off	INV 611	6/25/2021	30,000.00	0.00	0.00
7018	Plymouth Ditch Co	INV 606	6/29/2021	1,460.22	0.00	0.00
7019	Quill	Product Refund	6/29/2021	<u>40.02</u>	<u>0.00</u>	<u>0.00</u>
		Total 1200 - Cash in Money Market		411,058.31	0.00	0.00
Report Total				<u>411,058.31</u>	<u>140,526.12</u>	<u>0.00</u>

## Cash &amp; Cash Equivalent Balances for last 5+ years

	2016	2017	2018	2019	2020	2021
January	\$ 3,405,153.39	\$ 3,016,780.18	\$ 2,858,050.40	\$ 2,774,664.08	\$ 2,698,995.65	\$ 1,595,797.77
February	\$ 2,772,463.11	\$ 3,092,650.98	\$ 2,819,375.59	\$ 2,608,581.71	\$ 2,653,618.99	\$ 1,649,432.95
March	\$ 3,340,917.01	\$ 3,004,853.41	\$ 2,897,158.39	\$ 2,470,877.11	\$ 2,608,927.11	\$ 1,486,551.79
April	\$ 3,314,014.65	\$ 3,043,750.37	\$ 2,806,487.95	\$ 2,776,243.95	\$ 2,430,849.36	\$ 1,542,452.33
May	\$ 3,432,073.73	\$ 3,200,202.73	\$ 2,767,979.62	\$ 2,758,566.68	\$ 2,347,656.69	\$ 1,668,053.83
June	\$ 3,364,692.85	\$ 3,188,940.52	\$ 2,599,190.15	\$ 2,649,311.61	\$ 2,073,214.01	\$ 1,572,457.67
July	\$ 3,176,338.08	\$ 2,756,720.87	\$ 2,590,156.23	\$ 2,405,243.06	\$ 1,915,363.18	\$ 1,449,159.71
August	\$ 3,096,231.21	\$ 2,720,184.48	\$ 2,700,238.25	\$ 2,379,564.66	\$ 1,762,583.28	
September	\$ 3,182,881.07	\$ 2,803,493.62	\$ 2,705,200.33	\$ 2,296,206.25	\$ 1,734,127.72	
October	\$ 3,234,901.27	\$ 2,922,859.94	\$ 3,127,469.91	\$ 2,326,691.69	\$ 2,127,177.07	
November	\$ 3,286,277.66	\$ 2,883,991.07	\$ 2,907,664.91	\$ 2,646,079.87	\$ 1,835,973.02	
December	\$ 3,305,895.59	\$ 2,986,981.27	\$ 2,935,083.50	\$ 2,570,577.66	\$ 1,758,426.30	

**June 2021 Bills & Payroll**

Check Number	Effective Date	Vendor Name	Check Amount
122039	6/7/2021	Ameritas Life Insurance Corp	\$ 2,470.20
122040	6/7/2021	ABILA Dept 3303	\$ 195.98
122041	6/7/2021	Sticks and Stones Buildings	\$ 527.30
122042	6/7/2021	MBK Engineers	\$ 415.00
122043	6/7/2021	True Value	\$ 39.46
122044	6/7/2021	Power Plan	\$ 186.51
122045	6/7/2021	Public Employees' Benefits	\$ 870.23
122046	6/7/2021	Purchase Power / Pitney Bowes	\$ 150.00
122047	6/7/2021	Wells Fargo Card Services	\$ 2,344.50
122048	6/7/2021	Gesselman Garage	\$ 945.00
122049	6/8/2021	AFLAC	\$ 35.70
122050	6/8/2021	Giomi, Inc.	\$ 160.48
122051	6/8/2021	AT&T	\$ 156.51
122052	6/8/2021	NAPA AUTO & TRUCK PARTS	\$ 109.19
122053	6/8/2021	Lyon County Recorder	\$ 36.00
122054	6/8/2021	MF Barcellos	\$ 2,408.93
122055	6/8/2021	O'Reilly Automotive, Inc.	\$ 553.78
122056	6/8/2021	Jim Menesini Petroleum	\$ 208.09
122057	6/8/2021	NV Energy	\$ 233.43
122058	6/8/2021	Southwest Gas Corporation	\$ 42.88
122059	6/8/2021	Xerox Financial Services	\$ 238.80
122060	6/8/2021	City of Yerington	\$ 133.31
122061	6/8/2021	Mason Valley Guide Service	\$ 975.00
122062	6/8/2021	Smith Valley Conservation	\$ 840.18
122063	6/14/2021	PERS Administrative Fund	\$ 7,960.87
122064	6/14/2021	Charter Communications	\$ 197.92
122065	6/14/2021	Gesselman Garage	\$ 375.00
122066	6/21/2021	Nevada Division of Water	\$ 180.00
122067	6/21/2021	Nevada Division of Water	\$ 180.00
122068	6/29/2021	Farm-Assist, Inc.	\$ 6,930.00

Walker River Irrigation District  
Check/Voucher Register - Last Month Bills  
From 6/1/2021 Through 6/30/2021

Provisional

122069	6/29/2021	MBK Engineers	\$	5,583.25
122070	6/29/2021	Nevada Energy Systems, Inc.	\$	521.33
122071	6/29/2021	Pitney Bowes Global Financial	\$	213.42
122072	6/29/2021	Quill	\$	168.99
122073	6/29/2021	NV Energy	\$	2,584.43
122074	6/29/2021	Alhambra	\$	26.94
122075	6/29/2021	Verizon Wireless	\$	801.34
122076	6/29/2021	Woodburn & Wedge	\$	42,480.00
122077	6/29/2021	Desert Research Institute	\$	17,939.66
122078	6/29/2021	Mason Valley Tire	\$	269.62
PAYROLL	6/30/2021	JUNE PAYROLL	\$	39,836.89

**Total Bills & Payroll \$ 140,526.12**

## Monthly Payroll Fee

This is of interest due to the time it takes to perform the listed payroll tasks:

- complete new hire paperwork and employment verification (occasionally)
- verifying changes in salary at annual ditch company meetings
- processing monthly payroll
- making payroll tax deposit
- print & mail payroll check or provide direct deposit service
- coding & entering relevant ditch company payables such as internet, phone, email, fuel
- billing & mailing ditch company charges (our accounting software does not automatically generate a receivable bill so all charges are entered manually into the AR module based on an expense report)
- re-mailing monthly outstanding invoices and payment reminders
- filing quarterly payroll tax and unemployment reports and making payment if necessary
- assisting with ditch company payroll/worker's comp audits once per year (only the Campbell and Plymouth and it's approximately 1-2 preparation hours each as they want a year's worth of pay stubs, proof of tax payments, etc.)
- prepare & mail annual W-2
- a significant portion of the District's \$20,000 financial audit is related to ditch company payables & receivables
- participate in unemployment audits
- when a ditch rider no longer works for a ditch company and files an unemployment claim, the District is liable for that claim and must participate in any appeals and/or hearings

Local CPA firms charge an average of \$100 per month. The cost is based on the number of employees and the services provided. I do not propose we charge near that amount but was thinking \$25 per month would be reasonable.

### PROPOSED AGREEMENT WORDING:

\*Please see the Payroll Policy Draft \*

**PAYROLL SERVICE AGREEMENT**

**Provisional**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20XX, this PAYROLL SERVICE AGREEMENT (“Agreement”) is entered into by and between \_\_\_\_\_ (“EMPLOYER”) and **Walker River Irrigation District**, 410 N Main Street, Yerington, NV, (“WRID”) (hereinafter, EMPLOYER and WRID are collectively referred to as the “PARTIES”).

**WITNESSETH:**

**WHEREAS**, the EMPLOYER desires to retain WRID to provide payroll and tax preparation and operating payment services as more fully defined below.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the PARTIES hereby agree as follows:

**1. Payroll and Tax Reporting Services.** EMPLOYER hereby authorizes WRID to prepare and complete payroll processing and tax preparation and payment services which include direct deposit and manual checks drawn on WRID financial accounts, electronic and manual payment of all payroll taxes, the electronic filing of quarterly and annual reports, and relevant operating costs.

WRID will prepare and file all associated tax returns; prepare correspondence with the taxing authorities concerning returns and/or deposits submitted by WRID.

**2. Accuracy of EMPLOYER Information; EMPLOYER’s Review of Reports.**

All services provided by WRID will be based upon information provided to WRID by EMPLOYER, including employee names, addresses, Social Security numbers, amounts of payments, dates of payment, payroll, benefits, human resources, and similar information provided by EMPLOYER, or its employees. WRID will verify the identity of each of the EMPLOYER’s employees through appropriate documentation provided by each employee (e.g., I-9 documentation) and WRID will maintain such documentation during the time in which each such

employee receives payments. EMPLOYER shall be solely responsible for updating WRID of any salary change.

3. **Funding and Debit Indemnification.** EMPLOYER unconditionally promises to pay to WRID the amount of any salary or operating costs paid by WRID on behalf of EMPLOYER.

4. **Direct Deposit.** Each employee who desires to receive electronic transfer of funds due as wages or salary will provide WRID with a Direct Deposit Authorization Agreement. The Direct Deposit Authorization Agreement will authorize WRID to initiate paperless electronic transfers of sums due or payable at employee's bank where such account is maintained and to initiate paperless debits or corrective reversal entries for sums due to the WRID for erroneous or NSF transaction(s). WRID shall retain the original or a copy of each authorization received from each employee forelectronic direct deposit for two (2) years after termination or revocation of such authorization.

5. **Record Retention.** The EMPLOYER shall retain the original or a copy of each payroll authorization for two (2) years after termination of this Agreement. This Agreement and the performance by WRID of its services hereunder shall not relieve the EMPLOYER of any obligation imposed by law or contract regarding the maintenance of records or other matters nor from employing adequate credit accounting and review practices customarily followed by similar businesses.

6. **Length of Agreement; Fees and Costs Due To WRID.** This Agreement shall remain in force and effect for an initial term of one (1) year and shall renew for successive one (1) year terms unless terminated by either Party in accordance with the Termination provisions of this Agreement more fully set forth below. WRID reserves the right to adjust its costs and fees on or before July 1 of each year. WRID shall provide written notice of adjustments to its fees and

costs at least sixty (60) days in advance and EMPLOYER shall thereafter have the right to terminate this Agreement upon thirty (30) days' prior written notice to WRID.

7. **Damage Limitation.** Other than as specifically set forth in this Agreement, WRID shall not be liable for any damage or loss (including, but not limited to, liabilities, attorneys' fees, costs, and expenses) to the EMPLOYER or its employees arising out of its acts or omissions or those of the EMPLOYER or its employees or any third parties, including, but not limited to, any courier service, the ACH, NACHA, or any other ACH organization, any Federal Reserve Bank, any receiving financial institution in which an employee maintains an account, any receiving depository institution, or any processor. WRID shall not be responsible for tax deposits, interest charges and/or penalties or any other cost or fee that arose prior to or after the term of this agreement or where the EMPLOYER failed to provide WRID with written notice of any claim within thirty (30) days of its occurrence.

8. **Remedies.** The EMPLOYER shall be liable for the terms of this Agreement and for any and all amounts owing including, without limitation, salary, worker's compensation, payroll taxes, WRID fees and costs and any and all obligations of WRID hereunder together with interest thereon at the rate of 1.25% per month, court costs, professional fees and costs incurred by attorneys, accountants, and expert witnesses. The EMPLOYER shall indemnify and hold WRID harmless from all liabilities, losses, costs and expenses (including attorney's fees) incurred by WRID and caused by or arising out of EMPLOYER's breach of any provision of the Agreement or contained in any other agreement related hereto.

9. **Capacity.** The EMPLOYER represents and warrants that there are no provisions of any law, whether federal, state or local, or of its certificate of incorporation, by-laws or agreement of any kind, nature or description binding upon the EMPLOYER, which prohibits the



EMPLOYER from entering into this Agreement and that this Agreement has been duly authorized by the EMPLOYER and is a binding obligation of the EMPLOYER. The undersigned representative has been duly authorized to sign this agreement on behalf of the EMPLOYER.

**10. Termination.** Either Party may immediately terminate this agreement “for cause” which shall mean a material breach of the terms and conditions of this agreement by the other Party. Except as otherwise set forth herein, this Agreement may be terminated by either party upon thirty (30) days’ prior written notice to the other, provided, however, the EMPLOYER’s duty to reimburse WRID shall continue until EMPLOYER’s employees and WRID are paid in full for all payrolls serviced by WRID. Upon termination, the EMPLOYER will notify its employees thereof or will take other appropriate and reasonable action to apprise its employees of such termination or to arrange for a substitute service. Payroll services may be immediately terminated by WRID without prior notice if reimbursements are not paid within sixty (60) days of reimbursement invoice date.

**11. Assignment.** This Agreement shall not be assigned or otherwise transferred by the EMPLOYER to any other person, corporation or entity without the prior written consent of WRID, which consent may be granted or withheld at WRID’s sole discretion.

**12. Independent Contractors.** The PARTIES agree that WRID and EMPLOYER are each acting independently of the other, that they are not joint venturers, and that neither is an agent of the other.

**13. Entire Agreement.** The PARTIES agree that this Agreement is the entire agreement between the PARTIES and that it replaces and supersedes any prior oral or written agreements, discussions and understandings of any manner between the PARTIES and that EMPLOYER has not been induced to enter into this Agreement by any representation that is not

set forth herein.

14. **Amendments.** Any amendment, modification, change or supplement to this Agreement by WRID shall be binding upon the EMPLOYER thirty (30) days after notice of any such amendment, modification, change or supplement has been provided to EMPLOYER and EMPLOYER fails to object thereto or to terminate the Agreement.

15. **Rules Of Construction.** This Agreement shall be deemed to have been jointly drafted by WRID and EMPLOYER and no rule of construction shall be invoked against either party respecting the authorship hereof. All captions and headings herein are for convenience only and shall not be construed as interpretive or a part of any provision hereof. This agreement may be signed electronically, by facsimile and in counterparts.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the PARTIES have caused this Agreement to be executed as of the date first written above.

**EMPLOYER:**

**WALKER RIVER IRRIGATION DISTRICT:**

\_\_\_\_\_

\_\_\_\_\_

**Authorized Signature**

**Authorized Signature**

By: \_\_\_\_\_

By: \_\_\_\_\_

(Please print name)

(Please print name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Overdue Payment Policy DRAFT

This Overdue Payment Policy sets out how Walker River Irrigation District manages overdue payments.

If you are having difficulties in facilitating payment, are disputing any fees payable on an invoice, or would like to set up a payment plan, you must notify us in writing within seven (7) days of receipt of the relevant invoice.

### **Overdue Notices:**

1. Courtesy Reminder - Sent one (1) day after due date.
  - a. If payment is not received by the agreed payment term, a Courtesy Reminder notice will be sent requesting full payment. If payment of the overdue balance is not received within seven (7) days after the courtesy reminder notice, late payment penalty and interest fees will be charged.
2. Default Notice - Sent ten (10) days after due date.
  - a. If payment is not received in the WRID office and no payment plan has been established by the 20<sup>th</sup> of the month, future services will be discontinued until all invoices and fees are paid in full.
  - b. If the service was a 'one-time' project, payment will be sought by legal means at the expense of the customer.

### **Payment Plans:**

Walker River Irrigation District is willing to offer the following payment plans according to invoice total:

1. \$1,000 - \$4,999 monthly installment of \$250
2. \$5,000 - \$9,999 monthly installment of \$350
3. \$10,000 - \$14,999 monthly installment of \$450
4. \$15,000+ monthly installment of \$500+

### **Returned Checks:**

1. Any returned checks will be assessed a \$25 fee

### **Legal Fees:**

1. Any and all legal fees incurred while attempting to collect debt will be charged to the customer.

## Monthly Late and Interest Fees for Past Due Invoices

WRID currently has no policy regarding late fees or interest charges on past due invoices. Consequently, there are a handful of overdue invoices that have been outstanding for a significant amount of time. Perhaps if there was a penalty for not paying in a timely manner, the invoices would be paid sooner.

The late fee and interest charges would apply to any invoice billed from WRID (i.e. ditch billings, projects, materials, services, etc.)

Fees and charges are outlined in the draft Overdue Payment Policy.

All invoices would include 'Payment is due within 30 days of invoice date. Past due accounts will be charged a monthly late fee of \$5 and an 1.25% (15% annual) interest fee.

Overdue Payment Policy will be mailed yearly and/or with first customer invoice and will also be posted to the WRID website.

Note: interest fee was based on review of local businesses' fees

- Jim Menesini Petroleum 1.5% monthly / 18% annually + late fee
- Yerington Auto Parts 1.45% monthly / 17.4% annually
- MF Barcellos 1.5% monthly / 18% annually
- John Deere Financial 1.68% monthly / 20.15% annually + late fee
- Mason Valley Quicknet \$5 late fee