



PO Box 915  
Zephyr Cove, NV 89448  
775-586-1610 x 21

## Board Meeting Minutes

November 30, 2017

10:00 AM (1 hour duration)

**Location:** Nevada Tahoe Conservation District building, 400 Dorla Ct., Zephyr Cove, NV

**Present:** Supervisor G. Smith  
Supervisor Cook  
Supervisor Nelson  
Supervisor Martin  
Supervisor Sarnoff

M. Kelly, District Manager  
D. Olson, Asst. District Manager

**Absent:** Supervisor Berkbigler  
Supervisor McCarthy  
Supervisor Perlman-Whyman

### Agenda Item

---

#### 1 Call to Order

---

#### 2 Supervisor Roll Call

---

#### 3 Pledge of Allegiance

---

#### 4 Approval of the Agenda

This is the tentative schedule for the meeting. The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay the discussion relating to an item on the agenda at any time. Approved by Supervisor Sarnoff, Seconded by Supervisor Cook. Motion approved unanimously.

---

#### 5 Public Interest Comments (No Action)

---

**Possible Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

**Posted:** Nevada Tahoe Conservation District Administrative Office, Douglas County Clerk, Washoe County Clerk, NV Division of Conservation Districts.

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to telephone the NTCD Administrative Office at (775) 586-1610 x21 three days prior to the Board meeting. Please contact Dana Olson at PO Box 915, Zephyr Cove, NV 89448; or email [dolson@ntcd.org](mailto:dolson@ntcd.org); or phone 775-586-1610 #21 to obtain supporting material for the agenda. Supporting material may also be found at <http://ntcd.org/html/board.php>

## CONSENT CALENDAR

The consent calendar consists of items 6 and 7 below. Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Supervisor or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda or may be continued until another meeting.

### Motion to approve the Consent Calendar

## Agenda Items

Page #

---

### 6 Agency Reports, Discussion/Possible Action

---

A For Possible Action: Natural Resources Conservation Service (NRCS) report

---

B For Possible Action: National Association of Conservation Districts (NACD) report

---

C For Possible Action: Department of Conservation and Natural Resources  
Conservation District Program report

---

D For Possible Action: Nevada Association of Conservation Districts (NvACD)  
report

---

### 7 Discussion/Possible Action (Business)

---

A For Possible Action: Approval of the Board of Supervisors meeting minutes for  
October 19, 2017

---

4

# ADMINISTRATIVE CALENDAR

## Agenda Items

Page #

---

### 8 Consent Calendar items pulled for further discussion

No items were pulled from the Consent Calendar. Consent calendar was approved by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

---

### 9 For Possible Action: Approval of the NTCD financial report for October 2017.

8

As of 9/30/17, the District's Fund balance was \$110,614. This represents the District's available spendable resources, or assets less liabilities. October had a deficit of \$697. There was approximately \$2000 more General Fund spending by the staff than average and the quarterly Pool Pact payment of \$2,223. To balance this, the District received their annual \$4,543 from the Conservation District Program (State of Nevada). This is the District's 4<sup>st</sup> month of the fiscal year. It was mentioned that Douglas County gave \$25,000 to the District again this year. Motion approved by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

---

### 10 For Possible Action: Board Resolutions and Approval of Assurances for 2017 Nevada Tahoe Bond Act Grant Applications

14

Three grant pre-applications (Rosewood Creek Continuation, Marlette Creek Restoration and Water Quality Improvement, and Kahle Water Quality Basin Improvement Project) have been approved by the Nevada Division of State Lands for application to the Nevada Tahoe Water Quality and Erosion Control Grant Program. Full proposals are due today and require a board resolution approving the application as well as signed assurances. District Manager Kelly discussed the three projects and explained that the assurances were the same as passed assurances for Tahoe Bond Act Grant Applications. She also brought up the need for 20 year maintenance in the assurances and discussed that since there was not any private land, this should not be an issue; the public land owners will be responsible for this maintenance. This will be addressed in the contracts if/when these grants are funded. Motion approved by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

---

### 11 For Possible Action: Update of the Douglas County for Kahle Water Quality Basin Implementation Grant and Approval of the Douglas County Interlocal Agreement

41

A new contract of \$410,000 for the Kahle Water Quality Basin Implementation Project has been approved by Douglas County and the Tahoe Regional Planning Agency. An interlocal agreement and scope of work have been compiled and was presented at the Board of County Commissioners and passed at their last board meeting on the 19<sup>th</sup>. No action.

---

### 12 For Possible Action: Approval of sub-consultant Agreement for Welsh Hagen Associates

50

Welsh Hagen Associates was selected by the Tahoe Transportation District (TTD) to complete the 50% design of the Kahle Drive Complete Street Project. The District wishes to use the selection process used by TTD and award the contract Welsh Hagen. District Manager Kelly looked into sole sourcing federal regulations to determine that the unusual and compelling urgency of this project's timeline permits the sole sourcing of Welsh Hagen for this project. This contract is only for the 50% design. Welsh Hagen has survey data and institutional knowledge from working in the area for the past five years that allows them to adhere to the accelerated timeline of this project. Supervisor Martin expressed a little concern with the selection without a Request For Proposals, but appreciated the letter that District Manager Kelly provided regarding the sole sourcing. Motion approved by Supervisor Sarnoff, seconded by Supervisor Cook. Motion carried unanimously.

---

### 13 For Possible Action: Updating Key Executives and Removing Owner of Wells Fargo Business Account

Jason Brand is the Key executive and Dan St John is the Owner of the NTCD bank account.

---

---

---

Wells Fargo requires a board motion to update these account managers. Supervisor Martin motioned that the key executives should be the current chairman of the board of directors and the current district manager. This motion was seconded by Supervisor Cook. Motion carried unanimously. Supervisor Martin also motioned that currently these executives should be Supervisor Glen Smith and District Manager Meghan Kelly. This motion was seconded by Supervisor Cook. Motion carried unanimously.

---

**14 For Possible Action: Approval of Caltrans Lake Tahoe Total Maximum Daily Load Monitoring and Reporting Subgrant Agreement**

51

This is a new agreement that is very similar to agreements with CDM Smith and Caltrans in the past. This will provide as-need support for stormwater management and regulatory compliance. Motion approved by Supervisor Sarnoff, seconded by Supervisor Nelson. Motion carried unanimously.

---

**15 For Possible Action: Staff Report**

District Manager Kelly spoke of a request for proposals from the Tahoe Regional Planning Agency for stream and wetland monitoring protocols. Looking to team up with Tahoe Resource Conservation District for this. Trying to also institute staff meetings before the board meeting to have the best handle on everyone's projects. Supervisor Martin asked for staff to offer any consolidated presentations that have been created for either funders or technical advisory committee meetings in order to keep the Board more aware of current projects. District Manager Kelly said she is waiting till the close of the Natural Resources Conservation Service grant in January to contact Curtis about the possibility of renewing it.

---

**16 Supervisor's Comments**

Supervisor Sarnoff gave thanks to Domi regarding an issue he was having with Nevada Department Of Transportation ditch and to the outstanding jobs of District Manager Kelly and Assistant District Manager Olson in the past 6 month to 'right the ship'.

---

**17 Public Interest Comments**

---

**18 For Possible Action: Motion to Adjourn**

Motion approved by Supervisor Sarnoff, seconded by Supervisor Cook. Motion carried unanimously.

---

---