



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

Board Meeting Minutes

June 12, 2018

1:00 PM

Location: Tahoe Douglas Fire Department, 193 Elks Point Rd, Zephyr Cove, Nevada

Present:

Supervisor G. Smith	M. Kelly, District Manager
Supervisor Cook	D. Olson, Assistant District Manager
Supervisor Nelson	L. Coe, National Resources Conservation Service
Supervisor Martin	C. Tarver, National Resources Conservation Service
Supervisor Appointee D. Smith	B. Scherer, Nevada Conservation Districts Program
Supervisor Sarnoff (phone)	

Absent:

- Supervisor Berkgigler
- Supervisor Perlman-Whyman
- Supervisor McCarthy

Agenda Item

1 Call to Order

2 Supervisor Roll Call

3 Pledge of Allegiance

4 Approval of the Agenda

The new location of the meeting was noted. Motion approved by Supervisor D. Smith, seconded by Supervisor Martin. Motion carried 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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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; 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

Items pulled by Supervisor Martin are 6 A. Motion approved by Supervisor D. Smith, seconded by Supervisor Cook. Motion carried unanimously.

Agenda Items

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6 Agency Reports, Discussion/Possible Action

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

C. Tarver discussed NRCS's focus into the future. There are many vacancies in NRCS due to the hiring freeze currently. This has just been lifted and NRCS California will be adding 21 new positions soon. NRCS is waiting for a budget decision to see if they can fund the District's proposal submitted last month. C. Tarver mentioned that adding a 25% contribution to the agreement would make it more competitive. There was also discussion regarding the District helping NRCS with some potential engineering work. District Manager Kelly and C. Tarver will discuss this in the next couple weeks with the NRCS engineer Dave Kriedemeyer.

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 February 15, 2018.

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ADMINISTRATIVE CALENDAR

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8 Consent Calendar items pulled for further discussion

Item(s) pulled from the Consent Calendar will be heard at this time.

9 For Possible Action: Approval of the NTCD financial report for April 2018

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As of 4/30/18, the District's Fund balance was \$99,258. This represents the District's available spendable resources, or assets less liabilities. April had a deficit of \$10,261. This was a difficult month for the district with excessive general fund spending by all staff. There was not sufficient work to keep all staff billing project funds. There was approximately \$4000 more General Fund spending by the staff than average. Also, the District had a quarterly POOL/PACT payment of \$2300 This is the District's 10st month of the fiscal year. The Nevada Department of Transportation (NDOT) funding for Kahle Water Quality Basin Implementation Project is available starting on July 1st. Other funding may be available this fall. The District is working on agreements with NDOT and Tahoe Resource Conservation District to do engineering and other project work. Motion approved by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

10 For Possible Action: Approval of Pittman Terrace Water Quality Improvement Project Construction Contractor from Rebid.

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Bids were opened for the rebid of Pittman Terrace Water Quality Improvement Project on June 6th. The contract award will be given to best value bidder. By the time of the board meeting, District staff will have reviewed the bid package for completeness and checked references. Sierra Nevada Excavation was the lowest bidder. All references were checked and the company also had a prequalification from NDOT. Motion approved to award the project to Sierra Nevada Excavation for base and alternate for \$344,408 by Supervisor D. Smith, seconded by Supervisor Martin. Motion carried unanimously.

11 For Possible Action: Online Payment of Insurance Bills

It has been discussed that Supervisor Sarnoff reviews the bank statement instead of the District Manager as a double check of all bills paid online. Supervisors voiced concern regarding not having appropriate oversight of this process. Motion approved to continue paying insurance bills by check as in the past by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

12 For Possible Action: Preapproval of United States Forest Service (USFS) additional funding for Kahle Water Quality Basin Implementation Project

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The USFS is allocating an additional \$80,000 for the Kahle Water Quality Basin Implementation Project to cover additional staff time and possible change orders. This project is ongoing and expected to be completed on September 30th, 2018. Agreements have not been finalized, but due to the quick turnaround time, it is necessary that the Board discuss it now. The lowest bidder for this project was over the construction budget and therefore there is a need for this additional money to make sure this project is fully funded. Motion approved to allow Supervisor G. Smith or District Manager Kelly to sign this agreement by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

13 For Possible Action: Board Volunteer Day

The board agreed this is a good idea and thought that doing this volunteer time before or after the next board meeting would work.

14 For Possible Action: Staff Report

District Manager Kelly reported that the staff is furloughed to $\frac{3}{4}$ time until at least July 1st.

15 Supervisor's Comments

D. Martin requested changing the meeting time from Thursday to a day that works better for the supervisors.

D. Smith reiterated his commitment of \$15,000 from the Washoe County Engineering budget for the District. Also M. Berkbigler committed to \$10,000 of Washoe County District 1 funds to the District in hopes to promote educational opportunities with the schools.

16 Public Interest Comments

B. Shearer noted the State Conservation Commissioners Meeting is on June 14th at 2pm in Elko, Nevada.

17 For Possible Action: Motion to Adjourn
