



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

Board Meeting Minutes

July 26, 2018

10:00 PM

Location: DWR Center Board, The Parasol, 948 Incline Way, Incline Village, Nevada

Present: Supervisor G. Smith M. Kelly, District Manager
Supervisor Cook (phone) D. Olson, Assistant District Manager
Supervisor Nelson L. Coe, National Resources Conservation Service
Supervisor Martin B. Scherer, Nevada Conservation Districts Program
Supervisor Sarnoff
Supervisor Perlman-Whyman
Supervisor McCarthy

Absent: Supervisor Berkbigler
Supervisor Appointee D. Smith

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 Nelson, seconded by Supervisor Sarnoff. 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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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, B and D. Seconded by Supervisor Nelson. 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

No Report

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

Supervisor Perlman-Whyman is going to the summer meeting this weekend.

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

Bettina Scherer reported that the NvACD annual meeting will be on November 13 and 14 in Elko, NV.

7 Discussion/Possible Action (Business)

A For Possible Action: Approval of the Board of Supervisors meeting minutes for June 12, 2018.

4

B For Possible Action: Approval of the NTCD financial report for May 2018

8

As of 5/31/18, the District's Fund balance was \$117,392 This represents the District's available spendable resources, or assets less liabilities. May had a surplus of \$20,133. This was due to the early payment of Douglas County of \$25,000. Without this pre-payment we would have run a deficit of 4,867. This was due to high general fund spending by all staff and Domi still being on partial maternity leave.

ADMINISTRATIVE CALENDAR

Agenda Items

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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 June 2018

14

As of 6/30/18, the District's Fund balance was \$113,584. This represents the District's available spendable resources, or assets less liabilities. June had a deficit of \$3,807. The District was still short on project funding this month which increased our general fund spending. Domi is off maternity leave and is working mostly on projects. This is the District's final month of the fiscal year. District Manager Kelly reported that there is about four to five months of secure funding currently.

Supervisor Perlman-Whyman discussed the need to talk to Washoe County and discuss the \$25,000 that has been promised, but not yet received by the District. There was discussion of sending a formal letter to the County. Supervisor McCarthy motioned for District Manager Kelly to draft a formal letter to the county thanking Washoe County for the commitment, asking what the District can do to facilitate the process, and that it is critically important to move forward with the pedestrian path project by mid-September. Motion approved by Supervisor Martin, seconded by Supervisor Nelson. Motion carried unanimously.

10 For Possible Action: Approval of Nevada Department of Transportation (NDOT) Contract for \$1,000,000 from July 26, 2018 to December 31, 2019.

20

This contract is to assist NDOT with the design, permitting, and implementation of improvements to treat existing NDOT drainage outfalls in the Lake Tahoe Basin. The cost of individual projects will vary but not exceed the total allotment of \$1 million. Projects will be dictated by NDOT staff. District Manager Kelly discussed working on this agreement for 5 years to upgrade existing drainage improvements. Using the model used for similar projects between NDOT and the Carson Valley Conservation District, the District will sole source contractors for these project, rotating through contractors worked with in the past. Motion approved by Supervisor Martin, seconded by Supervisor Sarnoff. Motion carried unanimously.

11 For Possible Action: Tahoe Regional Planning Agency (TRPA) Nearshore Human Health Assessment Contract for \$59,800 from July 2018 to December 2018

30

The District was awarded a project of \$59,800 through the Tahoe Regional Planning Agency to perform human health monitoring on Lake Tahoe. This monitoring will occur on the 4 Tuesdays in August at 23 sites around the lake with an additional day that has yet to be determined. Monica Grammenos will manage this grant. Motion approved to authorize Supervisor G. Smith to sign the TRPA Nearshore Health Assessment Contract by Supervisor Martin, seconded by Supervisor Perlman-Whyman. Motion carried unanimously.

12 For Possible Action: Solicitation of Nevada Tahoe Conservation District Board Members for November Election

The District's election for new supervisors will be in the beginning of November. There will be 2 seats opening. Cary Sarnoff and Bob Cook's terms are ending 12/31/2018. It was recommended to have the board meeting before the election at 4pm on November 8th.

13 For Possible Action: Reviewing and Possibly Changing the Standing District Board Meeting Time and Date.

43

A doodle poll was filled out by District Supervisors to facilitate discussion of changing the monthly time and date of the NTCD Board meeting. After discussion of options, it was moved to change the board meeting to the third Tuesday of each month at 10am starting August 21st. Motion approved by Supervisor Smith, seconded by Supervisor Nelson. Motion carried unanimously.

14 For Possible Action: Meghan Kelly Performance Review Results.

45

Meghan Kelly's review was discussed at the April board meeting and supervisors returned

evaluations to Glen Smith. It was decided to postpone discussion of a merit increase until the July board meeting to evaluate financial standing and if grants can accept an increase in her salary. District Manager Kelly had a very positive review. She recommended due to the financial climate at the district currently that she only receive a 2% raise. After discussion, a motion was approved to accept Meghan Kelly's evaluation and give a 2% merit increase by Supervisor McCarthy, seconded by Supervisor Perlman-Whyman. Motion carried unanimously.

15 For Possible Action: Board Volunteer Day

Supervisor Perlman-Whyman recommended doing garden maintenance at the library and community center in Incline Village. This volunteer day will be scheduled for September.

16 For Possible Action: Reviewing and Selecting an Auditor for NTCD

47

It was requested by the board to solicit proposals for the annual audit. 3 proposals were received: Steele (\$8,500), and Kevin J Pikero & associates, Inc (\$10,000), Kohn & Company (\$10,000). Price of the audit was discussed and weighed with how much extra staff time it would cost to change auditors. Motion approved to keep Kohn & Company as the auditor for NTCD with provision that Supervisor G. Smith will discuss a rate reduction with Kohn & Company before signing by Supervisor McCarthy, seconded by Supervisor Perlman-Whyman. Motion carried by Supervisors Nelson, Smith, and Cook. Opposed by Supervisor Martin.

17 For Possible Action: Staff Report

18 Supervisor's Comments

19 Public Interest Comments

20 For Possible Action: Motion to Adjourn Motion approved by Supervisor McCarthy, seconded by Supervisor Martin. Motion carried unanimously.
