



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

# Board Meeting Minutes

February 15, 2018

10:00 AM

**Location:** Douglas County Library, 233 Warrior Way, Zephyr Cove, NV

**Present:** Supervisor G. Smith  
Supervisor Cook  
Supervisor Nelson  
Supervisor Martin  
Supervisor Sarnoff  
M. Kelly, District Manager

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

## Agenda Item

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### 1 Call to Order

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### 2 Supervisor Roll Call

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### 3 Pledge of Allegiance

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### 4 Approval of the Agenda

Agenda items were moved to accommodate the board and Beth Farley. Motion approved by Supervisor Martin, seconded by Supervisor ?. Motion carried unanimously.

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### 5 Public Interest Comments (No Action)

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Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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

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

## Agenda Items

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### 6 Agency Reports, Discussion/Possible Action

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

Livy Coe appreciated the memo submitted by District Manager Kelly and the past grant has been completed successfully as far as he is concerned. As for future funding, he cannot speak directly for continued funding but will definitely support it. Livy will make sure that Curtis from NRCS considers additional funding for the District. Supervisor Martin made the motion that the District board is in support of continued funding for NRCS and invite Curtis Tarver to attend board meetings, seconded by Supervisor Smith. Motion carried unanimously. District Manager Kelly suggested that we invite Curtis Tarver to the July or August board meeting to incorporate a site tour of projects that were moved forward using NRCS funds.

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

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

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

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### 7 Discussion/Possible Action (Business)

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#### A For Possible Action: Approval of the Board of Supervisors meeting minutes for November 30, 2017.

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#### B For Possible Action: Approval of the Board of Financials for November 2017.

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As of 11/30/17, the District's Fund balance was \$125,152. This represents the District's available spendable resources, or assets less liabilities. August had a surplus of \$14,661. There was approximately \$1000 more General Fund spending by the staff than average due to over average number of sick days and holidays. The District bought 2 laptops at a cost of \$1,600 and was reimbursed for the theft in September for \$1,700. An audit expense of \$7000 was paid this month. To balance this, the District received \$25,000 from Douglas County. Thank you Douglas County. This was the District's 5<sup>st</sup> month of the fiscal year.

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#### C For Possible Action: Approval of the NTCD financial report for December 2017.

14

As of 12/31/17, the District's Fund balance was \$126,596. This represents the District's available spendable resources, or assets less liabilities. Despite a holiday and more than average vacation time taken by staff, this month had a surplus of \$963. This was the District's 6<sup>st</sup> month of the fiscal

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year.

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**D For Possible Action: Approval of the NTCD financial report for January 2018.**

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As of 12/31/17, the District's Fund balance was \$110,731. This represents the District's available spendable resources, or assets less liabilities. January had a deficit of \$10,495. This is due a combination of Domi being out on maternity leave, a POOL PACT quarterly payment of \$2,223, an audit bill of \$3,000, and 2 holidays. Offsetting this, we did receive a \$1,870 payment from the insurance company for additional items from the theft this November and District Manager Kelly billed \$1000 less than average to the general fund. This was the District's 7<sup>st</sup> month of the fiscal year.

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# 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.

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### 9 For Possible Action: Approval of Audit for Fiscal Year 2017

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Beth Farley presented the 2017 audit. Not many changes this year with a clean audit opinion with no modifications for audit report. Did not have a single audit this year because the federal awards were under \$75,000. No difficulties with audit procedures. Only adjustments were between government wide and fund financial statement. Beth reviewed the statement of net position. Beth Farley discussed the need for Meghan Kelly's oversight of grants that Dana Olson is responsible to continue grant oversight as with all other grants. District Manager Kelly suggested to do an electronic check (via email or form) stating that she checked Dana Olson's grants per month. Supervisor Martin commented that the pension liability is put in to the funds statement for the Nevada legislature and that we are not liable for these funds. The District is not responsible for the contributions and investments. Motion approved by Supervisor Sarnoff, seconded by Supervisor Cook. Motion carried unanimously.

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### 10 For Possible Action: Approval of 4% Cost-of-Living Adjustment (COLA) for all Regular Full-time District staff, effective February, 2018.

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A COLA has not been awarded to NTCD staff since August 2015. This increase was based on the 2014 annual percentage. Since that time, the annual Consumer Price Index for western urban areas has increased by 5.9%. Motion approved by Supervisor Martin, seconded by Supervisor Sarnoff. Motion carried unanimously.

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### 11 For Possible Action: Staff Report

District Manager Kelly reviewed the work that has been done on the Kahle Basin which has been moving at a much accelerated schedule. This will hopefully be followed up with the Kalhe "Complete Streets" which we are looking for 2 million dollars to complete. District Manager Kelly explained the difficulties of being a grant funded organization and are looking for partnerships to have more consistent work.

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### 12 Supervisor's Comments

Supervisor Cook is wondering what is happening with Washoe County and think they need their involvement.

Supervisor Martin talked about participation of Washoe County and their representation at our meetings. He put a call into Sarah Tone, the public outreach representative for Washoe County regarding the absence of Dwayne Smith and Marsha Berkbigler and remind them the statutory requirement that they participate in our meetings. He will report back on any movement.

Supervisor Nelson had a question about what is happening in the Tahoe Keys regarding herbicide testing. It seems to be at the stand still.

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### 13 Public Interest Comments

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### 14 For Possible Action: Motion to Adjourn

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