



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

Board Meeting Agenda

February 19, 2019

10:00 AM (estimated 1 hour duration)

Location: Tahoe Douglas Fire Station 23, 193 Elks Point Road, Zephyr Cove, Nevada

Call in Information: (515) 739-1034, code 341249#

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.

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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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

Agenda Items

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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 November 8, 2018. 4

B For Possible Action: Approval of the Board of Supervisors meeting minutes for November 15, 2018. 8

C For Possible Action: Approval of the NTCD financial report for October 2018 10
As of 10/31/18, the District's Fund balance was \$126,409. This represents the District's available spendable resources, or assets less liabilities. October had a surplus of \$2,918. This month included the \$2,189 quarterly POOL/PACT payment. The District had ample project work to keep the staff busy and therefore had reduced general fund spending. This was the District's fourth month of the fiscal year.

D For Possible Action: Approval of the NTCD financial report for November 2018 16
As of 11/30/18, the District's Fund balance was \$124,525. This represents the District's available spendable resources, or assets less liabilities. November had a deficit of \$1,674. The District had project work to keep the staff busy but increase in general fund spending due to holidays and vacation put us into a deficit. This was the District's fifth month of the fiscal year.

E For Possible Action: Approval of the NTCD financial report for December 2018 22
As of 12/31/18, the District's Fund balance was \$114,966. This represents the District's available spendable resources, or assets less liabilities. December had a deficit of \$9,769. The District paid \$9,500 for the audit this month and had increased general fund spending due to vacations and holidays. The District also received its Nevada Association of Conservation Districts grant of \$4,554 this month. This was the District's sixth month of the fiscal year.

ADMINISTRATIVE CALENDAR

Agenda Items

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| 8 For Possible Action: Fiscal Year 2018 Audit Results
Beth Farley will present the 2018 audit results. | 28 |
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| 9 Consent Calendar items pulled for further discussion
Item(s) pulled from the Consent Calendar will be heard at this time. | |
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| 10 For Possible Action: Approval of the NTCD financial report for January 2019
As of 1/31/19, the District's Fund balance was \$111,766. This represents the District's available spendable resources, or assets less liabilities. January had a deficit of \$3,200. The District was short on project work to keep the staff busy this month and therefore had increased general fund spending. This combined with the POOL/PACT payment of \$2,918 caused the district to run a deficit. This is the District's seventh month of the fiscal year. | 58 |
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| 11 For Possible Action: Approval of Cost-of-Living Adjustment (COLA) for all Regular Full-time District staff, effective March, 2019.
In February 2018, District employees received a 4% COLA because a COLA hadn't been awarded since 2014. Annual adjustments are now being sought to minimize abrupt changes in salaries. The COLA is based on the Consumer Price Index for Western Urban Areas. The 12-month percent change for 2018 was 3.4%. | 64 |
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| 12 For Possible Action: Adoption of a Written Workplace Safety Program (WWSP)
The University of California is requiring the District to have a WWSP to work in their labs. Typically in the state of Nevada, this document is not required unless there are 11 or more employees. Dana Olson worked with POOL/PACT to revise a WWSP that would be applicable for the District. | 65 |
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| 13 For Possible Action: Staff Report | |
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| 14 Supervisor's Comments | |
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| 15 Public Interest Comments | |
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| 16 For Possible Action: Motion to Adjourn | |
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