



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

Board Meeting Agenda

June 18, 2019

10:00 AM (estimated 2 hour duration)

Location: Tahoe Douglas Fire Station, 193 Elks Point Road, Zephyr Cove, NV
Call in Information: (605) 313-5107, 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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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

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
March 19, 2019.** 4

B For Possible Action: Approval of the NTCD financial report for February 2019 8
As of 2/28/19, the District's Fund balance was \$120,350. This represents the District's available spendable resources, or assets less liabilities. February had a surplus of \$8,544. Washoe County's \$15,000 grant came through this month; this was the reason for the surplus. A new addition of Quickbooks was bought costing the District \$1,475. There was additional general fund spending due to lack of grant-funded work in February. There was no rent payment this month due to construction being done on the building. This was the District's eighth month of the fiscal year.

C For Possible Action: Approval of the NTCD financial report for March 2019 14
As of 3/31/19, the District's Fund balance was \$117,666. This represents the District's available spendable resources, or assets less liabilities. March had a deficit of \$2,684. This month there was additional general fund spending due to lack of grant-funded work. There was no rent payment this month due to construction being done on the building. This was the District's ninth month of the fiscal year.

D For Possible Action: Approval of the NTCD financial report for April 2019 20
As of 4/30/19, the District's Fund balance was \$118,176. This represents the District's available spendable resources, or assets less liabilities. April had a surplus of \$510. This month included the \$2,189 quarterly POOL/PACT payment. The District had project work to keep the staff busy and therefore had reduced general fund spending. There were also large vacations taken by staff members that reduced the uncompensated absences liability. This was the District's tenth month of the fiscal year.

**E For Possible Action: Approval of the Nevada Tahoe Conservation District's
Proposed Budget and Work Plan** 26
The District has developed its work plan and proposed budget for the Fiscal Year 2020. This will be submitted to the Nevada Association of Conservation Districts.

F For Possible Action: Tahoe Regional Planning Agency Nearshore Human Health Assessment Contract for \$43,750 from July 2019 to December 2019

35

For the second year in a row, the District was awarded a project for \$43,750 through the Tahoe Regional Planning Agency to perform human health monitoring on Lake Tahoe. District Manager Kelly signed this contract using her signing authority.

ADMINISTRATIVE CALENDAR

Agenda Items

Page #

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 May 2019

36

As of 5/31/19, the District's Fund balance was \$122,250. This represents the District's available spendable resources, or assets less liabilities. May had a surplus of \$3,813.34. The District had project work to keep the staff busy and therefore had reduced general fund spending. There were also not any large expenditures this month. This was the District's eleventh month of the fiscal year.

10 For Possible Action: District Manager Kelly's Yearly Performance Evaluation.

42

All supervisors should have reviewed the attached performance evaluation for Meghan Kelly. A discussion of performance will determine the associated merit increase.

11 For Possible Action: Pre-approval of the Environmental Protection Agency (EPA) Community Watershed Planning Grant for \$150,000.

44

This funding is to implement Lake Tahoe Basin community-based watershed strategies with private landowners in coordination with the public agencies responsible for stormwater water management. This funding will also enable NTCD to conduct riparian restoration and fuels reduction on private parcels in coordination with fire protection districts.

12 For Possible Action: Staff Report

13 Supervisor's Comments

14 Public Interest Comments

15 For Possible Action: Motion to Adjourn



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

Board Meeting Minutes

March 19, 2019
10:00 AM

Location: Board Room, The Parasol, 948 Incline Way, Incline Village, Nevada

Present: Supervisor G. Smith
Supervisor Cook
Supervisor Martin (phone)
Supervisor Sarnoff
Supervisor Appointee D. Smith (phone)
Supervisor Perlman-Whyman (phone)
Supervisor Berkbigher
Supervisor McCarthy
M. Kelly, District Manager
D. Olson, Assistant District Manager

Absent: Supervisor Nelson

Agenda Item

1 Call to Order

2 Supervisor Roll Call

3 Pledge of Allegiance

4 Approval of the Agenda

Motion to approve the agenda approved by Supervisor Sarnoff, seconded by Supervisor McCarthy.
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 presented by Supervisor McCarthy, Seconded by Supervisor Sarnoff. Carried unanimously.

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 Approval of the Board of Supervisors meeting minutes for February 19, 2019.

4

ADMINISTRATIVE CALENDAR

Agenda Items

Page #

8 Consent Calendar items pulled for further discussion

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

9 Supervisor Oaths.

Supervisors Cook, Sarnoff, Martin, and Dwayne Smith will take their oaths for their new terms.

10 Approval of Bijou Park Creek Contract with Wildscape Engineering for approximately \$75,800 beginning March 2019.

8

The Bijou Park Creek Restoration Project was awarded to the team of consultants lead by Wildscape Engineering. As a member of the team, the District will serve as lead for and assist with multiple tasks in the scope of work. Wildscape Engineering would contract with the City of South Lake Tahoe and NTCD would sub-contract with Wildscape Engineering to complete the work. This contract is phase 1. Phase 2 will include full design, construction and implementation. District Manager Kelly noted that this work may lead to additional work with the City of South Lake Tahoe on other associated projects including recreation and trails. Motion to approve District Manager Kelly to sign the Bijou Park Creek Contract with Wildscape Engineering for \$75,800 after modifications to Article 8 to comply with confidentiality requirements of the by District presented by Supervisor Sarnoff, seconded by Supervisor McCarthy. Motion carried unanimously.

11 Approval of Kahle Ditch Riparian Restoration Project funded by Tahoe Beach Club for \$98,000 beginning March 19, 2019.

39

The Kahle Ditch Restoration Project will decommission a ditch at the end of Kahle Drive and restore the area. The District will be responsible for design, permitting, and construction oversight of the project. This project is part of phase 3 of an Environmental Improvement Project project at Kahle and will only restore about 70% of the ditch. The US Forest Service is looking to do the final 30% of the ditch in a larger restoration project that will address additional concerns. The project area is on 60% Tahoe Beach Club land and 40% US Forest Service land. Motion to approve The Kahle Ditch Riparian restoration Project funded by Tahoe Beach Club for \$89,000 beginning March 19, 2019 presented by District by Supervisor McCarthy, seconded by Supervisor Cook. Motion carried unanimously.

12 Staff Report

District Manager Kelly discussed the potential of hiring a summer employee to help with Nevada Department of Transportation work. She also mentioned the District is waiting to hear about a couple of Nevada Division of State Lands grants.

Supervisor Dwayne Smith noted that the \$10,000 in engineering funds should have been processed and will check with Washoe County on the status of those funds. Also he talked with the county manager about the need for a budgetary request of funds for the district. To increase communication with the Washoe County Supervisor Board, District Manager Kelly will draft a letter thanking the County for the past financial support and to extend an invitation to do a tour of project sites.

13 Supervisor's Comments

Supervisor Cook mentioned the stormwater issue on Shade Grove Lane off of Highway 207 and if this could be a potential project.

Supervisor Perlman-Whyman wanted to thank everyone and mentioned the need for District representation at the annual meeting in Las Vegas next year.

Supervisor Martin noted that the legislative day for Nevada Association of Conservation Districts is coming up and there is a need for people to attend. He also discussed that Ray Dotson is the new Natural Resources Conservation District State Conservationist and there is potential to provide technical support to them.

14 Public Interest Comments

The next board meeting has been changed to **April 23rd at 10am.**

15 Motion to Adjourn

Motion to adjourn presented by District by Supervisor McCarthy, seconded by Supervisor Cook.
Motion carried unanimously.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	% of Budget
		NV TAHOE CONSERVATION DIST.	February 2019	YTD July 2018 -June 2019	Budget	Variance Favorable (Unfavorable)	67%
	General Fund						
	Community Grants-Income						
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				25,000.00	(25,000.00)	0%
	NV Division of Conser. District			4,600.49	4,000.00	600.49	115%
	Washoe County Community Grant	15,000.00	15,000.00	15,000.00	15,000.00	0.00	100%
	Total Community Grants-Income	15,000.00	19,600.49	47,000.00	(27,399.51)	42%	
	Grants-Income					0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
	Total Grants-Income	0.00	0.00	0.00	0.00		
	Income-Pass Thru Subcontractor					0.00	
	Interest					0.00	
	Miscellaneous Income					0.00	
	Prior Year Income					0.00	
	Services Rendered						
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-Ge (GL Shows in Expense Category)	9,044.18	90,149.46	140,500.00	(50,350.54)	64%	
	TOTAL INCOME	24,044.18	109,749.95	187,500.00	(77,750.05)	59%	
	EXPENSES						
	Advertising-Expense	0.00	156.68		(156.68)	100%	
	Building Expense						
	Building Repairs/Maint-Expense	90.00	722.05	1,680.00	957.95	43%	
	Total Building Expense	90.00	722.05	1,680.00	957.95		
	Conference & Training-Expense						
	Food				0.00		
	Lodging		101.61		(101.61)		
	Parking				0.00		
	Registration Fees		85.00		(85.00)		
	Travel/Transportation		193.34		(193.34)		
	Conference & Training-Expense - Other				0.00		
	Total Conference & Training-Expense	0.00	379.95	2,000.00	1,620.05	19%	
	Deposit Security				0.00		
	Donation-Expense				0.00		
	Dues and Subscriptions-Expense						
	Membership/Dues District		731.00		(731.00)		
	Membership/Dues Staff		116.00		(116.00)		
	Dues and Subscriptions-Expense - Other			1,000.00	1,000.00		
	Total Dues and Subscriptions-Expense	0.00	847.00	1,000.00	153.00	85%	
	Equipment-Expense				0.00		

	Computer Hardware & Software	1,717.88	1,774.62	6,610.00	4,835.38	27%
	Computer Maintenance & Repair			500.00	500.00	0%
	Office Equipment & Furniture		36.70		(36.70)	
	Rental/Leasing Fees Equipment	257.69	1,064.57	5,000.00	3,935.43	21%
	Repairs & Maintenance Equipment				0.00	
	Telephone System				0.00	
	Equipment-Expense - Other				0.00	
Total Equipment-Expense		1,975.57	2,875.89	12,110.00	9,234.11	24%
Insurance-Expense					0.00	
	E&O/Prop/ Liability Insurance	0.00	4,588.18	5,000.00	411.82	92%
Total Insurance-Expense		0.00	4,588.18	5,000.00	411.82	92%
	Meals - Expense		201.44		(201.44)	
	Meetings Expense - Other				0.00	
Meetings Expense		0.00	201.44	500.00	500.00	0%
Miscellaneous Expense						
Other Expenses				0.00		
Professional Fees-Expense						
	Accounting	8.00	253.07	12,500.00	12,246.93	2%
	Audit		10,250.00		(10,250.00)	
	Bank fees	53.30	140.45	600.00	459.55	
	Computer/Software Maintenance					
	Professional Fees-Expense - Other			300.00	300.00	0%
Total Professional Fees-Expense		61.30	10,643.52	13,400.00	2,756.48	79%
Rents and Leases						
	Office Space Lease		6,250.00	15,000.00	8,750.00	42%
	Storage Rents					
	Rents and Leases-Other				0.00	
Total Rents and Leases		0.00	6,250.00	15,000.00	8,750.00	42%
Service Charges			0.00		0.00	0%
Subcontractor Fees-Expense					0.00	
	2nd Nature				0.00	
	Biological by Design				0.00	
	High Sierra Water Lab				0.00	
	Hughes Weed Control				0.00	
	Jacobs, Jack P.E.				0.00	
	Nichols Consulting Engineers				0.00	
	Round Hill GID				0.00	
	Other			0.00	0.00	
Total Subcontractor Fees-Expense		0.00	0.00	0.00	0.00	
Supplies-Expense						
	Office Supplies	36.36	406.54	2,000.00		
	Photocopies					
	Postage and Delivery	16.80	280.27	1,200.00		
	Publication/Printing		59.68			
	Supplies-Expense - Other		213.55	500.00	286.45	43%
Total Supplies-Expense		53.16	960.04	3,700.00	2,739.96	26%

Telecommunications							
	Internet Fees	0.00	120.00	150.00	30.00	80%	
	Long Distance				0.00		
	Phone Services	210.29	1,658.21	5,000.00	3,341.79	33%	
	Telephone-Expense - Other				0.00		
Total Telecommunications-Expense		210.29	1,778.21	5,150.00	3,371.79	35%	
Vehicles-Expense					0.00		
	District Vehicle Use		(975.10)	(2,500.00)			
	Fuel-Expense		374.97	2,000.00	1,625.03	19%	
	License & Maintenance			1,500.00	1,500.00	0%	
	Mileage Reimbursement Expense		57.90	100.00			
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
Total Vehicles-Expense		0.00	(542.23)	1,100.00	1,642.23	-49%	
Wages							
	Payroll Clearing Account	(752.61)	537.12				
	Wages - Asst. Dist. Mgr (DO)	6,661.85	38,879.17				
	Wages-ES III (DF)	1,642.07	23,041.87				
	Professional Engineer (MG)	3,822.34	16,279.62				
	Professional Engineer (MK)	4,202.26	22,541.49				
	Wages-Staff Engineer	0.00	1,609.72				
	Wages - Other	(1.42)	(13.58)				
	Uncompensated Absence-Reimb Exp	(2,620.41)	(30,051.33)				
Total Wages		12,954.08	72,824.08	110,000.00	37,175.92	66%	
Wages-Overhead/Fringe					0.00		
	Long Term Disability	156.23	1,249.84	1,860.00			
	Misc Payroll Expense						
Total Wages-Overhead/Fringe		156.23	1,249.84	1,860.00	610.16	67%	
	Total Wages/Ovrhead	13,110.31	74,073.92	111,860.00	37,786.08	133%	
Revolving Account							
	TOTAL EXPENSES (No Indirect included)	15,500.63	102,934.65	172,500.00	69,565.35	60%	
	NET REVENUE OVER/(UNDER) EXPENSES	8,543.55	6,815.30				
	Fund Balance (total equity)	\$ 120,350					

Nevada Tahoe Conservation District

Balance Sheet

As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
Clearing Account	-0.01
Petty Cash	0.86
Wells Fargo - General 2513204	68,224.17
Total Checking/Savings	68,225.02
Accounts Receivable	
Accounts Receivable	76,808.41
Total Accounts Receivable	76,808.41
Total Current Assets	145,033.43
Other Assets	
Prepaid expenses	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	146,283.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,113.50
Total Accounts Payable	3,113.50
Other Current Liabilities	
Deferred Income-Moody donations	806.91
Deferred Income - Demo garden	192.86
Deferred Income - SSTMA Exp Kah	3,557.50
Liab.Uncompensated Absences	17,540.03
Payroll Liabilities	
NV Unemployment Payable	723.04
Total Payroll Liabilities	723.04
Total Other Current Liabilities	22,820.34
Total Current Liabilities	25,933.84
Total Liabilities	25,933.84
Equity	
Opening Balance	11,724.59
Prior Earnings	101,859.70
Net Income	6,765.30
Total Equity	120,349.59
TOTAL LIABILITIES & EQUITY	146,283.43

Nevada Tahoe Conservation District
A/R Aging Summary
As of February 28, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Douglas Co AQ Kahle	2,103.04	6,763.00	0.00	0.00	0.00	8,866.04
Douglas Co Kahle	442.48	2,351.50	0.00	0.00	0.00	2,793.98
Douglas County Assistance	7,980.25	7,115.35	0.00	0.00	0.00	15,095.60
NDEP 2018 LCCP	1,931.40	0.00	0.00	0.00	0.00	1,931.40
NDOT 2018 LCCP	5,380.52	3,219.02	0.00	0.00	0.00	8,599.54
NDOT Assistance	3,902.48	4,019.46	0.00	0.00	0.00	7,921.94
NDOT Pittman	0.00	429.99	0.00	0.00	0.00	429.99
Tahoe RCD Johnson Meadows	0.00	776.46	104.18	299.27	1,335.21	2,515.12
TahoeRCD 2019 NDOT	884.75	0.00	0.00	0.00	0.00	884.75
TahoeRCD 2019 RSWMP	258.19	0.00	0.00	0.00	0.00	258.19
TahoeRCD RSWMP	0.00	0.00	602.52	1,729.39	1,948.80	4,280.71
TTD 50 Bypass	7,138.07	3,750.24	1,034.41	0.00	0.00	11,922.72
USBOR RWC Continuation	1,184.18	0.00	0.00	0.00	0.00	1,184.18
USFS BCX	0.00	0.00	0.00	0.00	915.21	915.21
Washoe Co 2018 LCCP	0.00	7,128.82	0.00	0.00	0.00	7,128.82
Washoe Co Lower Wood Creek	0.00	368.86	0.00	0.00	0.00	368.86
Washoe Co. 100% Parcel BMPs	0.00	0.00	0.00	472.75	0.00	472.75
Wildscape 2019	687.23	551.38	0.00	0.00	0.00	1,238.61
TOTAL	<u>31,892.59</u>	<u>36,474.08</u>	<u>1,741.11</u>	<u>2,501.41</u>	<u>4,199.22</u>	<u>76,808.41</u>

3:57 PM

05/14/19

Nevada Tahoe Conservation District
A/P Aging Summary
As of February 28, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Desert Research Institute	77.48	0.00	0.00	0.00	0.00	77.48
Design Workshop	442.50	0.00	0.00	0.00	0.00	442.50
Fellers, Dominique	32.16	0.00	0.00	0.00	0.00	32.16
Frontier	0.00	210.29	0.00	0.00	0.00	210.29
Monica Grammenos AP	51.10	0.00	0.00	0.00	0.00	51.10
Wells Fargo Business Card Kelly	1,974.94	0.00	0.00	0.00	0.00	1,974.94
Wells Fargo Business Card Olson	325.03	0.00	0.00	0.00	0.00	325.03
TOTAL	<u>2,903.21</u>	<u>210.29</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,113.50</u>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	% of Budget
		NV TAHOE CONSERVATION DIST.	March 2019	YTD July 2018 -June 2019	Budget	Variance Favorable (Unfavorable)	75%
	General Fund						
	Community Grants-Income						
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				25,000.00	(25,000.00)	0%
	NV Division of Conser. District			4,600.49	4,000.00	600.49	115%
	Washoe County Community Grant			15,000.00	15,000.00	0.00	100%
	Total Community Grants-Income		0.00	19,600.49	47,000.00	(27,399.51)	42%
	Grants-Income					0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
	Total Grants-Income		0.00	0.00		0.00	
	Income-Pass Thru Subcontractor					0.00	
	Interest					0.00	
	Miscellaneous Income					0.00	
	Prior Year Income					0.00	
	Services Rendered						
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-Ge (GL Shows in Expense Category)		10,641.80	100,791.26	140,500.00	(39,708.74)	72%
	TOTAL INCOME		10,641.80	120,391.75	187,500.00	(67,108.25)	64%
	EXPENSES						
	Advertising-Expense		0.00	156.68		(156.68)	100%
	Building Expense						
	Building Repairs/Maint-Expense		135.00	907.05	1,680.00	772.95	54%
	Total Building Expense		135.00	907.05	1,680.00	772.95	
	Conference & Training-Expense						
	Food					0.00	
	Lodging			101.61		(101.61)	
	Parking					0.00	
	Registration Fees			85.00		(85.00)	
	Travel/Transportation			193.34		(193.34)	
	Conference & Training-Expense - Other					0.00	
	Total Conference & Training-Expense		0.00	379.95	2,000.00	1,620.05	19%
	Deposit Security					0.00	
	Donation-Expense					0.00	
	Dues and Subscriptions-Expense						
	Membership/Dues District			731.00		(731.00)	
	Membership/Dues Staff			116.00		(116.00)	
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
	Total Dues and Subscriptions-Expense		0.00	847.00	1,000.00	153.00	85%
	Equipment-Expense					0.00	

	Computer Hardware & Software	520.00	2,294.62	6,610.00	4,315.38	35%
	Computer Maintenance & Repair			500.00	500.00	0%
	Office Equipment & Furniture		36.70		(36.70)	
	Rental/Leasing Fees Equipment	126.86	1,191.43	5,000.00	3,808.57	24%
	Repairs & Maintenance Equipment				0.00	
	Telephone System				0.00	
	Equipment-Expense - Other				0.00	
Total Equipment-Expense		646.86	3,522.75	12,110.00	8,587.25	29%
Insurance-Expense					0.00	
	E&O/Prop/ Liability Insurance	0.00	4,588.18	5,000.00	411.82	92%
Total Insurance-Expense		0.00	4,588.18	5,000.00	411.82	92%
	Meals - Expense	83.12	284.56		(284.56)	
	Meetings Expense - Other				0.00	
Meetings Expense		83.12	284.56	500.00	500.00	0%
Miscellaneous Expense						
Other Expenses				0.00		
Professional Fees-Expense						
	Accounting	8.00	261.07	12,500.00	12,238.93	2%
	Audit		10,250.00		(10,250.00)	
	Bank fees	23.39	163.84	600.00	436.16	
	Computer/Software Maintenance					
	Professional Fees-Expense - Other			300.00	300.00	0%
Total Professional Fees-Expense		31.39	10,674.91	13,400.00	2,725.09	80%
Rents and Leases						
	Office Space Lease	625.00	6,875.00	15,000.00	8,125.00	46%
	Storage Rents					
	Rents and Leases-Other				0.00	
Total Rents and Leases		625.00	6,875.00	15,000.00	8,125.00	46%
Service Charges			0.00		0.00	0%
Subcontractor Fees-Expense					0.00	
	2nd Nature				0.00	
	Biological by Design				0.00	
	High Sierra Water Lab				0.00	
	Hughes Weed Control				0.00	
	Jacobs, Jack P.E.				0.00	
	Nichols Consulting Engineers				0.00	
	Round Hill GID				0.00	
	Other			0.00	0.00	
Total Subcontractor Fees-Expense		0.00	0.00	0.00	0.00	
Supplies-Expense						
	Office Supplies	76.49	483.03	2,000.00		
	Photocopies					
	Postage and Delivery	37.65	317.92	1,200.00		
	Publication/Printing		59.68			
	Supplies-Expense - Other		213.55	500.00	286.45	43%
Total Supplies-Expense		114.14	1,074.18	3,700.00	2,625.82	29%

Telecommunications							
	Internet Fees	120.00	240.00	150.00	(90.00)	160%	
	Long Distance				0.00		
	Phone Services	228.74	1,886.95	5,000.00	3,113.05	38%	
	Telephone-Expense - Other				0.00		
Total Telecommunications-Expense		348.74	2,126.95	5,150.00	3,023.05	41%	
Vehicles-Expense					0.00		
	District Vehicle Use	(8.18)	(983.28)	(2,500.00)			
	Fuel-Expense		374.97	2,000.00	1,625.03	19%	
	License & Maintenance	922.03	922.03	1,500.00	577.97	61%	
	Mileage Reimbursement Expense		57.90	100.00			
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
Total Vehicles-Expense		913.85	371.62	1,100.00	728.38	34%	
Wages							
	Payroll Clearing Account	(752.60)	(215.48)				
	Wages - Asst. Dist. Mgr (DO)	6,215.63	45,094.80				
	Wages-ES III (DF)	829.42	23,871.29				
	Professional Engineer (MG)	1,656.21	17,935.83				
	Professional Engineer (MK)	4,646.05	27,187.54				
	Wages-Staff Engineer	0.00	1,609.72				
	Wages - Other	(2.12)	(15.70)				
	Uncompensated Absence-Reimb Exp	(2,321.21)	(32,372.54)				
Total Wages		10,271.38	83,095.46	110,000.00	26,904.54	76%	
Wages-Overhead/Fringe					0.00		
	Long Term Disability	156.23	1,406.07	1,860.00			
	Misc Payroll Expense						
Total Wages-Overhead/Fringe		156.23	1,406.07	1,860.00	453.93	76%	
	Total Wages/Ovrhead	10,427.61	84,501.53	111,860.00	27,358.47	151%	
Revolving Account							
	TOTAL EXPENSES (No Indirect included)	13,325.71	116,310.36	172,500.00	56,189.64	67%	
	NET REVENUE OVER/(UNDER) EXPENSES	(2,683.91)	4,081.39				
	Fund Balance (total equity)	\$ 117,666					

Nevada Tahoe Conservation District

Balance Sheet

As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Clearing Account	-0.01
Petty Cash	0.86
Wells Fargo - General 2513204	77,491.37
Total Checking/Savings	77,492.22
Accounts Receivable	
Accounts Receivable	75,486.77
Total Accounts Receivable	75,486.77
Total Current Assets	152,978.99
Other Assets	
Prepaid expenses	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	154,228.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	11,890.57
Total Accounts Payable	11,890.57
Other Current Liabilities	
Deferred Income-Moody donations	806.91
Deferred Income - Demo garden	192.86
Deferred Income - SSTMA Exp Kah	3,557.50
Liab.Uncompensated Absences	18,702.50
Payroll Liabilities	
457 Payable	316.76
NV Unemployment Payable	1,096.21
Total Payroll Liabilities	1,412.97
Total Other Current Liabilities	24,672.74
Total Current Liabilities	36,563.31
Total Liabilities	36,563.31
Equity	
Opening Balance	11,724.59
Prior Earnings	101,859.70
Net Income	4,081.39
Total Equity	117,665.68
TOTAL LIABILITIES & EQUITY	154,228.99

4:00 PM

05/14/19

Nevada Tahoe Conservation District
A/R Aging Summary
As of March 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Douglas Co AQ Kahle	7,970.53	0.00	2,103.04	0.00	0.00	10,073.57
Douglas Co Kahle	0.00	0.00	442.48	0.00	0.00	442.48
Douglas County Assistance	9,260.67	0.00	7,980.25	0.00	0.00	17,240.92
NDEP 2018 LCCP	0.00	0.00	1,931.40	0.00	0.00	1,931.40
NDOT 2018 LCCP	7,007.87	0.00	5,380.52	0.00	0.00	12,388.39
NDOT Assistance	3,555.51	0.00	3,902.48	0.00	0.00	7,457.99
Tahoe RCD Johnson Meadows	0.00	0.00	0.00	0.00	1,335.21	1,335.21
TahoeRCD 2019 NDOT	0.00	0.00	884.75	0.00	0.00	884.75
TahoeRCD 2019 RSWMP	754.21	0.00	258.19	0.00	0.00	1,012.40
TahoeRCD RSWMP	0.00	0.00	0.00	401.68	772.24	1,173.92
TTD 50 Bypass	3,857.43	0.00	7,138.07	0.00	0.00	10,995.50
USBOR RWC Continuation	1,992.47	0.00	1,184.18	0.00	0.00	3,176.65
Washoe Co 2018 LCCP	6,213.61	0.00	0.00	0.00	0.00	6,213.61
Washoe Co. 100% Parcel BMPs	0.00	0.00	0.00	0.00	472.75	472.75
Wildscape 2019	0.00	0.00	687.23	0.00	0.00	687.23
TOTAL	<u>40,612.30</u>	<u>0.00</u>	<u>31,892.59</u>	<u>401.68</u>	<u>2,580.20</u>	<u>75,486.77</u>

3:57 PM

05/14/19

Nevada Tahoe Conservation District
A/P Aging Summary
 As of March 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
ESRI	0.00	520.00	0.00	0.00	0.00	520.00
Monica Grammenos AP	48.89	0.00	0.00	0.00	0.00	48.89
NHC	240.00	0.00	0.00	0.00	0.00	240.00
PERS, State of Nevada	6,965.51	0.00	0.00	0.00	0.00	6,965.51
Wells Fargo Business Card Kelly	1,005.15	0.00	0.00	0.00	0.00	1,005.15
Wells Fargo Business Card Olson	145.62	0.00	0.00	0.00	0.00	145.62
Welsh Hagen Associates	2,965.40	0.00	0.00	0.00	0.00	2,965.40
TOTAL	<u>11,370.57</u>	<u>520.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,890.57</u>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	% of Budget
		NV TAHOE CONSERVATION DIST.	April 2019	YTD July 2018 -June 2019	Budget	Variance Favorable (Unfavorable)	83%
	General Fund						
	Community Grants-Income						
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				25,000.00	(25,000.00)	0%
	NV Division of Conser. District			4,600.49	4,000.00	600.49	115%
	Washoe County Community Grant			15,000.00	15,000.00	0.00	100%
	Total Community Grants-Income		0.00	19,600.49	47,000.00	(27,399.51)	42%
	Grants-Income					0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
	Total Grants-Income		0.00	0.00		0.00	
	Income-Pass Thru Subcontractor					0.00	
	Interest					0.00	
	Miscellaneous Income					0.00	
	Prior Year Income					0.00	
	Services Rendered						
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-Ge (GL Shows in Expense Category)		10,430.82	111,222.08	140,500.00	(29,277.92)	79%
	TOTAL INCOME		10,430.82	130,822.57	187,500.00	(56,677.43)	70%
	EXPENSES						
	Advertising-Expense		0.00	156.68		(156.68)	100%
	Building Expense						
	Building Repairs/Maint-Expense		90.00	997.05	1,680.00	682.95	59%
	Total Building Expense		90.00	997.05	1,680.00	682.95	
	Conference & Training-Expense						
	Food					0.00	
	Lodging			101.61		(101.61)	
	Parking					0.00	
	Registration Fees			85.00		(85.00)	
	Travel/Transportation			193.34		(193.34)	
	Conference & Training-Expense - Other					0.00	
	Total Conference & Training-Expense		0.00	379.95	2,000.00	1,620.05	19%
	Deposit Security					0.00	
	Donation-Expense					0.00	
	Dues and Subscriptions-Expense						
	Membership/Dues District		600.00	1,331.00		(1,331.00)	
	Membership/Dues Staff			116.00		(116.00)	
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
	Total Dues and Subscriptions-Expense		600.00	1,447.00	1,000.00	(447.00)	145%
	Equipment-Expense					0.00	

	Computer Hardware & Software		2,294.62	6,610.00	4,315.38	35%
	Computer Maintenance & Repair			500.00	500.00	0%
	Office Equipment & Furniture		36.70		(36.70)	
	Rental/Leasing Fees Equipment	130.57	1,322.00	5,000.00	3,678.00	26%
	Repairs & Maintenance Equipment				0.00	
	Telephone System				0.00	
	Equipment-Expense - Other				0.00	
Total Equipment-Expense		130.57	3,653.32	12,110.00	8,456.68	30%
Insurance-Expense					0.00	
	E&O/Prop/ Liability Insurance	0.00	4,588.18	5,000.00	411.82	92%
Total Insurance-Expense		0.00	4,588.18	5,000.00	411.82	92%
	Meals - Expense		284.56		(284.56)	
	Meetings Expense - Other				0.00	
Meetings Expense		0.00	284.56	500.00	500.00	0%
Miscellaneous Expense		(0.01)	(0.01)			
Other Expenses				0.00		
Professional Fees-Expense						
	Accounting	227.95	489.02	12,500.00	12,010.98	4%
	Audit		10,250.00		(10,250.00)	
	Bank fees	21.47	185.31	600.00	414.69	
	Computer/Software Maintenance					
	Professional Fees-Expense - Other			300.00	300.00	0%
Total Professional Fees-Expense		249.42	10,924.33	13,400.00	2,475.67	82%
Rents and Leases						
	Office Space Lease	625.00	7,500.00	15,000.00	7,500.00	50%
	Storage Rents					
	Rents and Leases-Other				0.00	
Total Rents and Leases		625.00	7,500.00	15,000.00	7,500.00	50%
Service Charges			0.00		0.00	0%
Subcontractor Fees-Expense					0.00	
	2nd Nature				0.00	
	Biological by Design				0.00	
	High Sierra Water Lab				0.00	
	Hughes Weed Control				0.00	
	Jacobs, Jack P.E.				0.00	
	Nichols Consulting Engineers				0.00	
	Round Hill GID				0.00	
	Other			0.00	0.00	
Total Subcontractor Fees-Expense		0.00	0.00	0.00	0.00	
Supplies-Expense						
	Office Supplies	6.42	489.45	2,000.00		
	Photocopies					
	Postage and Delivery		317.92	1,200.00		
	Publication/Printing		59.68			
	Supplies-Expense - Other		213.55	500.00	286.45	43%
Total Supplies-Expense		6.42	1,080.60	3,700.00	2,619.40	29%

Telecommunications							
	Internet Fees		240.00	150.00	(90.00)	160%	
	Long Distance				0.00		
	Phone Services	226.51	2,113.46	5,000.00	2,886.54	42%	
	Telephone-Expense - Other				0.00		
Total Telecommunications-Expense		226.51	2,353.46	5,150.00	2,796.54	46%	
Vehicles-Expense					0.00		
	District Vehicle Use	(83.40)	(1,066.68)	(2,500.00)			
	Fuel-Expense	86.38	461.35	2,000.00	1,538.65	23%	
	License & Maintenance	4.30	926.33	1,500.00	573.67	62%	
	Mileage Reimbursement Expense		57.90	100.00			
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
Total Vehicles-Expense		7.28	378.90	1,100.00	721.10	34%	
Wages							
	Payroll Clearing Account	1,436.62	1,221.14				
	Wages - Asst. Dist. Mgr (DO)	4,460.21	49,555.01				
	Wages-ES III (DF)	4,483.52	28,354.81				
	Professional Engineer (MG)	383.40	18,319.23				
	Professional Engineer (MK)	4,531.18	31,718.72				
	Wages-Staff Engineer	0.00	1,609.72				
	Wages - Other	(1.96)	(17.66)				
	Uncompensated Absence-Reimb Exp	(7,463.69)	(39,836.23)				
Total Wages		7,829.28	90,924.74	110,000.00	19,075.26	83%	
Wages-Overhead/Fringe					0.00		
	Long Term Disability	156.23	1,562.30	1,860.00			
	Misc Payroll Expense						
Total Wages-Overhead/Fringe		156.23	1,562.30	1,860.00	297.70	84%	
	Total Wages/Ovrhead	7,985.51	92,487.04	111,860.00	19,372.96	167%	
Revolving Account							
	TOTAL EXPENSES (No Indirect included)	9,920.70	126,231.06	172,500.00	46,268.94	73%	
	NET REVENUE OVER/(UNDER) EXPENSES	510.12	4,591.51				
	Fund Balance (total equity)	\$ 118,176					

Nevada Tahoe Conservation District

Balance Sheet

As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Clearing Account	-0.01
Petty Cash	0.86
Wells Fargo - General 2513204	62,001.27
Total Checking/Savings	62,002.12
Accounts Receivable	
Accounts Receivable	90,593.13
Total Accounts Receivable	90,593.13
Total Current Assets	152,595.25
Other Assets	
Prepaid expenses	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	153,845.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	16,518.12
Total Accounts Payable	16,518.12
Other Current Liabilities	
Deferred Income-Moody donations	806.91
Deferred Income - Barton Exp Ka	2,500.00
Deferred Income - Demo garden	192.86
Deferred Income - TBC Exp Kahle	634.00
Liab.Uncompensated Absences	14,645.83
Payroll Liabilities	
NV Unemployment Payable	371.62
Total Payroll Liabilities	371.62
Total Other Current Liabilities	19,151.22
Total Current Liabilities	35,669.34
Total Liabilities	35,669.34
Equity	
Opening Balance	11,724.59
Prior Earnings	101,859.70
Net Income	4,591.62
Total Equity	118,175.91
TOTAL LIABILITIES & EQUITY	153,845.25

Nevada Tahoe Conservation District
A/R Aging Summary
As of April 30, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Douglas Co AQ Kahle	6,912.73	7,970.53	0.00	2,103.04	0.00	16,986.30
Douglas Co Kahle	516.13	0.00	0.00	442.48	0.00	958.61
Douglas County Assistance	5,534.52	9,260.67	0.00	7,980.25	0.00	22,775.44
NDEP 2018 LCCP	2,423.56	0.00	0.00	0.00	0.00	2,423.56
NDOT 2018 LCCP	1,731.40	0.00	0.00	0.00	0.00	1,731.40
NDOT Assistance	10,065.16	3,555.51	0.00	3,902.48	0.00	17,523.15
NDOT Pittman	3,181.34	0.00	0.00	0.00	0.00	3,181.34
TahoeRCD 2019 NDOT	0.00	0.00	0.00	884.75	0.00	884.75
TahoeRCD 2019 RSWMP	925.23	754.21	0.00	258.19	0.00	1,937.63
TahoeRCD RSWMP	0.00	0.00	0.00	0.00	880.38	880.38
TTD 50 Bypass	3,698.01	3,857.43	0.00	7,138.07	0.00	14,693.51
USBOR RWC Continuation	5,284.71	0.00	0.00	0.00	0.00	5,284.71
Wildscape 2019	0.00	0.00	0.00	687.23	0.00	687.23
Wildscape Bijou Park Creek	645.12	0.00	0.00	0.00	0.00	645.12
TOTAL	<u>40,917.91</u>	<u>25,398.35</u>	<u>0.00</u>	<u>23,396.49</u>	<u>880.38</u>	<u>90,593.13</u>

3:58 PM

05/14/19

Nevada Tahoe Conservation District
A/P Aging Summary
As of April 30, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Design Workshop	6,030.00	0.00	0.00	0.00	0.00	6,030.00
Meghan Kelly	17.98	0.00	0.00	0.00	0.00	17.98
Monica Grammenos AP	55.97	0.00	0.00	0.00	0.00	55.97
PERS, State of Nevada	6,965.51	0.00	0.00	0.00	0.00	6,965.51
Sustainable Community Advocates	1,140.00	0.00	0.00	0.00	0.00	1,140.00
Wells Fargo Business Card Kelly	48.01	0.00	0.00	0.00	0.00	48.01
Wells Fargo Business Card Olson	310.65	0.00	0.00	0.00	0.00	310.65
Welsh Hagen Associates	1,950.00	0.00	0.00	0.00	0.00	1,950.00
TOTAL	<u>16,518.12</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,518.12</u>



NTCD ANNUAL WORKPLAN FY 2020

Prepared: May 1, 2019



INTRODUCTION

The Nevada Tahoe Conservation District (NTCD) is part of approximately 3,000 Conservation Districts functioning in all 50 States and U.S. Territories. Conservation Districts are sub-divisions of State government and are unique locally led conservation agencies with our roots dating back to the dust bowl era. Districts provide natural resource and conservation practices management and technical assistance to land occupiers (owners, renters, and producers) as well as work cooperatively with Federal, State, and Local governments in the delivery of conservation programs.

The Nevada Tahoe Conservation District is one of 28 Conservation Districts functioning under the auspices of Nevada Revised Statute, Chapter 548. The District is a Governmental Subdivision of the State of Nevada and a public body corporate created in 1976. The District encompasses all of the land in the Lake Tahoe Basin residing in the State of Nevada including portions of Douglas and Washoe Counties and the Carson City Rural Area. In addition, the District has a formal partnering relationship with our California counterpart, the Tahoe Resource Conservation District.

The Nevada Tahoe Conservation District is Nevada Lake Tahoe's local conservation agency and source for technical assistance. The District is a non-regulatory and grant funded agency that works closely with its Federal, State, and Local partners to deliver conservation programs to the Nevada Lake Tahoe Community. The District is guided by a Board of Supervisors made up of elected and appointed community leaders. The Board of Supervisors provides direction to the District's full time staff in carrying out the District's mission statement, vision, and guiding principals. As described in our mission statement, the District seeks to provide its constituents with superior technical assistance, educational resources, and conservation leadership with the goal of protecting Lake Tahoe's natural resources.

(COVER PHOTO - NTCD PROJECT ENGINEER PERFORMING STORMWATER ASSET INVENTORY WORK)

NTCD OPERATIONS AND ADMINISTRATION

1. Continue community, state and government awareness of NTCD and its programs by continually updating the NTCD Website and giving public presentations within the community.
2. Continuing review and update of comprehensive District policies and procedures adopted by NTCD Board of Supervisors.
3. Continue a training program with funding to support technical, professional, and human resource training for all District staff.
4. Continue to revise and adapt job descriptions for all current and future positions for the District.
5. Development of a comprehensive finance/funding plan for FY 2021 for review and approval by the NTCD Board of Supervisors.
6. Maintain an operational budget of 12 months and operational reserve one month or more in advance.
7. Update the records retention and rotate out files and information no longer viable.
8. Coordinate budget responsibilities between the District Manager to the Administrator.
9. Participate in the Tahoe Inter-Agency Executives Steering Committee meetings.
10. Participate in the Lake Tahoe Summit.
11. Coordinate the Annual Audit in compliance with State and Federal statutes.

PROJECT WORK FOCUS

NTCD is actively involved in many conservation programs and projects with our partners in the Lake Tahoe Basin. Several of our projects continue efforts that have been ongoing for many years, while, others are just beginning. The following information outlines the district project objectives for NTCD during the upcoming work year.

ENGINEERING PROJECTS

1. Provide technical oversight, design, permitting, and construction contracting of water quality and stream restoration projects funded by various grants.
2. Design, permit, and implement the Rosewood Creek Restoration Continuation Project. Continue monitoring of the Area A restoration reach.
3. Design and implement the Kahle Drive Complete Street in collaboration with the USFS, NDOT, NDSL, Oliver Park, Tahoe Transportation District, Tahoe Beach Club, and Douglas County.
4. Assist NDOT with design and permitting of various stormwater outfalls and construct projects using design-build relationship with contractor.
5. Assist Douglas County with various stormwater projects and modeling.
6. Assist Washoe County with various engineering projects in the Lake Tahoe Basin.
7. Assist the Incline Village General Improvement District with design, permitting, and implementation of the Burnt Cedar Beach Erosion Control Project.
8. Design and assist with permitting for the City of South Lake Tahoe Bijou Park Creek Erosion Control Project In partnership with Wildscape Engineering.
9. Assist the City of South Lake Tahoe, Tahoe Resource Conservation District, and Tahoe Transportation District with various engineering projects.
10. Assist Wildscape Engineering with Stormwater Pollution Prevention Plan Inspection on various projects throughout the Tahoe Basin.

SCIENCE AND CONSERVATION PROJECTS

1. House and continue development of a stormwater infrastructure inventory and performance tracking architecture in Nevada-Tahoe with the exception of Washoe County who will host in house.

2. Work closely with the Regional Stormwater Monitoring Programs to establish a robust data inventory and collection/analysis protocol for stormwater quality in the Tahoe basin.
3. Continue to provide assistance to Washoe and Douglas Counties and NDOT to implement various aspects of the (Total Maximum Daily Load) TMDL tracking program.
4. Assist the Tahoe Transportation District with TMDL stormwater modeling for the US-50 Bypass Project.
5. Continue partnership with EPA to complete Community Watershed Planning Project in three watersheds in the Lake Tahoe Basin. Focus topics include:
 - a. Stormwater Management
 - b. Public/private joint activities
 - c. Public outreach
 - d. BMP implementation
 - e. BMP Maintenance outreach and program development.
 - f. Other conservation elements including: Water Conservation, Noxious Weed Abatement, Defensible Space, Nutrient Management, etc.
6. Seek out and secure funding to continue invasive weed abatement efforts and outreach for the 2019 field season and beyond. Focus will be to assist private property owners and educate youth on invasive weeds.
7. Continue work on Tahoe Yellow Cress (TYC) outreach and conservation planning to assist lakefront homeowners with the conservation of habitat and protection of TYC populations. Work with California Fish and Wildlife Service, Nevada Department of Forestry and the Tahoe Regional Planning Agency to develop a lake wide Safe Harbor Agreement. As funding allows.
8. Work on possible funding to allow NTCD to focus on forest health outreach for 2020-2021.
9. Work on possible funding to allow NTCD to focus on water conservation and vegetation selection outreach for 2020-2021.
10. Work on possible funding to continue community-based urban agriculture in Lake Tahoe's south shore.



MONITORING FOCUS

1. Develop proposals to answer Nevada TMDL quality questions and inform future EIP water quality/erosion control projects for Nevada implementers and funders. Submit to appropriate funders including NDEP, NDSL, BOR, and USFS.
2. Monitor the water quality associated with the Rosewood Creek Area A restoration and the Continuation Project downstream.
3. Work with jurisdictions to register catchments to gain clarity credits to meet the TMDL.
4. Conduct Nearshore Human Health water quality monitoring for the Tahoe Regional Planning Agency.
5. Assist local jurisdictions with BMP and Road RAM (Rapid Assessment Methodologies) in order to comply with regulations and requirements of their TMDL needs.

PUBLIC OUTREACH FOCUS

Public Outreach is extremely important to the District's ability to engage and inform our outreach stakeholder constituency in Nevada Lake Tahoe consisting of Regulators, Funders, Implementers, Property Owners, General Improvement Districts (GIDs) and Homeowner Associations (HOAs). All of our staff and programs are responsible for outreach, including the four main functions: Advocacy, Outreach, and Environmental Policy. This year we plan to collaborate with the Tahoe Resource Conservation District to expand our outreach efforts.

Funders and Partners

FEDERAL

USDA Natural Resources Conservation Service
USDA Forest Service
USDOI Bureau of Reclamation
US Army Corps of Engineers
US Environmental Protection Agency

STATE

Nevada Division of Environmental Protection
Nevada Department of Transportation
Nevada Division of State Lands
Department of Conservation and Natural Resources Conservation District Program
Nevada Division of Forestry
Nevada Department of Wildlife
Nevada Association of Conservation Districts
Nevada Conservation Commission
University of Nevada, Cooperative Extension
California Department of Transportation

Local

Tahoe Regional Planning Agency
Tahoe Resource Conservation District, California
Washoe County
Douglas County
Placer County, California
El Dorado County, California
City of South Lake Tahoe
Zephyr Cove GID
Marla Bay GID
Skyland GID
Oliver Park GID
Lakeridge GID
Incline Village GID
Kingsbury GID
Roundhill GID
Tahoe Transportation District
PineWild HOA

Private

Wildscape Engineering
South Shore Transportation Management Association
Tahoe Beach Club
Edgewood Tahoe
Lakeside Inn & Casino
Barton Health

PROPOSED BUDGET

Nevada Tahoe Conservation District

ESTIMATE OF RECEIPTS

For the Fiscal Year Ending June 30, 2020

RECEIPT SOURCE	AMOUNT
State Funds	300,000
County Funds	250,000
City Funds	
Other Government Funds (specify) Federal	400,000
Administrative Income (specify)	
Interest – CD, Savings and Checking	
Grants for projects (specify)	
Rental Income (equipment, etc.)	
Contributions	
Building/Property Rental Fees	
Other Sources of Income Private	100,000
TOTAL INCOME	1,050,000

(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)

Nevada Tahoe Conservation District

ESTIMATE OF EXPENDITURES

For the Fiscal Year Ending June 30, 2020

EXPENDITURE	AMOUNT
Employee Salary	415,000
Fringe Benefit Expense	225,179
Travel	0
Building Rent	15,000
Telephone	3000
Insurance	5,000
Postage	719
Advertising Expense	300
Office Supplies	2,000
Education & Information Expenses	400
Equipment Purchase (specify) Computers	500
Equipment Expenses (maintenance, repair, operation)	2,000
Dues – NvACD	600
Dues – NACD	200
Dues - Other	400
Mileage	0
Investments (specify)	0
Internet	120
Bond and Insurance Expenses	0
Project Costs: Subcontractor	378,282
Licenses and Permits	0
Other Expenses (specify) Professional Fees	1300
Depreciation Expense	0
TOTAL EXPENSES	1,050,000

(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)

Submit by June 1st to: State Conservation Districts Program

Bettina Scherer <bscherer@dcnr.nv.gov>

FAX: 775-684-2717



PO Box 915
Zephyr Cove, Nevada 89448
775-586-1610 x21

AGREEMENT SUMMARY

TRPA Nearshore Human Health Monitoring

Contractual Parties:

Nevada Tahoe Conservation District (NTCD); Tahoe Regional Planning Agency (TRPA), Tahoe Resource Conservation District (TRCD), Desert Research Institute (DRI), United State Geological Survey (USGS)

Contract Amount:

\$43,750

Effective Dates:

June 4, 2019 – December 31, 2019

Project Summary:

NTCD successfully proposed a TRPA project to monitor human health water quality at Lake Tahoe's nearshore. NTCD teamed with TRCD, DRI, and USGS to create a successful proposal to author a sample and analysis plan and implement monitoring. NTCD will be managing the overall project and subcontracting with USGS, DRI, and TRCD for support. NTCD's staff hour budget is roughly \$11,000 of the total contract, which is \$43,750. Work began in June and sampling must begin in July so a quick turnaround is necessary.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	% of Budget
		NV TAHOE CONSERVATION DIST.	May 2019	YTD July 2018 -June 2019	Budget	Variance Favorable (Unfavorable)	92%
	General Fund						
	Community Grants-Income						
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				25,000.00	(25,000.00)	0%
	NV Division of Conser. District			4,600.49	4,000.00	600.49	115%
	Washoe County Community Grant			15,000.00	15,000.00	0.00	100%
	Total Community Grants-Income		0.00	19,600.49	47,000.00	(27,399.51)	42%
	Grants-Income					0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
	Total Grants-Income		0.00	0.00		0.00	
	Income-Pass Thru Subcontractor					0.00	
	Interest					0.00	
	Miscellaneous Income					0.00	
	Prior Year Income					0.00	
	Services Rendered						
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-Ge (GL Shows in Expense Category)		12,028.64	123,250.72	140,500.00	(17,249.28)	88%
	TOTAL INCOME		12,028.64	142,851.21	187,500.00	(44,648.79)	76%
	EXPENSES						
	Advertising-Expense		0.00	156.68		(156.68)	100%
	Building Expense						
	Building Repairs/Maint-Expense		90.00	1,087.05	1,680.00	592.95	65%
	Total Building Expense		90.00	1,087.05	1,680.00	592.95	
	Conference & Training-Expense						
	Food					0.00	
	Lodging			101.61		(101.61)	
	Parking					0.00	
	Registration Fees			85.00		(85.00)	
	Travel/Transportation			193.34		(193.34)	
	Conference & Training-Expense - Other					0.00	
	Total Conference & Training-Expense		0.00	379.95	2,000.00	1,620.05	19%
	Deposit Security					0.00	
	Donation-Expense					0.00	
	Dues and Subscriptions-Expense						
	Membership/Dues District			1,331.00		(1,331.00)	
	Membership/Dues Staff		105.00	221.00		(221.00)	
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
	Total Dues and Subscriptions-Expense		105.00	1,552.00	1,000.00	(552.00)	155%
	Equipment-Expense					0.00	

	Computer Hardware & Software		2,294.62	6,610.00	4,315.38	35%
	Computer Maintenance & Repair			500.00	500.00	0%
	Office Equipment & Furniture		36.70		(36.70)	
	Rental/Leasing Fees Equipment	118.07	1,440.07	5,000.00	3,559.93	29%
	Repairs & Maintenance Equipment				0.00	
	Telephone System				0.00	
	Equipment-Expense - Other				0.00	
Total Equipment-Expense		118.07	3,771.39	12,110.00	8,338.61	31%
Insurance-Expense					0.00	
	E&O/Prop/ Liability Insurance	0.00	4,588.18	5,000.00	411.82	92%
Total Insurance-Expense		0.00	4,588.18	5,000.00	411.82	92%
	Meals - Expense	30.09	314.65		(314.65)	
	Meetings Expense - Other				0.00	
Meetings Expense		30.09	314.65	500.00	500.00	0%
Miscellaneous Expense			(0.01)			
Other Expenses				0.00		
Professional Fees-Expense						
	Accounting	8.00	498.02	12,500.00	12,001.98	4%
	Audit		10,250.00		(10,250.00)	
	Bank fees	26.31	211.62	600.00	388.38	
	Computer/Software Maintenance					
	Professional Fees-Expense - Other			300.00	300.00	0%
Total Professional Fees-Expense		34.31	10,959.64	13,400.00	2,440.36	82%
Rents and Leases						
	Office Space Lease	1,250.00	8,750.00	15,000.00	6,250.00	58%
	Storage Rents					
	Rents and Leases-Other				0.00	
Total Rents and Leases		1,250.00	8,750.00	15,000.00	6,250.00	58%
Service Charges			0.00		0.00	0%
Subcontractor Fees-Expense					0.00	
	2nd Nature				0.00	
	Biological by Design				0.00	
	High Sierra Water Lab				0.00	
	Hughes Weed Control				0.00	
	Jacobs, Jack P.E.				0.00	
	Nichols Consulting Engineers				0.00	
	Round Hill GID				0.00	
	Other			0.00	0.00	
Total Subcontractor Fees-Expense		0.00	0.00	0.00	0.00	
Supplies-Expense						
	Office Supplies	40.40	529.85	2,000.00		
	Photocopies					
	Postage and Delivery	27.00	344.92	1,200.00		
	Publication/Printing		59.68			
	Supplies-Expense - Other		213.55	500.00	286.45	43%
Total Supplies-Expense		67.40	1,148.00	3,700.00	2,552.00	31%

Telecommunications							
	Internet Fees		240.00	150.00	(90.00)	160%	
	Long Distance				0.00		
	Phone Services	226.51	2,339.97	5,000.00	2,660.03	47%	
	Telephone-Expense - Other				0.00		
Total Telecommunications-Expense		226.51	2,579.97	5,150.00	2,570.03	50%	
Vehicles-Expense					0.00		
	District Vehicle Use	(314.94)	(1,381.62)	(2,500.00)			
	Fuel-Expense	88.19	549.54	2,000.00	1,450.46	27%	
	License & Maintenance		926.33	1,500.00	573.67	62%	
	Mileage Reimbursement Expense		57.90	100.00			
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
Total Vehicles-Expense		(226.75)	152.15	1,100.00	947.85	14%	
Wages							
	Payroll Clearing Account	(752.59)	468.55				
	Wages - Asst. Dist. Mgr (DO)	3,668.29	53,223.30				
	Wages-ES III (DF)	1,359.93	29,714.74				
	Professional Engineer (MG)	1,649.88	19,969.11				
	Professional Engineer (MK)	3,656.43	35,375.15				
	Wages-Staff Engineer	0.00	1,609.72				
	Wages - Other	(1.15)	(18.92)				
	Uncompensated Absence-Reimb Exp	(3,216.35)	(43,052.58)				
Total Wages		6,364.44	97,289.07	110,000.00	12,710.93	88%	
Wages-Overhead/Fringe					0.00		
	Long Term Disability	156.23	1,718.53	1,860.00			
	Misc Payroll Expense						
Total Wages-Overhead/Fringe		156.23	1,718.53	1,860.00	141.47	92%	
	Total Wages/Ovrhead	6,520.67	99,007.60	111,860.00	12,852.40	181%	
Revolving Account							
	TOTAL EXPENSES (No Indirect included)	8,215.30	134,447.25	172,500.00	38,052.75	78%	
	NET REVENUE OVER/(UNDER) EXPENSES	3,813.34	8,403.96				
	Fund Balance (total equity)	\$ 122,250					

Nevada Tahoe Conservation District

Balance Sheet

As of May 31, 2019

	May 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Clearing Account	-0.01
Petty Cash	0.86
Wells Fargo - General 2513204	59,120.04
Total Checking/Savings	59,120.89
Accounts Receivable	
Accounts Receivable	89,438.93
Total Accounts Receivable	89,438.93
Total Current Assets	148,559.82
Other Assets	
Prepaid expenses	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	149,809.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,084.51
Total Accounts Payable	7,084.51
Other Current Liabilities	
Deferred Income-Moody donations	806.91
Deferred Income - Barton Exp Ka	2,500.00
Deferred Income - Demo garden	192.86
Deferred Income - SCA Exp Kahle	350.00
Deferred Income - TBC Exp Kahle	634.00
Liab.Uncompensated Absences	15,349.56
Payroll Liabilities	
NV Unemployment Payable	642.42
Total Payroll Liabilities	642.42
Total Other Current Liabilities	20,475.75
Total Current Liabilities	27,560.26
Total Liabilities	27,560.26
Equity	
Opening Balance	11,724.59
Prior Earnings	101,859.70
Net Income	8,665.27
Total Equity	122,249.56
TOTAL LIABILITIES & EQUITY	149,809.82

Nevada Tahoe Conservation District
A/R Aging Summary
As of May 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Caltrans Road RAM	4,679.42	0.00	0.00	0.00	0.00	4,679.42
Douglas Co AQ Kahle	2,448.16	0.00	6,912.73	0.00	0.00	9,360.89
Douglas Co Kahle	0.00	0.00	516.13	0.00	0.00	516.13
Douglas County Assistance	6,374.01	0.00	5,534.52	0.00	0.00	11,908.53
El Dorado Co Weed Book	0.00	750.00	0.00	0.00	0.00	750.00
NDEP 2018 LCCP	2,007.09	0.00	2,423.56	0.00	0.00	4,430.65
NDOT 2018 LCCP	2,397.66	0.00	1,731.40	0.00	0.00	4,129.06
NDOT Assistance	10,022.57	0.00	10,065.16	3,555.51	3,902.48	27,545.72
NDOT Pittman	2,475.48	0.00	3,181.34	0.00	0.00	5,656.82
TahoeRCD 2019 NDOT	225.11	0.00	0.00	0.00	884.75	1,109.86
TahoeRCD 2019 RSWMP	0.00	0.00	925.23	754.21	258.19	1,937.63
TahoeRCD RSWMP	0.00	0.00	0.00	0.00	586.92	586.92
TTD 50 Bypass	9,244.17	0.00	3,698.01	0.00	0.00	12,942.18
USBOR RWC Continuation	2,357.33	0.00	0.00	0.00	0.00	2,357.33
Wildscape 2019	0.00	0.00	0.00	0.00	687.23	687.23
Wildscape Bijou Park Creek	195.44	0.00	645.12	0.00	0.00	840.56
TOTAL	<u>42,426.44</u>	<u>750.00</u>	<u>35,633.20</u>	<u>4,309.72</u>	<u>6,319.57</u>	<u>89,438.93</u>

1:07 PM

06/12/19

Nevada Tahoe Conservation District
A/P Aging Summary
As of May 31, 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Maria Vielman	0.00	90.00	0.00	0.00	0.00	90.00
Monica Grammenos AP	29.00	0.00	0.00	0.00	0.00	29.00
PERS, State of Nevada	6,965.51	0.00	0.00	0.00	0.00	6,965.51
TOTAL	<u>6,994.51</u>	<u>90.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,084.51</u>

NEVADA TAHOE CONSERVATION DISTRICT PERFORMANCE EVALUATION

EMPLOYEE:

POSITION:

DATE:

EFFECTIVE DATE:

Below are several questions relating to the work performance of the above named employee of the Nevada Tahoe Conservation District. Please answer each of the following questions regarding work performance and provide any additional commentary in the space provided. If one of the following categories does not apply to the employee's position, please mark N/A in the comments field and do not rate the employee in that area.

1. Quality of work

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

2. Job knowledge/skills

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

3. Management/Supervision

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

4. Organization and planning

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

5. Judgment and decision making

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

6. Dependability and reliability

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

7. Initiative

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

8. Communication with staff and partners

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

9. Overall effectiveness as the District Manager

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____



PO Box 915
Zephyr Cove, Nevada 89448
775-586-1610 x21

AGREEMENT SUMMARY

Environmental Protection Agency Community Watershed Planning Grant

NTCD Program:

N/A

Contractual Parties:

Nevada Tahoe Conservation District; Environmental Protection Agency

Contract Amount:

\$150,000

Effective Dates:

June 1, 2019-December 31, 2021

Project Summary:

The Environmental Protection Agency (EPA) and the Nevada Tahoe Conservation District (NTCD) will collaborate to develop and implement Lake Tahoe Basin community-based watershed strategies with private landowners in coordination with the public agencies responsible for stormwater water management. This funding will also enable NTCD to conduct riparian restoration and fuels reduction on private parcels in coordination with fire protection districts. The purpose of the project is to assist private property owners, commercial businesses, and local jurisdictions with Total Maximum Daily Load (TMDL) implementation and forest health improvement through a community-based watershed approach. The intent is to focus the community on implementation and maintenance of individual and merged BMPs for protection and restoration of water quality, as well as implementation planning for riparian restoration and forest health improvement on private parcels. Through an integrated strategy for community outreach, education and information sharing, the project will increase the communities' knowledge of restoration objectives, opportunities for improving environmental stewardship, and continuation of the BMP retrofit program. This project will connect the private and public works EIP projects while being adapted to local community priorities in Nevada. Emphasis will be placed on coordinating with and promoting Area Plan development consistent with the 2012 Regional Plan Update as well as the Tahoe Regional Planning Agency's targeted list for Douglas and Washoe Counties. Deliverables include Area Watershed Plans for 2 watersheds and forest health and restoration plans for up to 5 miles of creek or 5 acres of watershed.