



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

Board Meeting Minutes

May 18, 2019
10:00 AM

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

Present: Supervisor G. Smith
Supervisor Cook
Supervisor Martin
Supervisor Sarnoff
Supervisor Nelson
Supervisor Perlman-Whyman (phone)
M. Kelly, District Manager
D. Olson, Assistant District Manager
L. Coe, NRCS

Absent: Supervisor Appointee D. Smith
Supervisor Berkbigler
Supervisor McCarthy

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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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

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6 Agency Reports, Discussion/Possible Action

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

Livy Coe discussed that Curtis Tarver has moved to another position and Sharon Nash will be taking his place as the state conservationist. She has interest in meeting the District but has been busy with other Merced and other areas so far. He also commented that the

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

District Manager Kelly and Supervisor Martin represented the District at the Legislative Day hosted by NvACD. Also Supervisor Martin discussed senate bill 205 that merged with an assembly bill that became a pilot program for grant funds to match federal funds to help project reach full funding. This is a 2 year project for 4 million. The region meeting is October 22nd to 24th in Winnemucca.

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 Conservations 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	
Sections 6A and 6D were pulled for discussion by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously. See notes under sections pulled.	
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. Assistant Manager Olson discuss how important the money from Washoe County has been this year and hopes that it continues into future years. Motion to approve the financials presented by District by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.	
10 For Possible Action: District Manager Kelly's Yearly Performance Evaluation.	42
Supervisors discussed the merits of District Manager Kelly. Supervisor G Smith reviewed evaluations that were submitted to him by board members and said that she received mostly excellent marks. Supervisor Sarnoff stated that he has had exemplary interactions with District Manager Kelly and recommends being very generous with her merit increase. Supervisor Martin discussed his interactions with NRCS. NRCS reviewed District Manager Kelly's engineering work and were extremely impressed with level of work. He also discussed the fact that District Manager Kelly is 70% grant funded and therefore her raise will not affect the general fund very much and that all of the grants can absorb a raise. Supervisor Perlman-Wiseman stated that interactions with District Manager Kelly and the district on the regional and national level has been outstanding. It is consistent that what comes out of our District has been respected. Supervisor Nelson notes that Douglas County funds are tight but thinks conservatively supports a 5% merit and cola increase. Supervisor Cook thinks that a 5% raise is appropriate. Supervisor Sarnoff notes that the difference between a 5% and a 6% raise is miniscule and supports a 6% raise. Supervisor Martin also supports a 6% raise and notes that the District has survived because of District Manager Kelly and her relationships. Motion to approve a 6% raise active on July 1 st presented by District by Supervisor Martin, seconded by Supervisor Sarnoff. Motion carried unanimously.	
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. District Manager Kelly noted that Placer County gave up \$50,000 for this grant and it was offered to the District. Most of the work will be done in Douglas County because of the good working relationship that has been built and their interest in projects. She hopes to work in Washoe County and would like to discuss potential projects with them and will reach out to Ben Jesch. Supervisor Martin also said he would talk to Mr. Jesch about potential projects and these funds. District Manager Kelly discussed how these funds are important because they are for conceptual design, a type of fund that is hard to come by. Motion to pre-approve the Environmental Protection Agency Community Watershed Grant for \$150,000 with similar wording as previous contracts with EPA presented by District by Supervisor Martin, seconded by Supervisor Sarnoff. Motion carried unanimously.

12 Staff Report

District Manager Kelly stated that work with Nevada Department of Transportation work on Mount Rose Highway will begin tomorrow. She discussed potential funding for work on bike trail projects with the Forest Service, and the Tahoe Bond Act through the Nevada Division of State Lands (NDSL). The District has had positive interactions with NDSL regarding projects for the Tahoe Bond Act which is funding of 4 million dollars over a 2 year period. The Kahle basin is complete and the Kahle Complete Street project still needs additional funding and therefore will not be constructed this summer. She is considering the need for an additional staff member if all of this project money comes through.

13 Supervisor's Comments

Supervisor Perlman-Whyman noted the the need for District representation at the annual meeting in Las Vegas next year.
Supervisor Nelson stated that the Douglas County budget has been submitted and that funds for the District are still on it.

14 Public Interest Comments

15 Motion to Adjourn

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