



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

Board Meeting Minutes

November 19, 2019

10:00 AM

- Location:** Parasol Building, 948 Incline Way, Incline Village, NV
- Present:** Supervisor G. Smith
Supervisor Cook
Supervisor Martin
Supervisor Nelson
Supervisor Sarnoff (phone)
Supervisor Appointee D. Smith (phone)
- M. Kelly, District Manager
D. Olson, Asst. District Manager
- Absent:** Supervisor Berkbigler
Supervisor Perlman-Whyman
Supervisor McCarthy

Agenda Item

1 Call to Order

2 Supervisor Roll Call

3 Pledge of Allegiance

4 Approval of the Agenda

Motion to move all voting items to the beginning of the meeting presented by Supervisor Martin, seconded by Supervisor Cook. Motion carried unanimously.

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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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

5 Public Interest Comments (No Action)

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 removing 6D for discussion presented by Supervisor Martin, Seconded by Supervisor Cook. Carried unanimously.

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 – PULLED FOR DISCUSSION**

7 Discussion/Possible Action (Business)

**A For Possible Action: Approval of the Board of Supervisors meeting minutes for
September 15, 2019.**

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ADMINISTRATIVE CALENDAR

Agenda Items

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9 Approval of the NTCD financial report for October 2019

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As of 10/31/19, the District's Fund balance was \$136,209. This represents the District's available spendable resources, or assets less liabilities. September had a surplus of \$1,545.19. The District had project work to keep the staff busy and no major expenditures. This was the fourth month of the fiscal year. Asst. District Manager Olson discussed receiving \$25,000 from Douglas County this month and that the audit bill of \$10,000 will be billed next month. Motion to approve the October 2019 financials presented by Supervisor Martin, Seconded by Supervisor Nelson. Carried unanimously.

10 Approval of staff compensation and pay scale adjustments.

14

Supervisor G. Smith discussed the need for an adjustment to the salary pay scale which has not been updated since 2006. Asst. District Manager Olson presented the current salary ranges, Tahoe Resource Conservation District's salary survey, and a job posting for an engineer at South Tahoe Public Utility District (STPUD). District Manager Kelly recommended a 10% increase to the maximum salary ranges on which Supervisor Martin agreed and recommended a 5% increase to the minimum salary ranges. This was discussed by the rest of the board with Supervisor Appointee D. Smith agreeing that the District needs to keep their salaries in alignment with local and regional ranges. He also noted that Washoe County is currently going through the same process of updating their salary ranges. Supervisor Martin presented to adjust the current salary ranges by increasing the minimum by 5% and maximum by 15%. Seconded by Supervisor Sarnoff. Motion carried unanimously.

The discussion then turned to compensation of current staff. District Manager Kelly will be responsible to determine staff compensation as she deems necessary. Supervisor Martin discussed the current job opening at STPUD and felt that her salary should be commensurate with this. Supervisor Smith and District Manager Kelly then discussed a '5-year plan' to make sure there is work towards redundancy and that this job should not hold her back from future opportunities. A motion to increase District Manager Kelly's salary to \$120,000 was presented by Supervisor Martin. Seconded by Supervisor Nelson. Motion carried unanimously.

11 Acceptance of \$250k private donation for SEZ restoration at Brautovich Park.

This joint project between Douglas County and NTCD aims to restore a large portion of a historic stream environment zone (SEZ) of Brautovich Park. The project will be funded by a one-time private donation of \$250,000. NTCD will be responsible for developing engineering plans, permits and completion of the SEZ restoration portion of the project. District Manager Kelly explained that this project came out of discussions while she was on the Douglas County Parks and Recreation Commission. The funds are from a private source due to Tahoe Regional Planning Agency (TRPA) mitigation requirements. The funds will be pre-paid to the District and oversight will be done by Douglas County and the TRPA. Additional funds will be sought from Douglas County and potentially other sources to pay for turf and a playground. A motion to approve the Brautovich Park Restoration project and acceptance of the private donation for \$250,000 was presented by Supervisor Sarnoff. Seconded by Supervisor Cook. Motion carried unanimously.

8 Consent Calendar items pulled for further discussion: 6D

Supervisor Martin discussed that the NvACD annual meeting focused on soil health. He distributed a 2019 grant opportunity for 9 million dollars in technical assistance to do Environmental Quality Incentives Program (EQIP) projects. The 2020 grant should be out in January. This could provide a good platform to work with Natural Resources Conservation Service (NRCS) on engineering projects around Nevada. Supervisor Martin will schedule a meeting with District Manager Kelly and Larry Hicks, a conservation district employee in Wyoming that has done similar work with NRCS, to discuss what he has done and how he has worked with EQIP and NRCS.

12 For Possible Action: Staff Report

District Manager Kelly: Nevada Department of Transportation (NDOT) Assistance Grant has about \$500,000 left after this year's construction season. NDOT is considering either ramping up construction for next year or extending the grant.

There is current work with the Forest Service on a beaver dam issue in Rabe Meadow. This has been problematic all summer, causing flooding and is undermining the bike path. Discussed doing a tour of the Bentley distillery and farm for a holiday party. Supervisor Nelson said he would try to plan this.

13 Supervisor's Comments

Supervisor Nelson: Need to put NRCS partnership with the EQIP on the next board agenda.

14 Public Interest Comments

15 For Possible Action: Motion to Adjourn

Motion to adjourn presented by Supervisor Martin, Seconded by Supervisor Cook. Carried unanimously.
