



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

# Board Meeting Agenda

January 23, 2023

1 PM (estimated 2-hour duration)

**Location:** Teleconference Only

Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 223 966 729 646

**Call-in Information:** Passcode: BhCUgY

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**Or call in (audio only)**

[+1 929-346-7276,66488807#](#) United States, New York City

Phone Conference ID: 664 888 07#

## 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 Supervisors' Oath of Office**

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**5 For Possible Action - 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.

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**6 Public Interest Comments (No Action):**

No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.

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Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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

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 [ntcd.org/board-of-supervisors/](http://ntcd.org/board-of-supervisors/)

## CONSENT CALENDAR

The consent calendar consists of item 6 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 #
<b>7 Discussion/ For Possible Action (Business)</b>	
<b>A For Possible Action: Approval of the Board of Supervisors Meeting Minutes for August 22, 2022</b>	5
<b>B For Possible Action: Approval of the NTCD Financial Report for October 2022</b> As of 10/31/22, the District's fund balance was \$214,733. This represents the District's available spendable resources and/or assets less liabilities. The month of October had a deficit of \$2,353. This deficit was due to the \$2,692 quarterly POOL/PACT payment. This was the 4th month of the fiscal year.	8
<b>C For Possible Action: Approval of the NTCD Financial Report for November 2022</b> As of 11/30/22, the District's fund balance was \$233,415. This represents the District's available spendable resources and/or assets less liabilities. The month of November had a surplus of \$18,682. This surplus was due to the \$25,000 annual grant from Douglas County, a training expense of \$1,389, extra computer software and maintenance costs, and three holidays this month. This was the 5th month of the fiscal year.	14

## ADMINISTRATIVE CALENDAR

Agenda Items	Page #
<b>8 Consent Calendar items pulled for further discussion</b> Item(s) pulled from the Consent Calendar will be heard at this time.	
<b>9 For Possible Action: Approval of the NTCD Financial Statement for Fiscal Year 2022</b> Nicola Nielon of Casey Neilon will present the Financial Statement.	20
<b>10 For Possible Action: Designation of Chairman, Vice Chairman, Secretary/Treasurer, and Discussion of Creation of Committees.</b> Determination of officers and discussion regarding the creation of committees to oversee District business.	
<b>11 NTCD Staff Report to the Board of Supervisors</b> District Manager Kelly will provide updates on staff to NTCD Board members.	
<b>12 For Possible Action: Approval of the NTCD Financial Report for December 2022</b> As of 12/31/22, the District's fund balance was \$235,292. This represents the District's available spendable resources and/or assets less liabilities. The month of December had a surplus of \$1,878. There were multiple vacations and holidays that reduced the billable grant work this month. The Indirect Cost Rate was submitted on January 5, 2023. This was the 6th month of the fiscal year.	52
<b>13 For Possible Action: For Possible Action: Approval of Cost-of-Living-Adjustment (COLA) of 8%</b>	58

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The Consumer Price Index for Urban Wage Earners (Western) has increased by 8% in 2022 according to the US Bureau of Labor Statistics. The last COLA approved for the District was 4.5% on February 28th, 2022, for the calendar year of 2021.

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**14 For Possible Action: Updating Project Engineer Salary Rate** 59

The District performed a salary survey of comparable agencies and determined that most salaries are in line with competitive agencies. The Project Engineer's salary rate is below the average range. The recommendation is to increase this series from \$67,687 - \$109,127 to \$82,000 - \$125,000.

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**15 For Possible Action: Designating a Training Budget of \$1500 Per Staff Member Per Year**

The District realizes that the training of employees has been very infrequent and sporadic. A yearly training budget is requested to provide employees necessary education to excel in their jobs.

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**16 For Possible Action: Updating NTCD Bylaws** 65

The District's bylaws are out of date and need to be updated to reflect the current state of the board and Nevada Revised Statutes. The proposed updates to the bylaws are included in the packet.

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**17 Agency Reports: Discussion and Updates on Current Issues and Events**

Reports are limited to 3 minutes. Unless extended at the discretion of the chair to ensure complete consideration of the item, discussion of the report amongst committee members will be limited to 10 minutes total. (No Action)

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**A Report: Natural Resources Conservation Service (NRCS) report (No Action)**

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**B Report: National Association of Conservation Districts (NACD) report (No Action)**

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**C Report: Department of Conservation and Natural Resources Conservation District Program report (No Action)**

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**D Report: Nevada Association of Conservation Districts (NvACD) report (No Action)**

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**18 Supervisor's Comments**

Comments are limited to 3 minutes. Supervisors may identify items for future agendas. No discussion among Committee members will take place on this item. (No Discussion, Deliberation, or Action).

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**19 Public Interest Comments**

No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.

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**20 For Possible Action: Motion to Adjourn**

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