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**NTCD Board Minutes**  
November 8, 2012  
The Parasol, Meiling Room  
948 Incline Way, Incline Village, NV  
3:45 PM Start Time

**Present:**

Supervisor Smith  
Supervisor Sarnoff (via telephone until approx. 4:10 PM)  
Supervisor Perlman-Whyman  
Supervisor McCarthy (arrived approx. 4:00 PM)  
Supervisor Freeman

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
B. Farley, Kohn Colodny

**Absent:**

Supervisor Endicott and Supervisor Breternitz

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Approval of the Agenda: Supervisor Freeman moved to approve the Agenda with item 5 discussed when Beth Farley of Kohn Colodny arrives, seconded by Supervisor Perlman-Whyman, motion carried unanimously.
4. Public Interests Comments: None.
5. Discussion/Possible Action (Annual Audit)
  - a. For Possible Action: Approval of FY 2012 Annual Audit. The audit was presented by Beth Farley of Kohn Colodny. There were no findings for FY 2012. There was one recommendation: the Administrator and the grant managers, on a quarterly basis, should compare grant totals for any discrepancies. Supervisor Freeman moved to approve the annual audit, seconded by Supervisor McCarthy, motion carried unanimously.

- b. For Possible Action: Approval of Kohn Colodny as auditor for FY 2013. Supervisor Perlman-Whyman moved to approve Kohn Colodny as auditor for FY 2013 conditional upon their engagement letter being equal to, or less than, FY 2012's, seconded by Supervisor McCarthy, motion carried unanimously.

### CONSENT CALENDAR

Item 7b was pulled from the consent calendar for further discussion.

Supervisor Perlman-Whyman moved to approve the Consent Calendar (items 6 and 7, with item 7b pulled), seconded by Supervisor Freeman, motion carried unanimously.

6. Agency Reports, Discussion/Possible Action
  - a. For Possible Action: NRCS report.
  - b. For Possible Action: NACD report.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report.
  - d. For Possible Action: NvACD report.
  - e. For Possible Action: Staff report.
7. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 20, 2012.

### ADMINISTRATIVE CALENDAR

#### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 7b)** For Possible Action: Approval of the NTCD financial reports for September 2012. As of 9/30/12, the District's Fund balance is \$137,004. This represents the District's available spendable resources, or assets less liabilities. September had a surplus of \$369, even though there was an \$8,000 invoice for the audit. The surplus was the result of: a reduction in hours of Administrative staff; only one equivalent week of non-billable time (vacations, grant writing, sick time, and holidays); an \$1,800 credit for health insurance; and Indirect revenue (\$4,500) on the construction of Rosewood Creek. Cash was not an issue for October, and November is looking favorable also. October is projected to be a deficit of approximately \$1,000; and November is projected to be a deficit of approximately \$9,400, due to three holidays and an employee injury

(outside of work). Because of employee injury, the District might have to hire a part-time/temporary employee. Supervisor Freeman moved to approve the September 2012 financial reports, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

8. For Possible Action: Discussion on Strategic Planning, Implementation. District Manager Martin plans to retire December 31, 2013. District Manager Martin presented two possible future organizational charts. One chart represents prior to December 31, 2013, and the other chart represents after December 31, 2013. The Senior Scientist and the Senior Engineer would have similar job descriptions, but different technical knowledge. The charts reflect the merging of the two groups, WRG and CPG. Supervisor McCarthy stated the charts need more clarification in regards to who reports to whom. Supervisor Perlman-Whyman suggested an open search for the new District Manager, which would include internal candidates. And the Board needs to be involved in the selection process. Supervisor McCarthy noted the charts lack a marketing aspect. She also suggested constructing an organizational chart without knowing the current employees and personalities.

Note: Item 5 was discussed at this time.

9. Status and recommendations regarding local government appointments to the NTCD Board for the term starting January 2013. The current Carson City appointment is Supervisor Freeman. Supervisor Freeman is willing to represent Carson City unless a Carson City Supervisor wants to be a NTCD Supervisor. Supervisor Perlman-Whyman moved to advise the District Manager to write letters to each county requesting an appointment and an alternate to the NTCD Board (for Carson City request Chris Freeman and his alternate), seconded by Supervisor McCarthy, motion carried unanimously.
10. Supervisor Comments: Supervisor Perlman-Whyman reported the NvACD annual meeting went well. Supervisor Freeman reported the new leadership for NvACD is younger than previous leadership. Supervisor McCarthy reported the Regional Plan Update is moving forward and approval might occur December 12, 2012.
11. Public Interest Comments: None.
12. Motion to Adjourn: Supervisor Perlman-Whyman moved to adjourn, seconded by Supervisor Freeman, motion carried unanimously.

Note: The election process for three Supervisor positions started at approximately 5:30 pm. Supervisors Smith, Perlman-Whyman, and McCarthy were elected.