



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

**NTCD Board Minutes**  
November 21, 2013  
The Parasol, Trepp Room  
948 Incline Way, Incline Village, NV  
10:00 AM Start Time

**Present:**

Supervisor Smith  
Supervisor Perlman-Whyman  
Supervisor Sarnoff (10:10am – 11:45am)  
Supervisor McCarthy  
Supervisor Endicott (via telephone)  
Supervisor D. Smith, Alternate for Supervisor Berkbigler  
Supervisor Freeman  
Supervisor Penzel (arrived 10:15am)

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
K. Bailey, USFS  
B. Farley, Kohn & Co.

**Absent:** None

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, seconded by Supervisor McCarthy, motion carried unanimously.
4. Public Interests Comments: None.
5. Discussion/Possible Action (Annual Audit)
  - a. For Possible Action: Approval of FY 2013 Annual Audit. The annual audit was presented by B. Farley, of Kohn & Company. There were some internal control findings/recommendations: the Indirect Cost Rate was incorrectly calculated on two invoices, a credit card had a former employee's name on it, and there were no notes in employee payroll files

for employees placed on unpaid furlough. There was one federal award finding: The Davis-Bacon Act requires weekly prevailing wage reporting, and the District received the reports monthly. Supervisor McCarthy thanked the Staff for the overall good audit result. Supervisor McCarthy moved to approve the FY 2013 audit, seconded by Supervisor Sarnoff, motion carried unanimously.

- b. For Possible Action: Approval of Kohn & Company (incorrectly listed on agenda as Kohn Colodny) as auditor for FY 2014. Kohn & Company's estimate/proposal for FY 2014 is \$12,600. Staff recommends approval of Kohn & Company as the District's auditor for FY 2014. Supervisor Sarnoff moved to approve Kohn & Company, seconded by Supervisor Freeman, motion carried unanimously.

- 6. Presentation: USFS prescribed burn practices and review of February 2013 burn along Glenbrook Creek Drainage. Presented by Kit Bailey of the USFS. The Glenbrook Canyon burn took three days and 135 acres, during February 2013. The fuel loading, 50 – 60 piles per acre, was a challenge. In three years, the landscape will look vastly different; the scorch probably won't be noticeable. The mortality is less than 8%, the goal was less than 15%. Retardants are not allowed during fuel reduction activities. Scorch is part of the process. Fire is good for forest health. The USFS tries to find a balance between short term costs vs. long term benefits. There was discussion regarding other methods, costs, restrictions, and air quality issues.

Note: Supervisor Freeman motioned to change the agenda (move items 9 and 10 prior to the Consent Calendar), seconded by Supervisor Perlman-Whyman, motion carried unanimously. Items 9 and 10 were presented at this time.

### CONSENT CALENDAR

Items 7b, 7d, and 8d were pulled from the consent calendar for further discussion.

Supervisor Perlman-Whyman moved to approve the Consent Calendar (items 7a, 7c, 7e, 8a, 8b, and 8c with all other items pulled), seconded by Supervisor Freeman, motion carried unanimously.

- 7. Agency Reports, Discussion/Possible Action
  - a. For Possible Action: NRCS report. No report provided.
  - b. Moved to Administrative calendar.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
  - d. Moved to Administrative calendar.
  - e. For Possible Action: Staff report. No report provided.

8. Discussion/Possible Action (Business)
- a. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 19, 2013.
  - b. For Possible Action: Approval of the Board of Supervisors meeting minutes for October 24, 2013.
  - c. For Possible Action: Approval of the NTCD financial reports for September 2013. As of 9/30/13, the District's Fund balance was \$102,187. This represents the District's available spendable resources, or assets less liabilities. September had a deficit of \$5,596. September's deficit was due to a \$8,000 invoice for the annual audit, this expense is calculated into the annual operating budget. Without this expense, the District would have had a positive \$2,400 month.
  - d. Moved to Administrative calendar.

### ADMINISTRATIVE CALENDAR

#### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 7b)** For Possible Action: NACD report. Supervisor Perlman-Whyman will be resubmitting the resolution on the Pinion Juniper project at the national meeting in Anaheim, CA, February 2014. Supervisor Perlman-Whyman attended the Southwest meetings in Durango, CO; where she worked on support for Biomass projects. The farm bill has not yet passed.

**Item 7d)** For Possible Action: NvACD report. Supervisor Perlman-Whyman and District Manager Martin both attended the annual meeting November 5 & 6 in Elko. Dave White, former Chief of NRCS, also attended the meeting. A full day was spent on Nevada issues. Supervisor Perlman-Whyman handed out a Supervisors' handbook and a Conservation Evaluation guide. The Conservation Evaluation guide will be added as an item on the next Board meeting agenda.

**Item 8d)** For Possible Action: Approval of the NTCD financial reports for October 2013. As of 10/31/13, the District's Fund balance was \$92,011. This represents the District's available spendable resources, or assets less liabilities. October had a deficit of \$9,889. Items of note for October: Staff leave time, use of general funds to support presentations for possible grant awards, and a \$4,000 invoice for the annual audit account for the deficit. Note: The audit expenses in Sept. and Oct. account for 77% of the deficit over the two months, and the general fund expenses to support grant applications presentations amount to a total of \$400,000 in grant funds. Administrator Thorpe stated year to date the District has a \$16,000 deficit, but the District is still projected to break

even by fiscal year-end (June 30, 2014). If the federal government shutdown had been any longer, it would have had a very negative effect on the District's cash flow. Supervisor Freeman moved to approve the October 2013 financial reports, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

9. For Possible Action: Approval of Interlocal Agreement with NDSL for the Stormwater Load Reduction Plans (SLRP 2) project. The agreement was presented by District Manager Martin. This is the NDSL portion of funding for SLRP 2. Supervisor Freeman moved to approve the agreement, seconded by Supervisor Penzel, motion carried unanimously.
10. For Possible Action: Review and Approval of NDSL Assurances for Zephyr Cove Project (note: item D is assigned to NDOT to perform maintenance via separate agreement). The District does not have a means for long term maintenance of the project; therefore, NDOT will maintain the project. We are waiting for a written statement from NDOT, stating NDOT will perform the maintenance required. Supervisor Freeman moved to approve the assurances pending receipt of NDOT's letter, seconded by Supervisor Sarnoff, motion carried unanimously.
11. Informational Item: Invoice Discrepancy at Glenbrook Stream Restoration. District Manager Martin reported there is a dispute between the District and the Contractor regarding excavation and backfill, the difference is approximately \$24,000. The dispute has been given to the District's attorney. The attorney will determine if the additional expenses are justified. If not resolved by next Board meeting, we will try to have the attorney attend the next Board meeting to give an update. There is no funding for these additional expenses, therefore, might have to request more funds from the funder.
12. Supervisor Comments: Supervisor McCarthy reported TRCD has a new District Manager, Kim Boyd. And recommends we have a joint meeting with the new District Manager in the near future. LTRA2 was reintroduced to Congress. There is a Great Basin Consortium Conference "The Great Basin: A Landscape Under Fire", December 9 – 10, at the University of Nevada.
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor Freeman moved to adjourn, seconded by Supervisor Penzel, motion carried unanimously.