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NTCD Board Minutes
December 17, 2015
The Douglas County Library
233 Warrior Way, Zephyr Cove, NV
10:00 AM Start Time

Present:

Supervisor G. Smith
Supervisor McCarthy
Supervisor Perlman-Whyman (via telephone)
Supervisor Penzel
Supervisor Cook
Supervisor Martin

Staff/Others

J. Brand, District Manager
M. Thorpe, Administrator
L. Coe, NRCS
B. Farley, Kohn & Co.

Absent: Supervisor Sarnoff, and Supervisor Berkbigler

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Pledge of Allegiance
4. Approval of the Agenda: Supervisor Penzel moved to approve the Agenda, seconded by Supervisor Cook, motion carried unanimously.
5. Public Interests Comments: Supervisor Cook reported, recently the Tahoe Tribune and the Lake Tahoe in Depth had articles regarding the Tahoe Yellow Cress plant and there was no mention of the District.

6. For Possible Action: Approval of the FY2015 Annual Audit. B. Farley of Kohn and Co. presented the annual audit. GASB 68 is a new accounting standard that requires the District to book its portion of PERS's (State of Nevada Retirement System) future liability. This liability is being shared by all involved entities. The District's share is \$842,695. This information/amount is advisory. There were no findings this year. There were no findings last year as well. There were no corrected statements or misstatements. And the auditor's opinion was clean and unmodified. Supervisor Martin moved to approve the FY 2015 annual audit, seconded by Supervisor McCarthy, motion carried unanimously.

CONSENT CALENDAR

Supervisor Cook moved to approve the Consent Calendar (with items 7a and 7b pulled and moved to the Administrative calendar), seconded by Supervisor McCarthy, motion carried unanimously.

7. Agency Reports, Discussion/Possible Action
 - a. Moved to the Administrative calendar.
 - b. Moved to the Administrative calendar.
 - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
 - d. For Possible Action: Nevada Association of Conservation Districts (NvACD) report. No report provided.
8. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for October 15, 2015.
 - b. For Possible Action: Approval of the NTCD Financial reports for October 2015. As of 10/31/15, the District's Fund balance was \$113,303. This represents the District's available spendable resources, or assets less liabilities. October had a deficit of \$2,347. October had some one time annual/quarterly expenses and revenues: received \$4100 from the State Conservation Program, a \$3000 POOL/PACT quarterly payment, a \$5000 audit invoice, and \$800 in annual dues to NvACD and NACD. If these items were annualized, October was break even.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 7a) For Possible Action: Natural Resources Conservation Service (NRCS) report. L. Coe of NRCS reported there is an easement program that includes restoration of wetlands and meadows. This could possibly create funding for the District.

Item 7b) For Possible Action: National Association of Conservation Districts (NACD) report. Supervisor Perlman-Whyman reported the national meeting is January 31, 2016, through February 3, 2016, at the Grand Sierra in Reno. There is online registration for the meeting and she encourages everyone to attend. There is a fund raiser for NvACD January 31 (Sunday night), a cowboy poet performance. Share Fair is a means for the District to have a booth at the annual meeting.

Supervisor Penzel moved to approve items 7a and 7b, seconded by Supervisor Cook, motion carried unanimously.

9. For Possible Action: Approval of the NTCD financial reports for November 2015. As of 11/30/15, the District's Fund balance was \$117,735. This represents the District's available spendable resources, or assets less liabilities. November had a deficit of \$698. November had some one time annual expenses and revenues: received \$10,000 from Douglas County, a \$5,500 annual property and liability insurance payment, and a \$2,000 annual audit expense. If these items were annualized, November had a deficit of \$3,000. This deficit was caused by higher than average unbillable time (2 weeks above average, 3 holidays, grant writing, and vacation time). Year to date the District has a deficit of \$10,906. Administrator Thorpe reported the year-end projection is not good, since the District is currently losing \$2,000 to \$3,000 per month. District Manager Brand is currently out of project work. The District needs more billable projects. Supervisor McCarthy moved to approve the November 2015 financials, seconded by Supervisor Penzel, motion carried unanimously.

10. For Possible Action: Staff Report/Projects update. District Manager Brand reported the current projects are moving forward and successful. He gave a quick update on each current project. Supervisor Smith presented a Budget Planning Analysis, listing Staff's percentage of full-time, years of service, each employee's expertise, potential projects, and possible plans to manage the project shortfall. Some ideas after discussion: seek free county office rent, reduce all employees' pay/hours, seek a reduction in office rent, work from home, sell a vehicle, and laying off the District Manager or Administrator. Staff will research these ideas and present at the next Board meeting, January 21, 2016.
11. For Possible Action: Update of petition per Nevada Senate Bill No. 476 (An Act requiring the imposition of an annual fee on parcels in a conservation district upon approval of registered voters) requesting the Board of County Commissioners for Washoe and Douglas Counties to submit to the voters, within the Nevada Tahoe Conservation District, a question of whether to impose an annual fee of \$25 per parcel in the conservation district to be used for the purposes of the conservation district. And per Section 5.5 of Senate Bill No. 476, request the election be conducted by mail in, no sooner than March 1, 2016. Supervisors Smith and Martin recently met with TRPA representatives regarding public relations/campaign advice. Recommendations/findings from the meeting: a mail-in vote is best (preferably May or June), create a non-profit like "Friends of the District" to run the campaign, at least \$10,000 for campaigning, and public money cannot be used for campaign purposes. Supervisor Cook reported the Tahoe Citizens Committee is looking for projects to support, and might support our campaign. District Manager Brand recently met with a campaign expert, and he recommended polling our voters before the election, to understand their emotions.
12. Supervisor Comments: Supervisor Perlman-Whyman wished everyone Happy Holidays!
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor McCarthy moved to adjourn, seconded by Supervisor Cook, motion carried unanimously.