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NTCD Board Minutes

February 18, 2016

The Nevada Tahoe Conservation District office
400 Dorla Court, Zephyr Cove, NV

(the meeting was to be held at the Douglas County Library, but the Library was closed
due to snow)

10:40 AM approximate start time

Present:

Supervisor G. Smith
Supervisor McCarthy (via telephone)
Supervisor Cook
Supervisor Sarnoff
Supervisor Martin

Staff/Others

J. Brand, District Manager
M. Thorpe, Administrator

Absent: Supervisor Penzel, Supervisor Perlman-Whyman, 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 Sarnoff moved to approve the Agenda, seconded by Supervisor Cook, motion carried unanimously.
5. Public Interests Comments: Supervisor Cook congratulated Professional Engineer Kelly for recently becoming a member of the Douglas County Parks and Recreation Commission.

CONSENT CALENDAR

Supervisor Sarnoff moved to approve the Consent Calendar, seconded by Supervisor Martin, motion carried unanimously.

6. Agency Reports, Discussion/Possible Action
 - a. For Possible Action: Natural Resources Conservation Service (NRCS) report. No report provided.
 - b. For Possible Action: National Association of Conservation Districts (NACD) report. No report provided.
 - 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.

7. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for December 17, 2015.
 - b. For Possible Action: Approval of the NTCD Financial reports for December 2015. As of 12/31/15, the District's Fund balance was \$111,391. This represents the District's available spendable resources, or assets less liabilities. December had a deficit of \$8,425. December had an annual \$5,500 audit expense (this is the last audit expense for the year). The deficit was also caused by higher than average unbillable time (1.5 weeks above average; holiday, grant writing, and vacation time).

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

No items were pulled.

8. For Possible Action: Approval of the NTCD financial reports for January 2016. As of 1/31/16, the District's Fund balance was \$100,096. This represents the District's available spendable resources, or assets less liabilities. January had a deficit of \$10,025. January's deficit was caused by higher than average unbillable time (holidays, grant writing, and leave time); a quarterly \$3,000 POOL/PACT expense; the District Manager's lack of billable work; and an annual \$519 QuickBooks payroll fee. Year to date the District has a deficit of \$29,456. Fortunately, cash is still not an issue. During February, the District sold its Toyota Tacoma for \$13,250. The District's use of the vehicle had become minimal and the proceeds will be greatly appreciated. Administrator Thorpe reported the year-end projection is not good, and action needs to be taken immediately. Administrator Thorpe stated combining the Administrator and District Manager positions would save the District approximately \$5,500 per month. There was discussion regarding reducing other expenses like health insurance (possibly requiring the District Staff to share more of the cost). Supervisor Martin moved to approve the January 2016 financials, seconded by Supervisor Cook, motion carried unanimously.
9. For Possible Action: Staff Report/Projects update. The District recently submitted its FY2017 Indirect Cost Rate Proposal with the Department of Interior, requesting a 40% Indirect rate. The assumptions used for the proposal were: combining the District Manager and Administrator positions, reducing rent to \$15,000/year from \$26,400, and reducing some variable expenses. Some topics of discussion: seek a reduction in office rent, work from home, and train the District Manager to do the Administrator's duties and laying off the Administrator or laying off both the District Manager and Administrator and hiring a bookkeeper. The Lake Tahoe Restoration Act will not be of any help to the District for at least three years. The District's project and funding outlook is very weak. Supervisor Martin moved to approve the transfer of the Administrator's duties to the District Manager with a review on a month to month basis, seconded by Supervisor Sarnoff, motion carried unanimously. Supervisor Martin moved to approve a written request to current landlord for a reduction of rent to \$1250/month effective April 1, 2016, seconded by Supervisor Cook, motion carried unanimously.

10. For Possible Action: Approval and creation of a subcommittee for Personnel Management and the revision of the District's Organizational Chart and structure. Supervisor Smith moved to approve the creation of a subcommittee consisting of the Chair and up to three other Board members to consider personnel issues as they arise, seconded by Supervisor Cook, motion carried unanimously.
11. For Possible Action: Approval of agreements with the Nevada Department of Environmental Protection (NDEP), Nevada Division of State Lands (NDSL), and the Nevada Department of Transportation (NDOT) for the Pittman Terrace Water Quality Improvement Project. Total project is \$521,768 of which \$106,000 is for the District to design and administer. District Manager Brand presented the project and reviewed the project budget. The agreements are not finalized yet. Supervisor Martin moved to pre-approve the agreements conditional upon the agreements being standard language per each State agency, seconded by Supervisor Sarnoff, motion carried unanimously.
12. 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. Douglas County has included the petition on their February 18th Commissioner's agenda. There was some discussion regarding the marketing of the question/vote and the poor timing of this question/vote. Supervisor Sarnoff moved to approve a request to the Counties to remove the District's original request for a ballot issue concerning SB 476 with hopes of County support for a mail in vote during the summer of 2017, seconded by Supervisor McCarthy, motion carried unanimously.
13. Supervisor Comments: Supervisor Cook thanked District Manager Brand for contacting the Douglas County Sewer Improvement District regarding the installation of turbines to create electricity for electrical vehicle charging stations, and thinking "outside the box".
14. Public Interest Comments: None.
15. Motion to Adjourn: Supervisor Martin moved to adjourn, seconded by Supervisor Sarnoff, motion carried unanimously.