



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

NTCD Board Minutes
March 17, 2016
The Parasol
948 Incline Way, Incline Village, NV
10:00 AM start time

Present:

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

Staff/Others

J. Brand, District Manager
M. Thorpe, Administrator

Absent: Supervisor Perlman-Whyman

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Pledge of Allegiance
4. Approval of the Agenda: Supervisor McCarthy moved to approve the Agenda (with the Consent calendar moved to after item #11), seconded by Supervisor Cook, motion carried unanimously.
5. Public Interest Comments: Supervisor Cook reported the NvACD recently announced there is \$260,000,000 possible available funding for conservation districts.

Note: Items 8 through 11 were discussed at this time.

CONSENT CALENDAR

Supervisor Cook moved to approve the Consent Calendar, seconded by Supervisor Penzel, 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 February 18, 2016.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

No items were pulled.

8. For Possible Action: Approval of the NTCD financial reports for February 2016. As of 2/28/16, the District's Fund balance was \$110,187. This represents the District's available spendable resources, or assets less liabilities. February had a surplus of \$10,102. Some abnormal revenues and expenses for the month: the sale of the Tacoma truck, \$13,250; and a bad debt write off of \$960 (overbilling). Excluding these items, the month would have been a deficit of \$2,200. Year to date the District has a deficit of \$19,364. Fortunately, cash is still not an issue. Administrator Thorpe reported, unlike previous years, cash is still healthy because the previous two years ended with surpluses of \$10,000 per year. And the Indirect Cost Rate staying consistent year to year has made cash management easier. In the past, the Indirect Cost Rate had large swings year to year and caused large surpluses and deficits year to year, which caused cash to have large swings as well. If no changes are made to current expenses, cash is projected to be healthy until end of calendar year. Supervisor Sarnoff moved to approve the February 2016 financials, seconded by Supervisor Penzel, motion carried unanimously.

9. For Possible Action: Staff Report/Projects update. Discuss options for filling the District Manager and Administrator duties. District Manager Brand gave an update on the current projects. The future project outlook is still weak. District Manager Brand has an offer for a new position elsewhere; he has not accepted it yet but expects to accept it soon. Administrator Thorpe reported he currently has no job offers but is hopeful he will receive one soon. There was some discussion regarding options to fill the District Manager and Administrator duties: hiring part-time help, transferring some duties to other personnel, and/or a combination of both. The District needs more revenue/funding. Supervisor Penzel suggested the District contact the Douglas County Re-development agency for potential funding. It was suggested two or three Board members meet with Staff to discuss the District's current staffing issues, a fact finding session.
10. For Possible Action: Approval of letter to Washoe County and Douglas County requesting an increase of their annual budgeted assistance. Some recommendations: inform the counties of the current financial status of the District, this request is bridge funding while the District analyzes the parcel tax, do not mention the parcel tax and only ask for general fund assistance, focus on history and the value the District has brought to the counties, and talk with the County Managers before submitting the letters. Supervisor Sarnoff moved to approve the letters (\$25,000 request to Washoe County, in addition to their current legal assistance; and \$35,000 request to Douglas County, a \$25,000 increase from their current \$10,000 assistance), seconded by Supervisor Sarnoff, motion carried with Supervisors Penzel and D. Smith both abstaining.
11. For Possible Action: Approval of agreement with the Nevada Department of Transportation (NDOT) for the Lake Clarity Crediting Program Registration and Implementation Project. Total project is \$55,783 of which \$53,283 is for the District to complete and administer. District Manager Brand presented the project and reviewed the project budget. This work will start very soon. In-kind match work has already started. Most of the work will be completed by Environmental Scientist Fellers. Supervisor Cook moved to approve the agreement, seconded by Supervisor McCarthy, motion carried unanimously.
12. Supervisor Comments: Supervisor Sarnoff stated these are difficult times and is very discouraged by the possibility of losing two valuable employees.
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor Sarnoff moved to adjourn, seconded by Supervisor Cook, motion carried unanimously.