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

**Present:**

Supervisor Smith  
Supervisor Sarnoff (left approx. 11:15am)  
Supervisor Perlman-Whyman  
Supervisor McCarthy  
Supervisor Penzel

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
D. Smith, Washoe County  
W. Loftis, NRCS  
M. Kelly, Senior Engineer

**Absent:**

Supervisor Endicott, and Supervisor Berkbigler

1. Call to Order by Chair Smith.
2. Oath of Office for newly elected and appointed Supervisors. This item was not needed.
3. Supervisor Roll Call: see above
4. Approval of the Agenda: Supervisor Sarnoff moved to approve the Agenda (with item 8 moved to after item 5), seconded by Supervisor Penzel, motion carried unanimously.
5. Public Interests Comments: None.

Note: Item 8 was discussed at this time.

## CONSENT CALENDAR

Items 6a, 7b, and 7c were pulled from the consent calendar for further discussion.

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

6. Agency Reports, Discussion/Possible Action
  - a. Moved to Administrative calendar.
  - b. For Possible Action: NACD report. No update provided.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No update provided.
  - d. For Possible Action: NvACD report and approval of annual dues, \$600. This amount has been budgeted and is consistent with previous years of contributions.
  - e. For Possible Action: Staff report. No update provided.
  
7. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for February 21, 2013.
  - b. Moved to Administrative calendar.
  - c. Moved to Administrative calendar.

## ADMINISTRATIVE CALENDAR

### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 6a)** For Possible Action: NRCS report. W. Loftis of NRCS presented recent information from the NRCS data center. January and February were the driest in history. In the past, NRCS has extended engineer delegation of authority to some District employees; currently, NRCS will continue this process. SWCS (Soil and Water Conservation Society) is having its annual international conference in Reno, July 21 – 24. SWCS is interested in NTCD giving a field trip during the conference.

**Item 7b)** For Possible Action: Approval of the NTCD financial reports for February 2013. As of 2/28/13, the District's Fund balance was \$117,615. This represents the District's available spendable resources, or assets less liabilities. February had a surplus of \$6,264. Year to date the deficit is \$23,122. February's surplus was the result of receiving \$10,000 from Douglas County for a community service grant. March is projected to be a deficit of approximately \$5,000. Cash was not an issue for February, and March is also projected to be favorable. The District has been verbally notified that Carson City has approved \$3,000 to support the General Fund. The District's indirect rate goes up in July, to approximately 34%. Supervisor Penzel moved to approve the February 2013 financial reports, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

**Item 7c)** For Possible Action: Approval of new lease for existing office. FYI, Washoe County had made a generous offer of space but the District was able to get a long term lease from the existing landlord at a new rate that made moving not economically viable. District Manager Martin presented the analysis used for the decision to stay at the current location. Considering all costs, the Washoe county office had minimal savings. Supervisors Perlman-Whyman and McCarthy would like the District to have some presence in Incline Village. Supervisor Sarnoff supports the new lease. There was some discussion regarding the District's boundary. If the RPU fails, the District still has work. A small portion of the District's work is TRPA related. Supervisor Penzel moved to approve the new lease and allow Staff to negotiate corrections (in the best interests of the District) to the lease, seconded by Supervisor McCarthy, motion carried unanimously.

8. For Possible Action: Review and Approval of Contractor for Construction of Glenbrook Creek Restoration project. Senior Project Engineer Kelly presented the project. There were eleven bidders; Campbell Construction was the lowest bid. Their bid package was complete, and four references provided good feedback. Campbell Construction was reviewed/approved by GHOA. The District plans to have an engineer on the project at all times. The work must be completed before Memorial Day or after Labor Day, due to summer traffic. Supervisor Penzel asked how a small district with minimal cash on hand can make payments of \$305,000. NDSL, the main funder, pays promptly and Glenbrook has a good track record and is very excited by the project. Supervisor Sarnoff moved to approve Campbell Construction as Contractor and the agreement with Campbell Construction, seconded by Supervisor Perlman-Whyman, motion carried unanimously

9. For Possible Action: Discussion and Possible approval of Scholarships for the local high schools. Supervisor Perlman-Whyman stated the NvACD scholarship is more directed toward agriculture and rural high schools, not Tahoe basin high schools. Therefore, she endorses a way to support Tahoe basin school students. Supervisor Perlman-Whyman moved to approve a \$250 scholarship for each high school (Whittell and Incline Village), seconded by Supervisor McCarthy, motion carried unanimously. Note: It was originally thought the funding for the scholarships would be provided by Mahmood's memorial donations, but Supervisor Perlman-Whyman donated \$500 to fund the scholarships.
10. Supervisor Comments: Supervisor McCarthy has been asked by the US Geological Survey to run an emergency response group, and will need various people of interest to participate, including the District. The scenario will be a large rain on snow event, a large category 1000 storm. Supervisor Perlman-Whyman reported the NACD resolution regarding Pinyon Juniper missed the deadline but will be considered next year. And stated we need to strengthen our partnerships with regional, state, and national connections. Supervisor Smith thanked Senior Project Engineer Kelly and District Manager Martin for their work on the Glenbrook project. Round Hill GID is enhancing its emergency action plan to include an EMP event.
11. Public Interest Comments: District Manager Martin stated the new president of NvACD is very competent and professional.
12. Motion to Adjourn: Supervisor McCarthy moved to adjourn, seconded by Supervisor Penzel, motion carried unanimously.