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NTCD Board Minutes

April 17, 2014

The Douglas County Library, Board Room
233 Warrior Way, Zephyr Cove, NV
10:00 AM Start Time

Present:

Supervisor Smith
Supervisor Perlman-Whyman
Supervisor Sarnoff
Supervisor Freeman
Supervisor Endicott (via telephone)
Supervisor Penzel (via telephone)

Staff/Others

D. Martin, District Manager
M. Thorpe, Administrator
W. Loftis, NRCS
S. Norbeck, POOL/PACT

Absent:

Supervisor McCarthy and Supervisor Berkbigler

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Approval of the Agenda: Supervisor Sarnoff moved to approve the Agenda, seconded by Supervisor Perlman-Whyman, motion carried unanimously.
4. Public Interests Comments: None.
5. For Possible Action: Review and Approval of new Personnel Policies.
 - a. NTCD receives HR and Risk Management support through POOL/PACT, a Nevada Inter-local support agency for local government. POOL/PACT worked with NTCD's administrative staff to update all employee policies to reflect current legal and technical aspects of personnel human resources. The policies were presented by Stacy Norbeck of POOL/PACT. The new policies were created using POOL/PACT's sample template for small organizations. The new policies will help

reduce employment liability, and employees will know what acceptable and unacceptable behavior is. POOL/PACT updates the policies when there are any changes, usually legal related. For example, the old harassment policy was missing nine protected classes, therefore, very out of date. In fact, some of the District's old policies were probably unlawful. Supervisor Smith stated this is a benefit of POOL/PACT. Supervisor Perlman-Whyman has been working with NACD on their policies. Supervisor Perlman-Whyman thanked Stacy for her help. Supervisor Perlman-Whyman moved to approve the Personnel Policies, seconded by Supervisor Freeman, motion carried unanimously.

CONSENT CALENDAR

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

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

6. Agency Reports, Discussion/Possible Action
 - a. Moved to Administrative calendar.
 - 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. Moved to Administrative calendar.

7. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for January 16, 2014.
 - b. For Possible Action: Approval of the NTCD financial reports for January 2014. As of 1/31/14, the District's Fund balance was \$96,518. This represents the District's available spendable resources, or assets less liabilities. January had a surplus of \$8,336. January's surplus was due to: receipt of \$10,000 from Douglas County as a community assistance grant, and a donation of vacation time from the District Manager.
 - c. For Possible Action: Approval of the NTCD financial reports for February 2014. As of 2/28/14, the District's Fund balance was \$97,312. This represents the District's available spendable resources, or assets less liabilities. February had a surplus of \$2,196. February was an "ideal" month, no extraordinary expenses or revenues. Year to date the District has a deficit of \$9,935. If the next four months are "ideal", the District will end the year with a small/manageable deficit.
 - d. Moved to Administrative calendar.

- e. For Possible Action: Approval of FY2015 Annual Work Plan and FY2015 Proposed Budget, for submittal to the Conservation District Program.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 6a) For Possible Action: NRCS report. W. Loftis of NRCS presented the snow survey as of April 1, 2014. The water year to date precipitation percent of normal for Lake Tahoe is 66%. Snowmelt stream flows are forecast to be much below normal for western Nevada. On April 24, there will be a meeting to discuss the MOU between TRPA, NRCS, NTCB, and TRCD. The San Francisco Estuary Institute reported a few months ago that there are three times more SEZs (Stream Environment Zone) than previously thought in the Tahoe Basin. Since then, this report has been corrected due to the confusion of the definition of SEZ. In the Tahoe basin, SEZ is a very regulated term. Supervisor Perlman-Whyman said this verifies a need for outreach. Supervisor Perlman-Whyman also reported she presented W. Loftis' work at the recent national meeting.

Item 6b) For Possible Action: NACD report. Supervisor Perlman-Whyman recently attended the national meeting. The Pinyon Juniper policy was passed at the meeting. She handed out an article from the Washington Spectator regarding Chesapeake Bay conservation issues. And a NACD urban and community conservation strategy titled "Every Acre Counts". Supervisor Perlman-Whyman, this July, will attend the summer meeting in Indiana.

Item 6d) For Possible Action: NvACD report. Supervisor Perlman-Whyman reported Joe Locurto no longer works at CDP. Tim Rubald is his temporary replacement. A proposal for a training program is delayed due to lack of funding.

Item 6e) For Possible Action: Staff report. District Manager Martin reported Professional Engineer Kelly, on vacation, is in Greenland and Iceland to do some research on glaciers, some skiing, and some sightseeing. The District hired a part time Staff Engineer, a P.E. in Nevada, to do AutoCAD work and construction over sight. The District received approximately thirty applications for the position.

Item 7d) For Possible Action: Approval of the NTCD financial reports for March 2014. As of 3/31/14, the District's Fund balance was \$109,470. This represents the District's available spendable resources, or assets less liabilities. March had a surplus of \$10,498. March's surplus was due to: only two weeks of unbillable time, the District Manager reduced his salary to 40 hours per month, the District added a part time Staff Engineer, operational expenses were kept to a minimum, and a private project generated \$3,000 in profit. Year to date the District has a surplus of \$820. It is now projected the District will end the year with a small surplus. Administrator Thorpe stated April should be a loss, due to employee time-off, and a POOL/PACT quarterly payment of \$4,000. May and June should offset April's loss. Supervisor Freeman moved to approve the March 2014 financial reports, seconded by Supervisor Sarnoff, motion carried unanimously.

8. For Possible Action: Update regarding the dispute with Contractor on the Glenbrook Creek Restoration project. And possible approval of Binding Mediation contract. District Manager Martin reported the District has received a response from the contractor. The District's attorney responded to the contractor, and the District has not received a response to our response. The Glenbrook HOA is holding a \$6,250 payment to the District until the dispute is resolved. The Glenbrook HOA, recently, has implied to help pay for the dispute. Supervisor Sarnoff stated, had NTCD's Board been aware of Glenbrook HOA's position regarding the dispute, the Board's position might have been different. He also stated if the cost to the District is \$3,000 to resolve this, the Board might consider settling. Supervisor Endicott stated the District should hold our position/stance. There will probably be an attorney/client advisory session in the near future.
9. Supervisor Comments: Supervisor Freeman stated he will not be able to attend the May 15th Board meeting. Supervisor Perlman-Whyman, at the recent NACD meeting, was elected Vice-President of the President's association, and she is honored with the elected position.
10. Public Interest Comments: None.
11. Motion to Adjourn: Supervisor Freeman moved to adjourn, seconded by Supervisor Endicott, motion carried unanimously.