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NTCD Board Minutes
April 21, 2016
The Douglas County Library
233 Warrior Way, Zephyr Cove, NV
10:00 AM start time

Present:

Supervisor Smith
Supervisor McCarthy
Supervisor Cook
Supervisor Sarnoff
Supervisor Martin
Supervisor Perlman-Whyman

Staff/Others

M. Kelly, District Manager
M. Thorpe, Administrator
L. Coe, NRCS

Absent: Supervisor Penzel 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 Interest Comments: None.

CONSENT CALENDAR

Supervisor Perlman-Whyman moved to approve the Consent Calendar (Note: item 6a was pulled and moved to the Administrative calendar), seconded by Supervisor Sarnoff, motion carried unanimously.

6. Agency Reports, Discussion/Possible Action
 - a. Moved to the Administrative calendar.
 - 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 March 17, 2016.
 - b. For Possible Action: Approval of FY2017 Proposed Budget and FY2017 Annual Workplan for submittal to the Department of Conservation and Natural Resources Conservation Districts Program.
 - c. For Possible Action: Approval of QA/QC policy.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 6a) For Possible Action: Natural Resources Conservation Service (NRCS) report. L. Coe of NRCS gave an update on the possible funding/proposal to the District from NRCS. The funding would help the District with general fund projects like: outreach, attending regional meetings, and researching/applying for grants/funding. Supervisor Perlman-Whyman recommends listing our partnerships in the proposal. Supervisor McCarthy moved to approve Staff to develop the proposal outlining the discussed activities (Supervisor Smith or Supervisor Martin will review before submitting), seconded by Supervisor Perlman-Whyman, motion carried unanimously.

8. For Possible Action: Approval of the NTCD financial reports for March 2016. As of 3/31/16, the District's Fund balance was \$102,157. This represents the District's available spendable resources, or assets less liabilities. March had a deficit of \$8,030. March's deficit was caused by higher than average unbillable time (two employees were on vacation); and a vehicle expense of \$878 (new tires and brakes). Year to date the District has a deficit of \$27,395. Fortunately, cash is still not an issue. Some needed financial changes started in April: office rent reduced by \$950/month, and District Manager Brand resigned April 7. Administrator Thorpe reported cash is still healthy because the previous two years ended with surpluses of \$10,000 per year. With the April changes reducing the general fund expenses, it is now projected an average/typical month will be a surplus of \$1000 to \$2000 per month. This projection includes a potential salary increase for Acting District Manager Kelly. Supervisor Martin moved to approve the March 2016 financials, seconded by Supervisor Cook, motion carried unanimously.
9. For Possible Action: Staff Report/Projects update. Approval of adding District Manager to Senior Professional Engineer Kelly's duties. Since District Manager Brand's resignation April 7, Senior Professional Engineer Kelly has been the Acting District Manager. Supervisor Martin thinks it is equitable and appropriate to pay M. Kelly the same level of pay as the previous District Manager. Supervisor Smith reminded everyone to be careful of how much work the Board gives M. Kelly for general fund activities, because billing to grants is a priority. Supervisor Martin moved to approve an increase of M. Kelly's salary to her current maximum pay rate with a review in six months, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

10. For Possible Action: Approval of Contractor, and agreement, for the Cave Rock Stormwater System Retrofit, Phase 2 project: \$40,820. The District only received one bid, from Impact Construction. The agreement is the same agreement Washoe County uses. Supervisor Sarnoff moved to approve the Contractor (Impact Construction) and agreement, seconded by Supervisor McCarthy, motion carried unanimously.

11. Supervisor Comments: Supervisor Perlman-Whyman is sorry she has not been able to attend some recent Board meetings, and the news from these meetings seemed overwhelming. But she appreciates everyone's efforts keeping things settled. The NACD annual meeting was outstanding and successful despite the terrible weather. The Southwest meeting is in Sacramento at the end of September or early October. Supervisor McCarthy reported the Federal Summit, August 30, will be different compared to previous years. It will be at Harrah's amphitheater and similar to a block party, with no booths. Supervisor Sarnoff thanked Administrator Thorpe for his efforts to keep the District financially sound, especially during these difficult times. Supervisor Martin recently attended the LTFAC meeting. At the meeting, there was discussion regarding fire adaptive communities, which might be a possible funding source for the District. Supervisor Martin recently spoke to Douglas County's County Manager, Larry Werner, and Mr. Werner wants to explore the potential of a stormwater association in the Basin. Supervisor Cook stated the Department of Wildlife might be another potential funding source for the District. And thanked Administrator Thorpe and Professional Engineer/District Manager Kelly for their efforts, and to please ask the Supervisors for help, if needed. Supervisor McCarthy reported the unspent SNPLMA funds are being returned to BLM and these funds might be a potential funding source. Professional Engineer/District Manager Kelly stated the District should receive approximately \$300,000 of the returned SNPLMA funds to help finish some current projects. She also reported, NDEP recently stated it would like to do more projects like Green Streets.

12. Public Interest Comments: None.

13. Motion to Adjourn: Supervisor Sarnoff moved to adjourn, seconded by Supervisor Cook, motion carried unanimously.