



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

NTCD Board Minutes
June 18, 2015
The Douglas County Library, Meeting Room
233 Warrior Way, Zephyr Cove, NV
10:00 AM Start Time

Present:

Supervisor Smith
Supervisor Penzel
Supervisor Cook
Supervisor McCarthy
Supervisor Sarnoff
Supervisor Martin

Staff/Others

J. Brand, District Manager
M. Thorpe, Administrator
L. Coe, NRCS
M. Kelly, P.E.

Absent: 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 McCarthy, motion carried unanimously.
5. Public Interests Comments: None.

CONSENT CALENDAR

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

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

6. Agency Reports, Discussion/Possible Action
 - a. Moved to Administrative calendar.
 - b. For Possible Action: 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: NvACD report. No report provided.
 - e. For Possible Action: Staff report. No report provided.

7. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for May 21, 2015.
 - 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. Livy Coe of NRCS has an office in Placerville and South Lake Tahoe. There was some discussion regarding EQIP, timber removal, and possible opportunity for the District.

Item 7b) For Possible Action: Approval of the NTCDD financial reports for May 2015. As of 5/31/15, the District's Fund balance was \$123,629. This represents the District's available spendable resources, or assets less liabilities. May had a small surplus of \$359. May was a "normal" month financially with only two small exceptions: a \$500 expense for a new computer for the Administrator, and a \$650 expense for maintenance of the three District vehicles. Year-to-date the District is financially positive at \$2,541. The District is still projected to finish the year, June 30, with a small surplus.

Item 7c) For Possible Action: Approval of updated District policy: "Procedure for Subcontractor Selection". The District's auditor recommended additional language (the four items at the top of page 2 of the policy). The additional language added is from the "Code of Federal Regulations", specifically item 200.329 (f) "Procurement by non-competitive proposals". There was some discussion regarding item #3 of the new additional language: "The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity".

Supervisor Martin moved to approve items 6a, 7b, and 7c, seconded by Supervisor Sarnoff, motion carried unanimously.

8. For Possible Action: Discussion of Budget forecast for FY 2016. District Manager Brand presented a forecast summary for FY 2016. With current staffing, there is a shortfall of \$171,500. If the District lays off one employee and reduces the hours of three employees (three employees remain full time), the shortfall is \$68,000. Supervisor McCarthy is concerned with the allocation of the current funding with the remaining Staff. District Manager Brand stated the remaining funding is heavy on engineering. Supervisors Penzel and McCarthy expressed concern regarding FY 2016 cash flow and FY 2017 funding. Supervisor Martin stated updating the District utilization spreadsheet might be helpful. Supervisor Martin stated this agenda item shows the importance of SB 476 (item 9 on the agenda). Supervisor Penzel recommended a quarterly update, or as major changes occur.
9. For Possible Action: Update on Nevada Senate Bill No. 476 (An Act requiring the imposition of a fee on parcels in a conservation district upon approval of registered voters). Request for recommendation to proceed with further development of outline (see attached outline). The following items were discussed: mail-in voting vs. general election voting, a possible survey to get a feel for voter preference, Staff bandwidth for implementing a vote/election, and marketing/campaigning ideas (example: articles in the local newspapers). After discussion, it was decided a mail-in vote might be the District's best chance of success. District Staff was directed to contact the District's attorney regarding the requirements, and legal guidance, for a mail-in vote.
10. For Possible Action: Discussion regarding a possible project with the Nevada Department of Transportation (NDOT) supplying outfall assistance. Professional Engineer Kelly and District Manager Brand presented the project. Supervisor Martin recommended the agreement language include a proposal process that complies with the District's subcontractor selection policy (newly updated), and supplier/subcontractor payments occur after the District is paid by NDOT. Supervisor Sarnoff moved to direct Staff to proceed with this project, seconded by Supervisor Martin, motion carried unanimously.

11. For Possible Action: Discussion regarding Board practice for subcontractor concerns and issues. The worry is negative comments regarding a subcontractor and the comments becoming public record. After a short discussion, there were two recommendations: clear written documentation, and fact-based comments.
12. Supervisor Comments: Supervisor Martin and Supervisor Cook are planning to attend the Lake Tahoe Federal Advisory Committee (LTFAC) meeting June 22.
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor Cook moved to adjourn, seconded by Supervisor Martin, motion carried unanimously.