



PO Box 915  
Zephyr Cove, NV 89448  
775-586-1610 ext 21

### BOARD MEETING AGENDA

January 15, 2015

10:00 AM  
(estimated duration 2 hours)

The Parasol  
Meiling Room  
948 Incline Way  
Incline Village, Nevada  
Call in information: 712-432-0360, code 341249#

#### Agenda Items

1. **Call to Order**
2. **Oath of Office for newly elected and appointed Supervisors**
3. **Supervisor Roll Call**
4. **Pledge of Allegiance**
5. **Approval of the Agenda:** This is the tentative schedule for the meeting. The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay the discussion relating to an item on the agenda at anytime.
6. **Public Interest Comments (No Action)**

**Posted:** Nevada Tahoe Conservation District Administrative Office, Douglas County Clerk, Washoe County Clerk, NV Division of Conservation Districts.

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to telephone the NTCDD Administrative Office at (775) 586-1610 x21 three days prior to the Board meeting. Please contact Mark Thorpe at PO Box 915, Zephyr Cove, NV 89448; or email [mthorpe@ntcd.org](mailto:mthorpe@ntcd.org); or phone 775-586-1610 #21 to obtain supporting material for the agenda. Supporting material may also be found at <http://ntcd.org/html/board.php>

## CONSENT CALENDAR

The consent calendar consists of items 7 and 8 below. Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Supervisor or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda or may be continued until another meeting.

Motion to approve the Consent Calendar.

- |   | <u>Page #</u> |
|---|---------------|
| <b>7. Agency Reports, Discussion/Possible Action</b>  |               |
| a. For Possible Action: NRCS report   |               |
| b. For Possible Action: NACD report.  |               |
| c. For Possible Action: Department of Conservation and<br>Natural Resources Conservation District Program report.   | 1 - 2         |
| d. For Possible Action: NvACD report.   |               |
| e. For Possible Action: Staff report.   |               |
| <br>  |               |
| <b>8. Discussion/Possible Action (Business)</b>   |               |
| a. For Possible Action: Approval of the Board of Supervisors<br>meeting minutes for November 20, 2014.  | 3 - 7         |
| b. For Possible Action: Approval of the NTCD financial reports<br>for November 2014. As of 11/30/14, the District's Fund balance<br>was \$123,486. This represents the District's available spendable<br>resources, or assets less liabilities. November had a deficit of<br>\$9,412. November's deficit was due to: unbillable time was two<br>weeks more than the average of 3.5 weeks; a \$4,600 property and<br>liability insurance bill; and a \$3,000 audit expense. Year-to-date<br>the District is financially positive at \$2,237. | 8 - 13        |
| c. For Possible Action: Approval of the NTCD financial reports<br>for December 2014. The details for December will be presented at<br>the Board meeting.  |               |

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## ADMINISTRATIVE CALENDAR

### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION:

Item(s) pulled from the Consent Calendar will be heard at this time.

	<u>Page #</u>
<b>9. For Possible Action: Approval/selection of date for a Conservation District Leadership Development Workshop.</b>	<b>14</b>
<b>10. For Possible Action: Approval of draft letter to NRCS requesting to transfer the NRCS service area support for the District from California to Nevada.</b>	<b>15 - 16</b>
<b>11. Supervisor's Comments</b>	
<b>12. Public Interest Comments</b>	
<b>13. Motion to Adjourn</b>	

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## Mark Thorpe

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**From:** Tim Rubald [timrubald@sagebrushco.nv.gov]  
**Sent:** Friday, January 02, 2015 2:47 PM  
**To:** Tim Rubald  
**Subject:** SCC meeting and planning workshop  
**Attachments:** SCC Members and dates 1-2015.pdf

Happy 2015!

I wanted to let you know that the State Conservation Commission is planning a workshop to review and update their statewide plan. A number of the Commissioners have asked that I request that the Districts be invited to send a representative to the meeting if at all possible. We will have a phone connection if you are unable to travel, but I fear it will be a challenge to follow this workshop without being there in person. The meeting is scheduled for January 22<sup>nd</sup> and 23<sup>rd</sup> in Carson City at the Bryan Building and is slated to start on the 22<sup>nd</sup> around 8:30am....possibly 9:00am. The final information will be on the official agenda which I will be posting and sending out around the 15<sup>th</sup>. The Commission's current Plan is on the website located [here](#).

On another note, I want to welcome Gerald "Gerry" Miller to the Elko Conservation Specialist's position. As many of you know, Doni Bruland had to leave us in October to attend to family duties back in Oregon. Doni is doing well and taking care of her elderly father...we miss her already! We are very lucky however to have "snagged" Gerry to go to work for the program. We originally announced that Gerry would be working out of the Ely NRCS office (thanks to our great NRCS partners!), but due to a variety of issues, we have transferred Gerry to the Elko office permanently, and moved the position from the NRCS office to the Nevada Department of Agriculture's (NDA) offices in Elko. We did this so that the Program will be able to work closer with the NDA and hopefully forge even better partnerships with all that NDA is working on – especially weed issues with their new EDD maps program as well as some of the work they're progressing on regarding self monitoring by producers for rangeland health issues.

Many of you probably already know Gerry due to his many years working with the Districts when he was employed with NRCS. He most recently worked with BLM in Elko after Congress cut the RC&D program that he was running in the eastern part of the state and had to leave NRCS. Please welcome him when you see him, give him a call on his cell anytime at 775-461-6569, or email him at [gerald.miller@dcnr.nv.gov](mailto:gerald.miller@dcnr.nv.gov). The physical address for NDA and now Gerry in Elko, is 4780 E Idaho Street in Elko. He's out by the BLM office and on the south side before you turn off to go to NDOW. I for one look forward to working with, and learning from Gerry with all the years of experience he has working with Districts and on eastern Nevada's variety of range lands.

I certainly hope that you or another Supervisor from your District will be able to attend this important planning meeting. If you can't, I would urge you to send me a note with any suggestions you would like to have brought up and possibly rolled into the Commission's plan. Of course you can always contact one of the Commissioners directly if you like also....I'm sure they are more than willing to listen. To that end, I've attached a copy of the current Commissioners and their contact information.

As always, thank you for what you do for conservation and your community! I look forward to working with you during 2015. I'm always available if you have any questions, suggestions, or concerns. Have a great weekend!!

Tim Rubald, Program Manager  
Conservation Districts Program  
Department of Conservation and Natural Resources  
901 S Stewart St., Ste 1003  
Carson City, Nevada 89701

[timrubald@dcnr.nv.gov](mailto:timrubald@dcnr.nv.gov)

## STATE CONSERVATION COMMISSION MEMBERS



<b>Chairman - Joe Sicking</b> Paradise/Sonoma CD PO Box 39 Paradise Valley, Nevada 89426	(775) 578-2244 cell-(775) 427-3234  <u>Email-sickings@gmail.com</u>	6/30/2015 Area 1
<b>Jake Tibbitts</b> Eureka CD P.O. Box 682, Eureka, Nevada 89316	(775) 237-6010 (775) 237-6012 Fax <u>Email-natresmgr@eurekanv.org</u>	6/30/2017 Area 1
<b>Vice-Chairman - Eric Rieman</b> Carson Valley Conservation District 750 HWY 395 South Gardnerville, Nevada 89048	cell- (775) 790-1160  <u>Email-ericrieman@clearwire.net</u>	6/30/2017 Area 2
<b>Kathy Mort</b> Stillwater CD 4020 Freeman Lane Fallon, Nevada 89406	(775) 423-2073  <u>Email-diamondkay@icloud.com</u>	6/30/2015 Area 2
<b>Leland Wallace</b> Esmeralda Conservation District HC 72 Box 02200 Dyer, Nevada 89010	(775) 572-3354  <u>Email-haymaker@veawb.coop</u>	6/30/2017 Area 3
<b>Maggie Orr</b> Lincoln County CD P.O. Box 145, Caliente, Nevada 89008	(775) 726-3742  <u>Email-sideoatsg@yahoo.com</u>	6/30/2015 Area 3
<b>Agee Smith</b> Northeast Elko CD HC 62 Box 1300, Wells, Nevada 89835	(775) 472-0817 (775) 472-0453 <u>Email-vasmith@elko.net</u>	6/30/2017 At Large
<b>Tina Mudd, Rangeland Ecology</b> Nevada Dept. of Agriculture 405 South 21 <sup>st</sup> Street Sparks, Nevada 89431	(775) 353-3639  <u>Email-tmudd@agri.nv.gov</u>	Ex-Officio
<b>Dr. Sherm Swanson, CABNR/NAES</b> University of Nevada/Mail Stop 221 1664 N Virginia St, Reno, Nevada 89557	(775) 784-1610  <u>Email-sswanson@cabnr.unr.edu</u>	Ex-Officio



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

**NTCD Board Minutes**  
November 20, 2014  
The Parasol, Meiling Room  
948 Incline Way, Incline Village, NV  
10:00 AM Start Time

**Present:**

Supervisor G. Smith  
Supervisor Penzel  
Supervisor McCarthy  
Supervisor Perlman-Whyman (via telephone)  
Supervisor Sarnoff  
Supervisor Freeman

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
B. Farley, Kohn & Co.  
R. Cook

**Absent:** Supervisor Endicott and Supervisor Berkgigler

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.

6. Discussion/Possible Action (Annual Audit)
  - a. For Possible Action: Approval of the FY 2014 Annual Audit. The audit results were presented by Beth Farley of Kohn & Co. The District had no findings for FY 2014. There was some discussion regarding disbarment verification of vendors, and the classification of fringe benefits regarding the budget. Robert Cook suggested a multiyear agreement with Kohn & Co. Supervisor Penzel moved to approve the FY 2014 Annual Audit, seconded by Supervisor Freeman, motion carried unanimously.
  - b. For Possible Action: Approval of Kohn & Co. as auditor for FY 2015. Supervisor Sarnoff moved to approve Kohn & Co. as auditor for three years with a set price of \$12,500 per year, seconded by Supervisor Freeman, motion carried unanimously.

### CONSENT CALENDAR

Items 7a, 7d, and 8c were pulled from the consent calendar for further discussion.

Supervisor McCarthy moved to approve the Consent Calendar (items 7b, 7c, 7e, 8a, and 8b with all other items pulled), seconded by Supervisor Sarnoff, motion carried unanimously.

7. 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. Moved to Administrative calendar.
  - e. For Possible Action: Staff Report. No report provided.
8. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 18, 2014.
  - b. For Possible Action: Approval of the NTCD financial reports for September 2014. As of 9/30/14, the District's Fund balance was \$131,092. This represents the District's available spendable resources, or assets less liabilities. September had a surplus of \$1,903 even though there was an \$8,000 expense for the annual audit. September's surplus was due to: the Administrator's reduced hours; continued part-time hours for the District Manager; unbillable time was one week less than the average of 3.5 weeks; and NDSL's administration fee (3%) collected on a portion of the contractor expenses for the Rosewood Creek project. Overall an excellent month. Year-to-date the District is financially positive at \$9,596.
  - c. Moved to Administrative calendar.



## ADMINISTRATIVE CALENDAR

### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 7a)** For Possible Action: NRCS report. District Manager Martin reported W. Loftis has accepted a new position in San Francisco. The temporary NRCS representative for the Tahoe Basin is Livy Coe. Supervisor McCarthy suggested at a future Board meeting discussing the possibility of aligning the District with NRCS Nevada. Supervisor Freeman stated there is a written agreement that aligns the District with NRCS California and Lake Tahoe. Supervisor Freeman suggested a letter requesting the change in alignment with NRCS Nevada. Supervisor Perlman-Whyman thinks NRCS would be comfortable with the realignment. Supervisor Sarnoff asked if the District could be aligned with both California and Nevada. A draft letter will be created requesting this change and presented at a future Board meeting.

**Item 7d)** For Possible Action: NvACD report. Supervisor Perlman-Whyman recently attended the annual meeting in Fallon. Supervisor Perlman-Whyman recommends a training session for Board members by the Nevada Leadership Institute of the College of Business University of Nevada, Reno. Supervisor Perlman-Whyman would like to discuss a date for the training at the next Board meeting.

**Item 8c)** For Possible Action: Approval of the NTCD financial reports for October 2014. Administrator Thorpe presented the October 2014 financials. October had a surplus of \$2,000, and a year to date surplus of \$11,000. Accounts Receivable and Accounts Payable were unusually high due to construction projects. The District received \$3,600 from the Conservation Districts Program. November is projected to be a deficit due to holidays, insurance, and audit expenses. Supervisor Penzel stated the District's Douglas County community grant funding should be part of the County's Community Development budget, similar to the District's arrangement with Carson City.

Supervisor Penzel moved to approve items 7a, 7d, and 8c, seconded by Supervisor Sarnoff, motion carried unanimously.

9. For Possible Action: Approval of Interlocal Agreement with Douglas County for the Stormwater Load Reduction Plans Phase 2 (SLRP2) project, \$25,000. District Manager Martin reported the agreement was recently reduced to \$25,000. Supervisor Penzel moved to approve the interlocal agreement, seconded by Supervisor Freeman, motion carried unanimously.

10. For Possible Action: Approval of Interlocal Agreement with the Nevada Department of Transportation (NDOT) for the Stormwater Load Reduction Plans Phase 2 (SLRP2) project, \$35,000. Supervisor Freeman moved to approve the agreement, seconded by Supervisor McCarthy, motion carried unanimously.
11. For Possible Action: Approval of Subcontract with Northwest Hydraulic Consultants (NHC) for the EPA – CWP (Community Watershed Planning) grant, \$5,000. NHC are specialists in the field of PLRM. Supervisor Penzel moved to approve the subcontract, seconded by Supervisor Sarnoff, motion carried unanimously.
12. Discussion/For Possible Action: District Manager retirement and path forward. District Manager Martin has submitted a written notice that he is retiring effective January 5, 2015. Supervisor Smith thanked District Manager Martin for his sacrifices, experience, knowledge, and valuable contacts. Supervisor Penzel stated District Manager Martin has the right temperament for the position of District Manager. Recently, Supervisors McCarthy and Smith met with the District Staff at the request of District Manager Martin. There were a number of comments during the interviews from members of the District staff concerning clear lines of supervision, office appearance, and management practices. The Board of Supervisors acknowledged that it is difficult to effectively manage an organization with part-time hours. Supervisor Perlman-Whyman stated there might be ethical and legal issues regarding an employee becoming a Supervisor immediately after termination of employment. Supervisor Smith noted there is not enough funding for a full-time District Manager. Supervisor Penzel stated a Board Supervisor should not be involved in the day to day operations of the District. There were four motions/actions generated from the discussion:
  - a. Supervisor Penzel moved to accept District Manager Martin's retirement effective January 5, 2015, with full payment of vacation/sick leave due him per the District's policy, seconded by Supervisor Sarnoff, motion carried unanimously.
  - b. Supervisor Penzel moved to make Project Manager Brand Acting District Manager effective December 1, 2014, with Project Manager Brand and current District Manager Martin coordinating their schedules to ease the transition through January 5, 2015, seconded by Supervisor Sarnoff, motion carried unanimously.
  - c. Supervisor Penzel moved to deny District Manager Martin's request to have a District office and be an unpaid volunteer after January 5, 2015, seconded by Supervisor Perlman-Whyman, motion carried unanimously.
  - d. Supervisor Penzel moved to postpone (until next Board meeting) District Manager Martin's request to be an appointed Supervisor until the District receives legal advice, seconded by Supervisor McCarthy, motion carried unanimously.

13. Supervisor Comments: Supervisor Freeman reported the Eureka Conservation District had 98 voters attend their election for two open seats. Supervisor Perlman-Whyman wished everyone a Happy Thanksgiving. Supervisors McCarthy and Sarnoff both thanked District Manager Martin for his efforts and contributions.
14. Public Interest Comments: Robert Cook thanked District Manager Martin for all his help and contributions.
15. Motion to Adjourn: Supervisor Freeman moved to adjourn, seconded by Supervisor Sarnoff, motion carried unanimously.



		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	November 2014	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
<b>INCOME</b>	<b>General Fund</b>						
<b>Community Grants-Income</b>							
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				10,000.00	(10,000.00)	0%
	NV Division of Conser. District			3,604.72	3,500.00	104.72	103%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>0.00</b>	<b>3,604.72</b>	<b>16,500.00</b>	<b>(12,895.28)</b>	<b>22%</b>
<b>Grants-Income</b>						<b>0.00</b>	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
<b>Total Grants-Income</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
<b>Income-Pass Thru Subcontractor</b>						<b>0.00</b>	
<b>Interest</b>						<b>0.00</b>	
<b>Miscellaneous Income</b>			(0.01)	(1.00)		(1.00)	
<b>Prior Year Income</b>						<b>0.00</b>	
<b>Services Rendered</b>							
<b>Vehicle Use Income</b>						<b>0.00</b>	
<b>Wage Reimbursements</b>						<b>0.00</b>	
<b>Indirect Cost Income-General (GL Shows in Expense Category)</b>			15,366.87	92,807.15	215,000.00	(122,192.85)	0.43
<b>TOTAL INCOME</b>			<b>15,366.86</b>	<b>96,410.87</b>	<b>231,500.00</b>	<b>(135,089.13)</b>	<b>0.42</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>			<b>209.74</b>	<b>318.45</b>		<b>(318.45)</b>	<b>1.00</b>
<b>Building Expense</b>							
	Building Repairs/Maint-Expense		180.00	900.00	2,340.00	1,440.00	
<b>Total Building Expense</b>			<b>180.00</b>	<b>900.00</b>	<b>2,340.00</b>	<b>1,440.00</b>	
<b>Conference &amp; Training-Expense</b>					1,500.00		
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees					0.00	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other					0.00	0.00
<b>Total Conference &amp; Training-Expense</b>			<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>Deposit Security</b>				0.00		0.00	0.00
<b>Donation-Expense</b>						0.00	0.00
<b>Dues and Subscriptions-Expense</b>							0.00
	Membership/Dues District			200.00		(200.00)	1.00
	Membership/Dues Staff					0.00	0.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
<b>Total Dues and Subscriptions-Expense</b>			<b>0.00</b>	<b>200.00</b>	<b>1,000.00</b>	<b>800.00</b>	<b>0.20</b>
<b>Equipment-Expense</b>						0.00	
	Cell Phones						
	Computer Hardware & Software			109.99	6,000.00	5,890.01	
	Computer Maintenance & Repair			77.90	500.00	422.10	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	2,039.00	5,100.00	3,061.00	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>391.86</b>	<b>2,226.89</b>	<b>11,600.00</b>	<b>9,373.11</b>	<b>0.19</b>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	November 2014	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
Indirect Cost	(See Excel Income Section)						
	Administrative Cost-Grants					0.00	
	Indirect Cost - Other					0.00	
<b>Total Indirect Cost</b>	See Revenues above	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Insurance-Expense</b>		<b>4,589.36</b>	<b>4,589.36</b>	<b>5,500.00</b>	<b>910.64</b>		
	E&O/Prop/ Liability Insurance					0.00	0.00
<b>Total Insurance-Expense</b>		<b>4,589.36</b>	<b>4,589.36</b>	<b>5,500.00</b>	<b>910.64</b>	<b>0.83</b>	
<b>Meetings Expense</b>							
		31.94	412.11	500.00	87.89	0.82	
<b>Miscellaneous Expense</b>							
<b>Other Expenses</b>				0.00			
<b>Professional Fees-Expense</b>							
	Audit	3,000.00	12,500.00	12,500.00	0.00		
	Bank fees	8.72	121.09	660.00			
	Computer/Software Maintenance	59.88	59.88				
	Professional Fees-Expense - Other	25.60	130.90	400.00	269.10		
<b>Total Professional Fees-Expense</b>		<b>3,094.20</b>	<b>12,811.87</b>	<b>13,560.00</b>	<b>748.13</b>	<b>0.94</b>	
<b>Rents and Leases</b>							
	Office Space Lease	2,200.00	11,000.00	26,400.00	15,400.00	0.42	
	Storage Rents						
	Rents and Leases-Other				0.00	0.00	
<b>Total Rents and Leases</b>		<b>2,200.00</b>	<b>11,000.00</b>	<b>26,400.00</b>	<b>15,400.00</b>	<b>0.42</b>	
<b>Service Charges</b>						0.00	0.00
<b>Supplies-Expense</b>							
	Office Supplies	99.28	601.70	2,000.00			
	Photocopies						
	Postage and Delivery	178.25	275.66	1,200.00			
	Publication/Printing						
	Supplies-Expense - Other		0.00	500.00	500.00		
<b>Total Supplies-Expense</b>		<b>277.53</b>	<b>877.36</b>	<b>3,700.00</b>	<b>2,822.64</b>	<b>0.24</b>	
<b>Telecommunications</b>							
	Cell Phone	95.02	478.15	1,650.00	1,171.85		
	Internet Fees			150.00	150.00		
	Long Distance				0.00		
	Phone Services	373.24	1,358.11	5,000.00	3,641.89		
	Telephone-Expense - Other				0.00		
<b>Total Telecommunications-Expense</b>		<b>468.26</b>	<b>1,836.26</b>	<b>6,800.00</b>	<b>4,963.74</b>	<b>0.27</b>	
<b>Vehicles-Expense</b>						0.00	
	District Vehicle Use	(254.24)	(2,898.56)	(4,500.00)			
	Fuel-Expense	172.10	994.45	2,000.00	1,005.55		
	License & Maintenance		844.45	1,500.00	655.55		
	Mileage Reimbursement Expense		128.56	100.00			
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
<b>Total Vehicles-Expense</b>		<b>(82.14)</b>	<b>(931.10)</b>	<b>(900.00)</b>	<b>31.10</b>	<b>1.03</b>	
<b>Wages</b>							
	Payroll Clearing Account	(1,590.60)	461.67				
	Professional Engineer	1,208.88	3,897.26				
	Wages-Senior PM	3,238.78	10,467.26				

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	November 2014	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
	Wages-Administrator		5,721.07	29,902.25			
	Wages-District Manager		3,226.33	18,225.70			
	Wages-ES II (2)		1,019.54	4,465.28			
	Wages-ES III (1)		2,094.62	6,219.90			
	Wages-ES IV			4,598.94			
	Wages-ES III		2,414.92	9,258.77			
	Wages-Extra Help		0.00	113.16			
	Wages - Other		0.38	(3.25)			
	Uncompensated Absence-Reimb Exp		(4,081.23)	(28,730.19)			
	<b>Total Wages</b>		<b>13,252.69</b>	<b>58,876.75</b>	<b>155,000.00</b>	<b>98,123.25</b>	<b>0.38</b>
	<b>Wages-Overhead/Fringe</b>					<b>0.00</b>	
	Long Term Disability		165.41	1,056.01	3,000.00		
	<b>Total Wages-Overhead/Fringe</b>		<b>165.41</b>	<b>1,056.01</b>		<b>1,943.99</b>	
	<b>Total Wages/Ovrhead</b>		<b>13,418.10</b>	<b>59,932.76</b>	<b>155,000.00</b>	<b>98,067.24</b>	<b>0.38</b>
	<b>Revolving Account</b>						
	<b>TOTAL EXPENSES (No Indirect Included)</b>		<b>24,778.85</b>	<b>94,173.96</b>	<b>231,500.00</b>	<b>137,326.04</b>	<b>0.41</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>		<b>(9,411.99)</b>	<b>2,236.91</b>			
	<b>Fund Balance</b>		<b>\$ 123,486</b>				

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
 As of November 30, 2014

	Nov 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	63,617.19
<b>Total Checking/Savings</b>	<b>63,667.19</b>
Accounts Receivable	
Accounts Receivable	213,344.52
<b>Total Accounts Receivable</b>	<b>213,344.52</b>
<b>Total Current Assets</b>	<b>277,011.71</b>
<b>Other Assets</b>	
Prepaid expenses	2,200.00
<b>Total Other Assets</b>	<b>2,200.00</b>
<b>TOTAL ASSETS</b>	<b>279,211.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	115,727.94
<b>Total Accounts Payable</b>	<b>115,727.94</b>
<b>Other Current Liabilities</b>	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income-Tahoe Foundatio	3,961.94
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	30,491.84
<b>Payroll Liabilities</b>	
457 Payable	381.22
CA withholding	309.16
Colonial Payable	42.58
Fed withholding	2,276.00
Medicare Company Payable	276.71
Medicare Employee Payable	276.71
NV Unemployment Bond Factors Pa	27.22
NV Unemployment Payable	61.86
Payroll Liabilities - Other	316.66
<b>Total Payroll Liabilities</b>	<b>3,968.12</b>
<b>Total Other Current Liabilities</b>	<b>40,063.46</b>
<b>Total Current Liabilities</b>	<b>155,791.40</b>
<b>Total Liabilities</b>	<b>155,791.40</b>
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	109,955.17
Net Income	1,740.55
<b>Total Equity</b>	<b>123,420.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>279,211.71</b>



**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
**As of November 30, 2014**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
NDOT SLRP2	367.59	6,819.61	0.00	0.00	0.00	7,187.20
Douglas County SLRP2	6,933.96	0.00	0.00	0.00	0.00	6,933.96
Washoe Co. SEZ RWC	0.00	5,389.43	0.00	42,878.63	0.00	48,268.06
Ruvo	2,287.23	0.00	0.00	297.13	0.00	2,584.36
Lumos	0.00	0.00	0.00	0.00	1,718.70	1,718.70
NDOT Green Streets	2,779.62	9,596.77	0.00	0.00	0.00	12,376.39
Cal Trans	0.00	0.00	0.00	903.38	953.45	1,856.83
Carson City SW	0.00	0.00	0.00	50.19	0.00	50.19
Cave Rock	5,990.80	0.00	0.00	0.00	0.00	5,990.80
Douglas Co - Cave Rock	1,096.60	3,758.14	0.00	2,301.20	41.19	7,197.13
Douglas County - Maintenance	1,115.51	1,079.88	0.00	0.00	0.00	2,195.39
ENLC	0.00	0.00	0.00	0.00	132.30	132.30
EPA CWP	12,336.49	0.00	0.00	0.00	0.00	12,336.49
Miscellaneous1	0.00	0.00	0.00	0.00	0.00	0.00
NDEP 319 (03-07)	7,030.00	7,729.90	0.00	0.00	0.00	14,759.90
NDEP Green Streets	639.75	1,050.06	0.00	0.00	0.00	1,689.81
NDEP Road Operations	215.78	1,480.43	0.00	0.00	0.00	1,696.21
NDOT BRC	6,114.77	5,143.30	0.00	0.00	0.00	11,258.07
NDSL-Invasive Weeds	202.41	351.65	0.00	0.00	0.00	554.06
NDSL Green Streets	0.00	171.54	23,142.45	274.86	0.00	23,588.85
NDSL Road Ops	832.43	0.00	0.00	903.58	0.00	1,736.01
NDSL RWC Construction	80.75	2,376.51	0.00	0.00	0.00	2,457.26
SSWA	0.00	2,151.66	0.00	0.00	0.00	2,151.66
TRCD SNPLMA Monitoring	1,323.44	947.53	0.00	552.10	0.00	2,823.07
USBOR #10	0.00	5,034.89	0.00	0.00	0.00	5,034.89
USBOR 10 Construct	6,173.61	6,231.76	0.00	0.00	0.00	12,405.37
USFS - BRC	2,448.00	5,512.17	0.00	0.00	0.00	7,960.17
USFS ZC GID	3,335.37	568.60	0.00	0.00	0.00	3,903.97
Washoe County Maintenance	1,115.51	1,079.88	0.00	3,335.87	1,253.36	6,784.62
Washoe County SLRP2	0.00	0.00	0.00	1,580.92	4,131.88	5,712.80
<b>TOTAL</b>	<b>62,419.62</b>	<b>66,473.71</b>	<b>23,142.45</b>	<b>53,077.86</b>	<b>8,230.88</b>	<b>213,344.52</b>

11:00 AM

01/09/15

**Nevada Tahoe Conservation District**  
**A/P Aging Summary**  
 As of November 30, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Buckeye Excavating	5,091.90	0.00	0.00	0.00	0.00	5,091.90
Burdick Excavating Company	0.00	0.00	0.00	42,878.63	0.00	42,878.63
CME	0.00	0.00	0.00	1,998.50	0.00	1,998.50
Cruz Construction	0.00	0.00	23,142.45	0.00	0.00	23,142.45
Desert Research Institute	0.00	3,623.82	1,411.07	0.00	0.00	5,034.89
Fellers, Dominique	97.11	15.12	0.00	0.00	0.00	112.23
Frontier	373.24	0.00	0.00	0.00	0.00	373.24
Impact Construction	0.00	3,300.00	0.00	0.00	0.00	3,300.00
Kohn & Company LLP	0.00	4,500.00	0.00	6,000.00	0.00	10,500.00
Konica Minolta Business Solutions	391.86	0.00	0.00	0.00	0.00	391.86
Marvin Davis & Associates	0.00	0.00	1,871.00	0.00	0.00	1,871.00
NACD	0.00	0.00	200.00	0.00	0.00	200.00
NHC	1,125.00	523.80	0.00	0.00	858.95	2,507.75
PERS, State of Nevada	8,780.00	0.00	0.00	0.00	0.00	8,780.00
Sierra Nevada Media	178.10	0.00	0.00	0.00	0.00	178.10
Village Ace Hardware	0.00	9.96	0.00	0.00	0.00	9.96
Wells Fargo Business Card - Brand	597.12	0.00	0.00	0.00	0.00	597.12
Wells Fargo Business Card Kelly	48.84	0.00	0.00	0.00	0.00	48.84
Wells Fargo Business Card Thorpe	353.79	0.00	0.00	0.00	0.00	353.79
Wells Fargo Corporate Card	0.00	136.71	0.00	0.00	0.00	136.71
Wood Rodgers	2,071.25	2,985.00	3,164.72	0.00	0.00	8,220.97
<b>TOTAL</b>	<b>19,108.21</b>	<b>15,094.41</b>	<b>29,789.24</b>	<b>50,877.13</b>	<b>858.95</b>	<b>115,727.94</b>



**College of Business**  
University of Nevada, Reno

## The Nevada Leadership Institute

You are invited to attend and participate in an upcoming Conservation District Leadership Development Workshop.

A program directed by the University of Nevada, Reno  
College of Business Administration and University Center for  
Economic Development.

**When?**

**Where?**

### What is the Nevada Leadership Institute?

The goal of the Nevada Leadership Institute is provide elected and appointed officials, government executives and interested members of the public with information about the administration of government in Nevada

In partnership with the Nevada Association of Conservation Districts, the Nevada Department of Conservation and Natural Resources, and the Nevada Chapter of the American Planning Association, the Conservation District Leadership Development Workshop will introduce attendees interested in the administration of conservation districts in Nevada to:

- Concepts pertaining to the legal structure of conservation districts in Nevada and their relationship with various federal, state and local entities.
- The administration of conservation districts in Nevada as laid out in Nevada Revised Statute Chapter 548.
- Nevada's Open Meeting Law and Code of Administrative Ethics.
- Concepts pertaining to Dillon's Law and Home Rule.
- The responsibilities of Conservation District Board members.
- Small group exercises for hands-on experience with the material.

**Who Should Attend?** Local and Regional Elected and Appointed Officials (Conservation District Board Members, City Council Members, County Commissioners, Planning Commissioners, etc.), Members of Citizen Advisory Boards (Neighborhood Advisory Board Members, Financial Advisory Board Members, etc.), and Interested Citizens interested in future Elected or Appointed Positions.

\* NVAPA Members can receive up to 7 AICP continuing education credits \*

**How Long is the Workshop?** The workshop will be a one day event beginning at 8:00am and ending at 4:30pm. Morning coffee, snacks and lunch will be provided.

**What is the Cost?** \$25 per Participant. Preregistration and payment required.

For more information, including information regarding Registration, please contact Frederick Steinmann, University Center for Economic Development, via phone (775.784.1655) or by email ([fred@unr.edu](mailto:fred@unr.edu)).

The University of Nevada, Reno is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and sexual orientation. The University of Nevada employs only United States citizens and aliens lawfully authorized to work in the United States. Women and under-represented groups are encouraged to apply.



DRAFT for Discussion and Possible Action By The Nevada Tahoe Conservation District.

ADD DATE

Carlos Suarez, State Conservationist  
USDA Service Center  
430 G Street #4164  
Davis, CA 95616-4164

Bruce Petersen, State Conservationist  
USDA Service Center  
1365 Corporate Blvd.  
Reno, NV 89502-7102

RE: Request to transfer the NRCS service area support for the Nevada Tahoe Conservation District from California to Nevada

Gentlemen,

The Nevada Tahoe Conservation District (District) is herein requesting transfer of service district NRCS support from NRCS California to NRCS Nevada. The District appreciates the efforts and support over the years coming from the California office and the local office in South Lake Tahoe. With the recent transfer of the field office manager from South Lake Tahoe to San Francisco to support the EPA, NRCS has removed the remaining Tahoe support staff connection to the Basin thus making this good timing to consider this request.

Over the past decade the District has been making positive relationship partnerships with local and State stormwater and erosion control jurisdictions that part work with the NRCS out of Nevada. Our partners include Washoe and Douglas County Community Development Departments, the Carson City Stormwater Program, the Nevada Department of Transportation as well as many of the General Improvement Districts within the district boundaries of the Nevada Tahoe Conservation Districts. Other than our District all of these jurisdictions rely on the Minden Field office of the Nevada NRCS program to support them as needed. The transfer to Nevada would assist our hydrology and engineering components to be part of that same support team.

Additionally, the District has a vision to form partnerships with the western Nevada Conservation Districts (Washoe/Storey, Dayton Valley and Carson Valley) in creating an urban conservation working group with NRCS. The goals would include development of a strategy to achieve sustainability of an urban program. As noted on the NRCS web site regarding Urban Conservation the issue of urban conservation has "Limitations to successful local programs in urban soils include funding, experienced people, scientific knowledge, and customer input". NTCDD has created a successful urban program including the expertise, knowledge and implementation. However, without funding these successes are tenuous.

Lastly, the District is a contributing member of the Nevada Association of Conservation District both in terms of funding as well as District supervisors serving at this level. This association is supported by NRCS Nevada and having our District being under that State NRCS office makes sense.

The District meets every third Thursday from 10 to noon and would appreciate your input as to steps to fulfill this request. As always you are always welcome to attend our meetings in person.

Thank you for your consideration of this request. Please contact me with any questions.

Warm Regards,

Jason Brand  
Action District Manager  
Nevada Tahoe Conservation District