



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

BOARD MEETING AGENDA

January 21, 2016

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. Supervisor Roll Call
3. Pledge of Allegiance
4. **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.
5. **Public Interest Comments (No Action)**

Possible Changes to Agenda Order and Timing. Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

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 NTCD 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; 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 6 and 7 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.

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| | <u>Page #</u> |
| 6. Agency Reports, Discussion/Possible Action | |
| a. For Possible Action: Natural Resources Conservation Service (NRCS) report | |
| b. For Possible Action: National Association of Conservation Districts (NACD) report. | |
| c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. | |
| d. For Possible Action: Nevada Association of Conservation Districts (NvACD) report. | |
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| 7. Discussion/Possible Action (Business) | |
| a. For Possible Action: Approval of the Board of Supervisors meeting minutes for December 17, 2015. | 1 - 4 |

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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> |
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| 8. For Possible Action: Approval of the NTC D financial reports for December 2015. As of 12/31/15, the District's Fund balance was \$111,391. This represents the District's available spendable resources, or assets less liabilities. December had a deficit of \$8,425. December had a one time annual expense, a \$5,500 annual audit expense (this is the last audit expense for the year). The deficit was also caused by higher than average unbillable time (1.5 weeks above average; holiday, grant writing, and vacation time). Year to date the District has a deficit of \$19,331. Fortunately, cash is still not an issue. | 5 - 12 |
| 9. For Possible Action: Staff Report/Projects update. The District recently submitted its FY2017 Indirect Cost Rate Proposal with the Department of Interior, requesting a 40% Indirect rate. The assumptions used for the proposal were: <u>combining the District Manager and Administrator positions</u>, reducing rent to \$15,000/year from \$26,400, and reducing some variable expenses. | 13 |
| 10. For Possible Action: Approval and creation of subcommittee for the revision of the District's Organizational Chart and structure. | 14 |
| 11. For Possible Action: Approval of agreements with the Nevada Department of Environmental Protection (NDEP), Nevada Division of State Lands (NDSL), and the Nevada Department of Transportation (NDOT) for the Pittman Terrace Water Quality Improvement Project. Total project is \$521,768 of which \$106,000 is for the District to design and administer. | 15 - 23 |

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- 12. For Possible Action: Update of petition per Nevada Senate Bill No. 476 (An Act requiring the imposition of an annual fee on parcels in a Conservation district upon approval of registered voters) requesting the Board of County Commissioners for Washoe and Douglas Counties to Submit to the voters, within the Nevada Tahoe Conservation District, a question of whether to impose an annual fee of \$25 per parcel in the conservation district to be used for the purposes of the conservation district. And per Section 5.5 of Senate Bill No. 476, request the election be conducted by mail in, no sooner than March 1, 2016.**
- 13. Supervisor's Comments**
- 14. Public Interest Comments**
- 15. For Possible Action : Motion to Adjourn**

Possible Changes to Agenda Order and Timing. Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

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

NTCD Board Minutes
December 17, 2015
The Douglas County Library
233 Warrior Way, Zephyr Cove, NV
10:00 AM Start Time

Present:

Supervisor G. Smith
Supervisor McCarthy
Supervisor Perlman-Whyman (via telephone)
Supervisor Penzel
Supervisor Cook
Supervisor Martin

Staff/Others

J. Brand, District Manager
M. Thorpe, Administrator
L. Coe, NRCS
B. Farley, Kohn & Co.

Absent: Supervisor Sarnoff, 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 Penzel moved to approve the Agenda, seconded by Supervisor Cook, motion carried unanimously.
5. Public Interests Comments: Supervisor Cook reported, recently the Tahoe Tribune and the Lake Tahoe in Depth had articles regarding the Tahoe Yellow Cress plant and there was no mention of the District.

6. For Possible Action: Approval of the FY2015 Annual Audit. B. Farley of Kohn and Co. presented the annual audit. GASB 68 is a new accounting standard that requires the District to book its portion of PERS's (State of Nevada Retirement System) future liability. This liability is being shared by all involved entities. The District's share is \$842,695. This information/amount is advisory. There were no findings this year. There were no findings last year as well. There were no corrected statements or misstatements. And the auditor's opinion was clean and unmodified. Supervisor Martin moved to approve the FY 2015 annual audit, seconded by Supervisor McCarthy, motion carried unanimously.

CONSENT CALENDAR

Supervisor Cook moved to approve the Consent Calendar (with items 7a and 7b pulled and moved to the Administrative calendar), seconded by Supervisor McCarthy, motion carried unanimously.

7. Agency Reports, Discussion/Possible Action
 - a. Moved to the Administrative calendar.
 - b. Moved to the Administrative calendar.
 - 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.
8. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for October 15, 2015.
 - b. For Possible Action: Approval of the NTCD Financial reports for October 2015. As of 10/31/15, the District's Fund balance was \$113,303. This represents the District's available spendable resources, or assets less liabilities. October had a deficit of \$2,347. October had some one time annual/quarterly expenses and revenues: received \$4100 from the State Conservation Program, a \$3000 POOL/PACT quarterly payment, a \$5000 audit invoice, and \$800 in annual dues to NvACD and NACD. If these items were annualized, October was break even.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 7a) For Possible Action: Natural Resources Conservation Service (NRCS) report. L. Coe of NRCS reported there is an easement program that includes restoration of wetlands and meadows. This could possibly create funding for the District.

Item 7b) For Possible Action: National Association of Conservation Districts (NACD) report. Supervisor Perlman-Whyman reported the national meeting is January 31, 2016, through February 3, 2016, at the Grand Sierra in Reno. There is online registration for the meeting and she encourages everyone to attend. There is a fund raiser for NvACD January 31 (Sunday night), a cowboy poet performance. Share Fair is a means for the District to have a booth at the annual meeting.

Supervisor Penzel moved to approve items 7a and 7b, seconded by Supervisor Cook, motion carried unanimously.

9. For Possible Action: Approval of the NTCD financial reports for November 2015. As of 11/30/15, the District's Fund balance was \$117,735. This represents the District's available spendable resources, or assets less liabilities. November had a deficit of \$698. November had some one time annual expenses and revenues: received \$10,000 from Douglas County, a \$5,500 annual property and liability insurance payment, and a \$2,000 annual audit expense. If these items were annualized, November had a deficit of \$3,000. This deficit was caused by higher than average unbillable time (2 weeks above average, 3 holidays, grant writing, and vacation time). Year to date the District has a deficit of \$10,906. Administrator Thorpe reported the year-end projection is not good, since the District is currently losing \$2,000 to \$3,000 per month. District Manager Brand is currently out of project work. The District needs more billable projects. Supervisor McCarthy moved to approve the November 2015 financials, seconded by Supervisor Penzel, motion carried unanimously.

10. For Possible Action: Staff Report/Projects update. District Manager Brand reported the current projects are moving forward and successful. He gave a quick update on each current project. Supervisor Smith presented a Budget Planning Analysis, listing Staff's percentage of full-time, years of service, each employee's expertise, potential projects, and possible plans to manage the project shortfall. Some ideas after discussion: seek free county office rent, reduce all employees' pay/hours, seek a reduction in office rent, work from home, sell a vehicle, and laying off the District Manager or Administrator. Staff will research these ideas and present at the next Board meeting, January 21, 2016.
11. For Possible Action: Update of petition per Nevada Senate Bill No. 476 (An Act requiring the imposition of an annual fee on parcels in a conservation district upon approval of registered voters) requesting the Board of County Commissioners for Washoe and Douglas Counties to submit to the voters, within the Nevada Tahoe Conservation District, a question of whether to impose an annual fee of \$25 per parcel in the conservation district to be used for the purposes of the conservation district. And per Section 5.5 of Senate Bill No. 476, request the election be conducted by mail in, no sooner than March 1, 2016. Supervisors Smith and Martin recently met with TRPA representatives regarding public relations/campaign advice. Recommendations/findings from the meeting: a mail-in vote is best (preferably May or June), create a non-profit like "Friends of the District" to run the campaign, at least \$10,000 for campaigning, and public money cannot be used for campaign purposes. Supervisor Cook reported the Tahoe Citizens Committee is looking for projects to support, and might support our campaign. District Manager Brand recently met with a campaign expert, and he recommended polling our voters before the election, to understand their emotions.
12. Supervisor Comments: Supervisor Perlman-Whyman wished everyone Happy Holidays!
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor McCarthy moved to adjourn, seconded by Supervisor Cook, motion carried unanimously.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	50%
		NV TAHOE CONSERVATION DIST.	December 2015	YTD July 2015-June 2016	Budget	Variance Favorable (Unfavorable)	% of Budget
INCOME	General Fund						
Community Grants-Income							
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County			10,000.00	10,000.00	0.00	100%
	NV Division of Conser. District			4,105.82	4,000.00	105.82	103%
	Washoe County Community Grant					0.00	0%
Total Community Grants-Income			0.00	14,105.82	17,000.00	(2,894.18)	83%
Grants-Income						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
Total Grants-Income			0.00	0.00		0.00	
Income-Pass Thru Subcontractor						0.00	
Interest						0.00	
Miscellaneous Income			(0.27)	(0.27)		(0.27)	
Prior Year Income						0.00	
Services Rendered							
Vehicle Use Income						0.00	
Wage Reimbursements						0.00	
Indirect Cost Income-General		(GL Shows In Expense Category)	12,636.50	78,891.28	190,000.00	(111,106.72)	0.42
		TOTAL INCOME	12,636.23	92,996.83	207,000.00	(114,003.17)	0.45
EXPENSES							
Advertising-Expense						0.00	0.00
Building Expense							
	Building Repairs/Maint-Expense		180.00	1,170.00	2,340.00	1,170.00	0.50
Total Building Expense			180.00	1,170.00	2,340.00	1,170.00	
Conference & Training-Expense							
	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
Total Conference & Training-Expense			0.00	0.00	2,000.00	2,000.00	0.00
Deposit Security						0.00	0.00
Donation-Expense						0.00	0.00
Dues and Subscriptions-Expense							0.00
	Membership/Dues District			800.00		(800.00)	1.00
	Membership/Dues Staff			341.00		(341.00)	1.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
Total Dues and Subscriptions-Expense			0.00	1,141.00	1,000.00	(141.00)	1.14
Equipment-Expense						0.00	
	Cell Phones						
	Computer Hardware & Software		469.00	540.95	3,000.00	2,459.05	
	Computer Maintenance & Repair				500.00	500.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	2,351.16	5,000.00	2,648.84	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
Total Equipment-Expense			860.86	2,892.11	8,500.00	5,807.89	0.34

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year = Variance Favorable (Unfavorable)	50%
	NV TAHOE CONSERVATION DIST.	December 2015	YTD July 2015-June 2016	Budget		% of Budget
Indirect Cost	(See Excel Income Section)					
	Administrative Cost-Grants				0.00	
	Indirect Cost - Other				0.00	
Total Indirect Cost	See Revenues above	0.00	0.00	0.00	0.00	0.00
Insurance-Expense			5,493.27	5,500.00	6.73	
	E&O/Prop/ Liability Insurance				0.00	0.00
Total Insurance-Expense		0.00	5,493.27	5,500.00	6.73	1.00
Meetings Expense		15.40	70.95	500.00	429.05	0.14
Miscellaneous Expense						
Other Expenses				0.00		
Professional Fees-Expense						
	Audit	5,500.00	12,500.00	12,500.00	0.00	
	Bank fees	28.89	184.94	600.00		
	Computer/Software Maintenance					
	Professional Fees-Expense - Other	22.75	137.55	300.00	162.45	
Total Professional Fees-Expense		5,551.64	12,822.49	13,400.00	577.51	0.96
Rents and Leases						
	Office Space Lease	2,200.00	13,200.00	26,400.00	13,200.00	0.50
	Storage Rents					
	Rents and Leases-Other				0.00	0.00
Total Rents and Leases		2,200.00	13,200.00	26,400.00	13,200.00	0.50
Service Charges					0.00	0.00
Supplies-Expense						
	Office Supplies	25.86	603.16	2,000.00		
	Photocopies					
	Postage and Delivery		336.03	1,200.00		
	Publication/Printing					
	Supplies-Expense - Other		144.84	500.00	355.16	
Total Supplies-Expense		25.86	1,084.03	3,700.00	2,615.97	0.29
Telecommunications						
	Cell Phone				0.00	
	Internet Fees			150.00	150.00	
	Long Distance				0.00	
	Phone Services	439.06	2,825.29	5,000.00	2,374.71	
	Telephone-Expense - Other				0.00	
Total Telecommunications-Expense		439.06	2,825.29	5,150.00	2,524.71	0.51
Vehicles-Expense					0.00	
	District Vehicle Use	(40.84)	(519.90)	(4,500.00)		
	Fuel-Expense		165.21	2,000.00	1,834.79	
	License & Maintenance		608.63	1,500.00	891.37	
	Mileage Reimbursement Expense			100.00		
	Vehicle Fuel Reimbursement Expense					
	Vehicle					
Total Vehicles-Expense		(40.84)	253.94	(900.00)	(1,153.94)	(0.28)
Wages						
	Payroll Clearing Account	(971.10)	60.22			
	Professional Engineer	2,470.84	10,036.31			
	Professional Engineer (2)	2,539.88	7,925.87			

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year = variance Favorable (Unfavorable)	50%
	NV TAHOE CONSERVATION DIST.	December 2015	YTD July 2015-June 2016	Budget		% of Budget
	Wages-Senior PM	5,722.71	33,515.87			
	Wages-Administrator	5,587.24	34,061.51			
	Wages-District Manager					
	Wages-ES II (2)		806.95			
	Wages-ES III (1)	1,413.78	6,223.25			
	Wages-ES III	678.72	11,865.51			
	Wages-Extra Help					
	Wages - Other	1.26	2.45			
	Uncompensated Absence-Reimb Exp	(5,800.32)	(33,815.21)			
	Total Wages	11,643.01	70,482.73	137,110.00	66,627.27	0.51
	Wages-Overhead/Fringe				0.00	
	Long Term Disability	188.42	1,092.97	2,300.00		
	Total Wages-Overhead/Fringe	188.42	1,092.97		1,207.03	
	Total Wages/Ovrhead	11,831.43	71,575.70	137,110.00	67,834.30	0.51
	Revolving Account					
	TOTAL EXPENSES (No Indirect Included)	21,063.41	112,328.78	207,000.00	94,871.22	0.54
	NET REVENUE OVER/(UNDER) EXPENSES	(8,425.18)	(19,331.95)			
	Fund Balance	\$ 111,391				

Nevada Tahoe Conservation District
Balance Sheet
 As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	64,319.39
Total Checking/Savings	64,369.39
Accounts Receivable	
Accounts Receivable	162,391.53
Total Accounts Receivable	162,391.53
Total Current Assets	226,760.92
Other Assets	
Prepaid expenses	2,200.00
Total Other Assets	2,200.00
TOTAL ASSETS	228,960.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	87,644.74
Total Accounts Payable	87,644.74
Other Current Liabilities	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income-Tahoe Foundatio	1,960.12
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	23,403.38
Payroll Liabilities	
457 Payable	477.95
CA withholding	303.24
Colonial Payable	42.58
Fed withholding	1,632.00
Medicare Company Payable	207.77
Medicare Employee Payable	207.77
NV Unemployment Bond Factors Pa	5.33
NV Unemployment Payable	15.99
Payroll Liabilities - Other	27.54
Total Payroll Liabilities	2,920.17
Total Other Current Liabilities	29,925.23
Total Current Liabilities	117,569.97
Total Liabilities	117,569.97
Equity	
Opening Balance	11,724.59
Prior Earnings	117,273.84
Net Income	-17,607.48
Total Equity	111,390.95
TOTAL LIABILITIES & EQUITY	228,960.92

2:21 PM

01/13/16

Nevada Tahoe Conservation District
A/R Aging Summary
As of December 31, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Cal Trans Task #3	447.97	0.00	1,862.04	697.70	0.00	3,007.71
Cal Trans Task Order #5	33.50	0.00	359.22	0.00	0.00	392.72
Carson City SW	0.00	0.00	0.00	0.00	69.14	69.14
Cave Rock	0.00	0.00	0.00	181.09	0.00	181.09
Douglas Co - Cave Rock	0.00	0.00	0.00	95.82	0.00	95.82
Douglas Co TRPA BRC Xing	5,576.75	0.00	1,146.06	0.00	0.00	6,722.81
Glenbrook Homeowners Assoc.	0.00	0.00	0.00	0.00	960.43	960.43
NDEP Green Streets	0.00	0.00	0.00	0.00	1,513.97	1,513.97
NDEP Program Reg	7,284.49	0.00	0.00	0.00	0.00	7,284.49
NDOT RoadRAM 3	1,146.73	0.00	18.78	1,604.25	0.00	2,769.76
NDOT SLRP2	33.50	0.00	684.78	70.79	480.32	1,269.39
NDSL-Invasive Weeds	0.00	0.00	0.00	4,250.45	1,310.99	5,561.44
NDSL BRC X-ing	10,866.35	0.00	38,710.05	0.00	0.00	49,576.40
NDSL ZCGID	2,581.41	0.00	8,845.23	3,122.07	0.00	14,548.71
NV Dept of AG	386.20	0.00	0.00	28.25	165.81	580.26
SSWA	2,230.14	0.00	0.00	0.00	0.00	2,230.14
TRCD SNPLMA Monitoring	419.68	0.00	298.31	1,155.69	1,297.98	3,171.66
Truckee River Fund	218.04	0.00	0.00	0.00	0.00	218.04
USBOR #10	1,208.60	0.00	0.00	0.00	0.00	1,208.60
USBOR 10 Construct	732.95	0.00	0.00	0.00	0.00	732.95
USFS BRC Xing	40,643.27	0.00	17,723.55	0.00	0.00	58,366.82
USFS Cave Rock	0.00	0.00	0.00	95.82	655.96	751.78
USFS ZC GID	701.49	0.00	475.91	0.00	0.00	1,177.40
TOTAL	74,511.07	0.00	70,123.93	11,301.93	6,454.60	162,391.53

Nevada Tahoe Conservation District
A/R Aging Summary
As of January 13, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Cal Trans Task #3	0.00	447.97	1,862.04	697.70	0.00	3,007.71
Cal Trans Task Order #5	0.00	33.50	359.22	0.00	0.00	392.72
Carson City SW	0.00	0.00	0.00	0.00	69.14	69.14
Cave Rock	0.00	0.00	0.00	181.09	0.00	181.09
Douglas Co - Cave Rock	0.00	0.00	0.00	95.82	0.00	95.82
Douglas Co TRPA BRC Xing	0.00	5,576.75	0.00	0.00	0.00	5,576.75
Glenbrook Homeowners Assoc.	0.00	0.00	0.00	0.00	960.43	960.43
NDEP Green Streets	0.00	0.00	0.00	0.00	1,513.97	1,513.97
NDEP Program Reg	0.00	7,284.49	0.00	0.00	0.00	7,284.49
NDOT RoadRAM 3	0.00	1,146.73	18.78	1,604.25	0.00	2,769.76
NDOT SLRP2	0.00	33.50	684.78	70.79	480.32	1,269.39
NDSL-Invasive Weeds	0.00	0.00	0.00	4,250.45	1,310.99	5,561.44
NDSL BRC X-ing	0.00	10,866.35	0.00	0.00	0.00	10,866.35
NDSL ZCGID	0.00	2,581.41	8,845.23	3,122.07	0.00	14,548.71
NV Dept of AG	0.00	386.20	0.00	0.00	0.00	386.20
SSWA	0.00	2,230.14	0.00	0.00	0.00	2,230.14
TRCD SNPLMA Monitoring	0.00	419.68	298.31	0.00	0.00	717.99
Truckee River Fund	0.00	218.04	0.00	0.00	0.00	218.04
USBOR #10	0.00	1,208.60	0.00	0.00	0.00	1,208.60
USBOR 10 Construct	0.00	732.95	0.00	0.00	0.00	732.95
USFS BRC Xing	0.00	40,643.27	17,723.55	0.00	0.00	58,366.82
USFS Cave Rock	0.00	0.00	0.00	95.82	655.96	751.78
USFS ZC GID	0.00	701.49	475.91	0.00	0.00	1,177.40
TOTAL	0.00	74,511.07	30,267.82	10,117.99	4,990.81	119,887.69

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01/13/16

Nevada Tahoe Conservation District
A/P Aging Summary
As of December 31, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
2nd Nature	0.00	1,079.75	0.00	1,604.25	0.00	2,684.00
Asa and Patricia Collins	0.00	0.00	0.00	0.00	49.03	49.03
Balance Hydrologics, Inc.	7,129.73	0.00	0.00	0.00	0.00	7,129.73
Cruz Construction	0.00	0.00	3,575.00	0.00	0.00	3,575.00
Douglas County Weed Control	0.00	0.00	0.00	3,292.20	544.39	3,836.59
ESRI	0.00	370.00	0.00	0.00	0.00	370.00
Kohn & Company LLP	0.00	5,500.00	0.00	0.00	0.00	5,500.00
Konica Minolta Business Solutions	391.86	0.00	0.00	0.00	0.00	391.86
MG Engineering	200.00	0.00	0.00	0.00	0.00	200.00
PERS, State of Nevada	8,387.18	0.00	0.00	0.00	0.00	8,387.18
Village Ace Hardware	0.00	8.49	0.00	0.00	0.00	8.49
Wells Fargo Business Card Kelly	99.00	0.00	0.00	0.00	0.00	99.00
Wells Fargo Business Card Thorpe	41.26	0.00	0.00	0.00	0.00	41.26
Western Environmental Testing Laboratory	220.00	210.00	0.00	0.00	0.00	430.00
Wood Rodgers	23,047.50	742.50	31,152.60	0.00	0.00	54,942.60
TOTAL	39,516.53	7,910.74	34,727.60	4,896.45	593.42	87,644.74

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01/13/16

Nevada Tahoe Conservation District
A/P Aging Summary
As of January 13, 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
2nd Nature	0.00	1,079.75	0.00	1,604.25	0.00	2,684.00
Asa and Patricia Collins	0.00	0.00	0.00	0.00	49.03	49.03
Balance Hydrologics, Inc.	0.00	7,129.73	0.00	0.00	0.00	7,129.73
Cruz Construction	0.00	425.00	0.00	0.00	0.00	425.00
Douglas County Weed Control	0.00	0.00	0.00	3,292.20	544.39	3,836.59
ESRI	0.00	370.00	0.00	0.00	0.00	370.00
Frontier	0.00	441.14	0.00	0.00	0.00	441.14
Kohn & Company LLP	0.00	2,500.00	0.00	0.00	0.00	2,500.00
Konica Minolta Business Solutions	0.00	391.86	0.00	0.00	0.00	391.86
Monica Grammenos AP	0.00	99.00	0.00	0.00	0.00	99.00
Village Ace Hardware	0.00	0.00	8.49	0.00	0.00	8.49
Wells Fargo Business Card Kelly	0.00	99.00	0.00	0.00	0.00	99.00
Wells Fargo Business Card Thorpe	0.00	41.26	0.00	0.00	0.00	41.26
Western Environmental Testing Laboratory	0.00	220.00	0.00	0.00	0.00	220.00
Wood Rodgers	0.00	23,790.00	31,152.60	0.00	0.00	54,942.60
TOTAL	0.00	36,586.74	31,161.09	4,896.45	593.42	73,237.70

FY 2015 Carryforward and FY 2017 Rate Computation

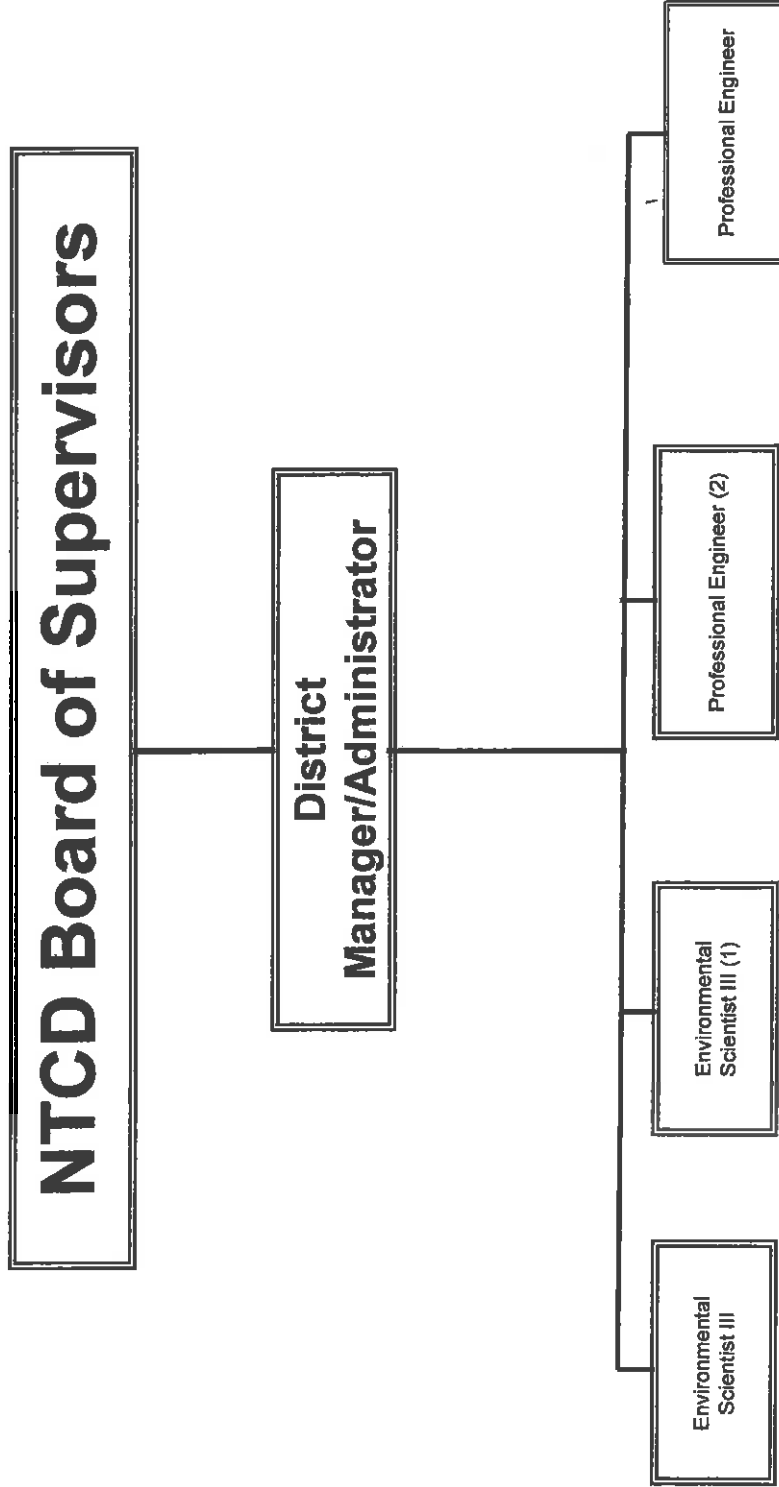
<u>Title/Description</u>	<u>Year-ending Amounts</u>
FY 2015 Direct Cost Base	\$528,537 *
FY 2015 Indirect Cost Rate	39.62%
FY 2015 Recoverable Indirect Costs	<u>\$209,406</u>
FY 2015 Indirect Costs	\$212,740 *
FY 2013 Under(Over)recovery Carryforward to FY 2015	5,907
FY 2015 Indirect Cost Pool	<u>218,647</u>
FY 2015 Recoverable Indirect Costs	-209,406
FY 2015 Underrecovery Carryforward to FY 2017	<u>9,241</u>
FY 2017 Indirect Costs	149,275 **
FY 2017 Indirect Cost Pool	<u>\$158,516</u>
FY 2017 Direct Cost Base	<u>\$396,339 ** 1/</u>
FY 2017 Indirect Cost Rate	<u>40.00%</u>

* Please provide detail support for actual indirect pool and actual direct base costs reconcilable to financial statements that meet the requirements of the Single Audit Act of 1984, Public Law 98-502.

** Please provide detail support for proposed indirect pool and direct base costs and indicate the percentage of Federal funding in the base. See Schedule D

1/ Federal funding percentage = 49%

Nevada Tahoe Conservation District Organizational Chart





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

PROJECT SUMMARY

Pittman Terrace Water Quality Improvement Project

NTCD Program: Water Resources Group

Contractual Parties: NTCD, NDOT, NDEP and NDSL

Contract Amount: \$521,768 (\$242,009 NDOT; \$127,759 NDSL; \$127,000 NDEP)
Of which \$106,000 is for NTCD to design and administer

Effective Dates: January 1, 2016 – December 31, 2017

Project Summary: NTCD will work with project owners (NDOT, Pittman Terrace homeowners), contractors and subcontractors, funders and permitting agencies to design and construct a stormwater treatment system that maximizes treatment of highway runoff while dealing with site constraints (slopes, proximity to Lake). NTCD will facilitate meetings and plan review with a Technical Advisory Committee (TAC) to help guide and shape the project. The TAC is likely to include representatives from the following organizations: NDEP, NDSL, TRPA, NDOT, Pittman Terrace Homeowners, NTCD and Douglas County.

The goal of the project is to reduce stormwater pollutant loading to Lake Tahoe and garner Lake Clarity Credits for NDOT and possibly Douglas County by installing channel stabilization and stormwater treatment infrastructure in the NDOT US 50 Right-of-Way and Pittman Terrace community.

NTCD has applied for NDSL WQEC grant funding. NDOT has pledged financial contribution.

Pittman Terrace WQIP								
Category	Total Hours	Rate	NDSL	NDOT	NDEP 319	Total Cash Budget	In-Kind Contribution	Total Finances
Professional Engineer	295	up to \$53.02	\$4,506.70	\$7,634.88	\$3,499.32	\$15,640.90		\$15,640.90
Professional Engineer	329	up to \$50.31	\$3,363.36	\$6,726.72	\$4,139.52	\$14,229.60		\$14,229.60
Environmental Scientist IV	112	up to \$59.28	\$1,482.00	\$3,675.36	\$1,482.00	\$6,639.36		\$6,639.36
Environmental Scientist III	295	up to \$47.51	\$3,753.60	\$6,334.20	\$3,753.60	\$13,841.40		\$13,841.40
Environmental Scientist III	231	up to \$47.51	\$2,455.75	\$5,358.00	\$2,455.75	\$10,269.50		\$10,269.50
Wages (salary and fringe)			\$15,361.41	\$29,729.16	\$15,361.41	\$69,620.76		\$69,620.76
Personnel Costs		17.96%	\$2,794.33	\$5,339.36	\$2,753.90	\$10,887.49		\$10,887.49
Travel (vehicle mileage)		Approved State Rate \$5.875		\$500.00	\$700.00	\$1,200.00		\$1,200.00
Equipment						\$0.00		\$0.00
Supplies and recurring costs				\$2,200.00	\$2,900.00	\$4,200.00		\$4,200.00
Pittman Terrace In-kind		Road-repairing actual cost					\$25,000.00	\$25,000.00
Sub-total			\$18,386.24	\$37,768.52	\$20,783.49	\$76,968.25	\$25,000.00	\$101,968.25
Overhead & Administration		37.85%	\$6,947.84	\$14,296.39	\$7,368.56	\$28,612.79		\$28,612.79
Supplies			\$750.00			\$750.00		\$750.00
Permits			\$600.00			\$600.00		\$600.00
Contracts (Survey, Material Testing)			\$2,000.00	\$2,900.00	\$500.00	\$4,800.00		\$4,800.00
Construction (including materials)			\$99,204.76	\$187,945.29	\$97,649.95	\$365,900.00		\$365,900.00
TOTAL			\$127,758.84	\$242,009.20	\$127,000.00	\$495,768.04	\$25,000.00	\$521,768.04

ATTACHMENT "A"
DEP-S 16-017 Work Plan

A. COVER PAGE

Project Title: Pittman Terrace and NDOT Water Quality Improvement Project

Lead Agency: Nevada Tahoe Conservation District (NTCD)

Organization DUNS: 119128077

Address Physical: 400 Dorla Ct Mailing: PO Box 915
Zephyr Cove, NV 89448 Zephyr Cove, NV 89448

Primary Contact: Michael Pook, Environmental Scientist
mpook@ntcd.org
Ph: (775) 586-1610 x 34 Fax: (775) 586-1612

Project Location: Lake Tahoe, HUC 16050101

Project Summary: Consistent with the Lake Tahoe TMDL, the purpose of the project is to reduce urban stormwater runoff and fine sediment loads reaching Lake Tahoe in order to restore lake clarity. For the project, the primary urban source of fine sediment is roadways in NDOT Catchment 501. Compared to the highway, roads in Pittman Terrace (Douglas County Catchment PT01) are a minor source of fine sediment. The project will produce Lake Clarity Credits for NDOT and possibly Douglas County. The project entails installing slope and channel stabilization in the NDOT Right-of-Way and downgradient Pittman Terrace residential development and stormwater treatment infrastructure to infiltrate or treat stormwater runoff from NDOT HWY 50 and Pittman Terrace roadways. PLRM v1.1 Baseline modeling indicates the NDOT HWY 50 catchment #501) is a high priority catchment due to its being a high pollutant loading and directly connected outfalls and suggests 30 possible credits for NDOT and 1 credit for Douglas County. NTCD will design project with input from NDOT, Douglas County, Pittman Terrace Homeowners and TAC. NTCD will bid project, perform construction oversight and obtain baseline BMP RAM scores on key and essential stormwater treatment infrastructure. Funders include Nevada Department of Transportation, Nevada Division of Environmental Protection (NDEP), and Nevada Division of State Lands (NDSL). The cost incurred by Pittman Terrace homeowner to pave access roads may be applied as a nonfederal match.

Start-Complete Dates: NDEP Approval Date to December 31, 2018

Fiscal Summary:

Total Project Cost	\$495,538
NDEP 319(h)	\$ 127,000
Total Match	\$ 368,538
NDOT Match	\$ 241,538
NDSL Match	\$ 127,000

Project Partners: NDOT, Matt Nussbaumer, (775) 888-7623, mnussbaumer@dot.state.nv.us
Pittman Terrace homeowners
Douglas County, Erik Nilssen, (775) 782-9063, enilssen@co.douglas.nv.us

B. SCOPE OF WORK

1. Background

The Lake Tahoe TMDL has identified fine sediment particles (<16 µm), nitrogen and phosphorus as the pollutants of concern affecting the clarity of Lake Tahoe. The focus of the Lake Tahoe TMDL is on stormwater and pollutant control strategies that reduce fine sediment particles (FSP, particles less than 16µm in diameter), nitrogen and phosphorus loads reaching Lake Tahoe from urban areas. US Highway 50 is a primary road operated and maintained by NDOT. The segments identified as high, moderate, and low pollutant potential risk, as classified for the TMDL modeling tools (LCCP, 2011).

NDOT is not currently planning to register that portion of HWY 50 (Catchment 501) for road operations. Additionally, the NDOT has expressed preference in working with the Pittman Terrace community to armor the stormwater flow paths and implement stormwater treatment where feasible. NDOT has expressed that Catchment 501 is a high priority treatment area for meeting their pollutant load reduction efforts.

2. Project Description, Goals and Objectives

NTCD will work with project owners (NDOT, Pittman Terrace homeowners), contractors and subcontractors, funders and permitting agencies to design and construct a stormwater treatment system that maximizes treatment of highway runoff while dealing with site constraints (slopes, proximity to Lake). NTCD will facilitate meetings and plan review with a Technical Advisory Committee (TAC) to help guide and shape the project. The TAC is likely to include representatives from the following organizations: NDEP, NDSL, TRPA, NDOT, Pittman Terrace Homeowners, NTCD and Douglas County.

Consistent with the Lake Tahoe TMDL, the goal of the project is to reduce urban stormwater runoff and fine sediment pollutant loading to Lake Tahoe. Pollutant load reductions and garner Lake Clarity Credits for NDOT and possibly Douglas County by installing slope and channel stabilization and stormwater treatment infrastructure in the NDOT Right-of-Way and Pittman Terrace community. The project will result in slope and channel stabilization and stormwater treatment infrastructure to treat stormwater runoff from NDOT HWY 50 and Pittman Terrace roads. PLRM v1.1 Baseline modeling indicates the NDOT HWY 50 catchment is a high priority catchment due to its being a high pollutant loading and directly connected catchment. PLRM v1.1 Baseline modeling suggests 30 possible credits for NDOT and 1 credit for Douglas County if the proposed project is implemented and registered in Credit Accounting Platform (CAP).

The objectives are:

1. Stabilize the slopes and channels along Pittman Terrace roads to prevent treated stormwater from eroding downstream areas, collecting additional pollutants and transporting pollutants from unstable conveyance ditches to Lake Tahoe.
2. Enhance infiltration in conveyance features, construct infiltration features, and retrofit existing infrastructure to treat a portion of the stormwater runoff.
3. Partner with the Pittman Terrace Homeowners to install stormwater treatment infrastructure in conjunction with their planned road repaving project.

4. Through PLRM modeling and catchment registration, garner Lake Clarity Credits for NDOT and possibly for Douglas County.

3. Tasks

1. **Project Management and Grant Administration** – Project management, reporting, invoicing,
 - a. NTCD will provide technical and administrative services needed for grant contract completion; monitor, supervise, and review all work performed; and, coordinate budgeting and scheduling to assure that the grant contract is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations. NTCD will submit monthly invoice reports with work summary and backup documentation; quarterly progress reports; and, final project report. NTCD will coordinate with funders and partners; monitor, supervise and coordinate project budgeting and scheduling to ensure project is completed within budget and on schedule. NTCD will promptly notify the NDEP of events or proposed changes that could affect the scope, budget, or schedule of tasks performed under this work plan.
Deliverables: Monthly invoice report, Quarterly Progress Reports, Final Project Report.
2. **Work Plan and Coordination** – TAC Meetings and Outreach
 - a. Develop work plan with TAC input for 2017 construction of project. Schedule 3 TAC meetings at the conceptual design/kickoff, 50% design and 90% design. Produce agendas and minutes in support of TAC meetings. Public outreach will be performed in the form of TRPA notifications to homeowners within 300’ of a planned BMP installation and outreach to nearby properties to request irrigation assistance.
Deliverables: Work plan with schedule; TAC meeting agendas and minutes.
3. **Pollutant Load Reduction Modeling** – PLRM and Catchment Registration
Model potential treatment locations to estimate pollutant load reduction. Model completed project and complete catchment registration to obtain Lake Clarity Credits for NDOT.
Deliverables: PLRM outputs with estimated pollutant load reductions; Registered catchment and Lake Clarity Credits for NDOT.
4. **Engineering and Design**
 - a. **Stormwater Treatment Selection**
Coordinate with TAC, funders, partners, jurisdictions and utilities to identify potential treatment locations based on topography, utilities and existing/planned infrastructure, hydrology, and adjacent private lands. Identify stormwater treatment methods and technologies for those locations based on treatment effectiveness, costs, maintenance requirements and additional criteria as determined by TAC.
Deliverables: Stormwater treatment locations and methods selected for design in light of ranking criteria.
 - b. **Base Map Creation**
Utilize Tahoe Basin-wide LiDAR for development of base map in CAD. Obtain utility location maps. Determine if supplemental on-site survey and/or potholing is needed in the selected treatment locations. NDOT may offer assistance if additional ground survey and/or potholing information is needed. Construction survey to install staking will be required to construct project.
Deliverables: Base map for use in design.

- c. **Design Plans & Estimates**
Generate Conceptual, 50%, 90% and 100% design plans with input from NDOT and the TAC. Develop Engineer's estimates at each design stage to determine costs of selected slope stabilization, revegetation, conveyance and stormwater treatment infrastructure.
Deliverables: Conceptual, 50%, 90% and 100% Design Plans and Engineer's estimates.
- d. **Design Report**
Develop draft and final design report which describes all the data, calculation, and other factors used to shape the design. Comments from the draft design report and other changes to the design will be reflected in the final design report.
Deliverables: Draft and Final Design Report
- e. **Bid Documents—Specifications, Bid Schedule and Solicitation Documents**
Develop Special Technical Specifications, Bid Schedule and Solicitation Documents for bidding the project on behalf of NDOT. NDOT will assist in development and review of the documents. The specifications will be developed coincident with the design report and final design plans.
Deliverables: Special Technical Specifications, Bid Schedule and Solicitation Documents.

5. Permitting

In partnership with NDOT and the Pittman Terrace Homeowners, apply for and obtain necessary permits for the project including TRPA EIP permit, NDOT encroachment permit and Douglas County site improvement permit. Work with NDOT and necessary agencies to secure any necessary special use permits or encroachments permits for stormwater treatment outside of the NDOT Right-of-Way.

Deliverables: Necessary permits to construct the project. Any necessary encroachment/special use permits for NDOT to maintain assets.

6. Bid Project

- a. **Bid Project**
Advertise to invite qualified contractors to bid on the project. Because the construction budget is expected to exceed \$250,000 the project must be advertised for open bid.
Deliverables: Invitation to bid advertised in local paper, distributed at local builders exchanges (Nevada Blue and Sierra Contractor's Source) and e-mailed to qualified contractors on file with NTCB.
- b. **Bid Support**
Provide bid support to technical and process questions from potential bidders including issuing any necessary addendums and clarifications.
Deliverables: Addendums and clarifications as necessary.
- c. **Award**
Open bids at specified time and place and award construction contract to the lowest qualified, responsive bidder
- d. **Deliverables:** NTCB Board signed construction award.

7. Construction

- a. **Construction Staking**
NDOT may be able to provide in-kind survey assistance for construction staking depending on survey crew workload. If NDOT is unable to survey a Consultant will be

hired to provide services.

Deliverables: Staking in support of Construction.

b. **Construction Oversight**

Provide engineering oversight in partnership with NDOT for the construction of the project.

Deliverables: Successfully constructed project per design plans and specifications.

c. **Material Testing**

Subcontract with qualified material testing firm to provide testing to ensure project construction per specifications.

Deliverables: Material Testing Reports as necessary to ensure confirmation to specifications.

d. **Revegetation and Irrigation**

Coordinate with Pittman Terrace Homeowners to obtain temporary irrigation water access. Install seed, mulch, erosion control blanket, and temporary irrigation system for revegetation of disturbed areas of project. Areas will be irrigated for 1 season following construction completion to achieve 65% vegetation cover.

Deliverables: Signed right of entries to allow irrigation access. 65% vegetation cover for seeded areas in the project area. Operational temporary irrigation system.

e. **As-built Plans**

Generate as-built plans in light of change orders and field fitting.

Deliverables: Engineer stamped as-built plans.

8. Maintenance

In partnership with the Pittman Terrace Homeowners, maintain the revegetation and irrigation for one year following construction completion. NTCD will reimburse homeowners (if necessary) for supplied irrigation water in support of the project. NTCD will perform BMP RAM on key and essential stormwater treatment features following construction, after which NDOT will perform BMP RAM and maintain the stormwater treatment infrastructure installed as part of this project.

Deliverables: 65% vegetation cover for seeded areas in the BMP, no invasive weed establishment. BMP RAM baseline scores following construction.

C. SCHEDULE OF TASKS AND DELIVERABLES

Tasks	
Project Scoping & Kickoff	January 2016
Easement Investigation	January 2016 – May 2016
PLRM Baseline, Field Verification & Alternatives Analysis	March 2016 – December 2016
Design	May 2016 – December 2016
<i>Utility Investigation</i>	February 2016 – June 2016
<i>Surveying & Mapping</i>	April 2016 – May 2016
<i>Geotechnical Work</i>	May 2016 – June 2016
<i>Regulatory Compliance & Permitting</i>	June 2016 – May 2017
Design	July 2016 – December 2016
<i>Estimate, 100% Design Plans & Specifications</i>	December 2016 – February 2017
<i>Advertise and Bid</i>	February 2017 – April 2017
Construction	June 2017 – October 2017
BMP RAM	October 2017

D. BUDGET

Category	Total Hours	Rate	Pittman Terrace WQIP			Total Cash Budget	In-Kind Contribution
			NDSL	NDOT	NDEP 319		
Professional Engineer	307	up to \$63.02	\$4,527.90	\$7,345.26	\$3,572.01	\$15,445.17	
Professional Engineer	317	up to \$50.31	\$3,061.52	\$6,726.72	\$3,880.80	\$13,669.04	
Environmental Scientist IV	112	up to \$59.28	\$1,482.00	\$3,675.36	\$1,482.00	\$6,639.36	
Environmental Scientist III	295	up to \$47.51	\$3,753.60	\$6,334.20	\$3,753.60	\$13,841.40	
Environmental Scientist III	230	up to \$47.51	\$2,455.75	\$5,358.00	\$2,455.75	\$10,269.50	
Wages (salary and fringe)			\$15,280.77	\$29,439.54	\$15,144.16	\$69,864.47	
Personnel Costs		17.96%	\$2,744.43	\$5,287.34	\$2,719.89	\$10,751.66	
Travel (vehicle mileage)		Approved State Rate \$0.575		\$500.00	\$700.00	\$1,200.00	
Equipment						\$0.00	
Supplies and recurring costs				\$2,200.00	\$2,000.00	\$4,200.00	
Sub-total			\$18,025.20	\$37,426.88	\$20,564.05	\$76,016.13	\$26,000.00
Overhead & Administration		37.85%	\$6,822.54	\$14,166.06	\$7,783.50	\$28,772.12	
Supplies			\$750.00			\$750.00	
Permits			\$600.00			\$600.00	
Contracts (Survey, Material Testing)			\$2,000.00	\$2,000.00	\$500.00	\$4,500.00	
Construction (including materials)			\$98,902.28	\$187,945.29	\$98,152.45	\$365,000.00	
TOTAL			\$127,000.00	\$241,538.25	\$127,000.00	\$495,538.25	\$25,000.00

