



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

BOARD MEETING AGENDA

April 11, 2017

9:00 AM
(estimated duration 1 hour)

The Tahoe Regional Planning Agency (TRPA)
Washoe/Fremont Room
128 Market Street
Stateline, 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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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.

- | | <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. | |
| 7. Discussion/Possible Action (Business) | |
| a. For Possible Action: Approval of the Board of Supervisors meeting minutes for February 16, 2017. | 1 - 4 |

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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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> |
|---|----------------|
| 8. For Possible Action: Approval of the NTCD financial reports for February 2017. As of 2/28/17, the District's Fund balance was \$103,287. This represents the District's available spendable resources, or assets less liabilities. February had a surplus of \$1,901. February was a quiet month financially, no unusual expenses or revenues. Year-to-date the District has a surplus of \$2,647. Cash remains healthy, but did decline some during February and March. And FY2017 is still projected to end near the annual goal of break-even. | 5 - 12 |
| 9. For Possible Action: Approval of Contractor and agreement for Zephyr Cove Water Quality Improvement project, Phase 2. | |
| 10. For Possible Action: Approval of annual review and possible merit increase for District Manager Kelly. | 13 - 15 |
| 11. For Possible Action: Staff report. | |
| 12. Supervisor's Comments | |
| 13. Public Interest Comments | |
| 14. For Possible Action : Motion to Adjourn | |

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

NTCD Board Minutes
February 16, 2017
The Douglas County Library
233 Warrior Way, Zephyr Cove, NV
10:00 AM start time

Present:

Supervisor G. Smith
Supervisor Cook
Supervisor Martin
Supervisor Nelson
Supervisor Sarnoff
Supervisor Perlman-Whyman (via telephone)
Supervisor McCarthy (via telephone)
Supervisor D. Smith (via telephone)

Staff/Others

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

Absent: None

1. Call to Order by Chair Smith.
2. Oath of Office for newly elected and appointed Supervisors. Supervisor D. Smith and Supervisor McCarthy were sworn in by Chair Smith.
3. Supervisor Roll Call: see above
4. Pledge of Allegiance
5. Approval of the Agenda: Supervisor Sarnoff moved to approve the Agenda, seconded by Supervisor McCarthy, motion carried unanimously.
6. Public Interest Comments: There was a short discussion regarding Lake Tahoe's increased water level.

CONSENT CALENDAR

Supervisor Martin moved to approve the Consent Calendar with items 7a, 7b and 7d pulled for further discussion, seconded by Supervisor Nelson, 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. Moved to the Administrative calendar.

8. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for January 19, 2017.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 7a) For Possible Action: Natural Resources Conservation Service (NRCS) report. L. Coe of NRCS stated, due to floods and mud slides he could not attend the meeting in person.

Item 7b) For Possible Action: National Association of Conservation Districts (NACD) report. Supervisor Perlman-Whyman attended the national meeting in Denver at the end of January. There was a discussion regarding the aquatic invasive weeds issue at the Tahoe Keys. Supervisor Perlman-Whyman is the President of the President's Association for NACD. She encourages everyone to attend next year's annual meeting in Nashville.

Item 7d) For Possible Action: Nevada Association of Conservation Districts (NvACD) report. Supervisor Perlman-Whyman reported NvACD's annual meeting is in Virginia City next year.

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

9. For Possible Action: Approval of the NTCB financial reports for January 2017. As of 1/31/17, the District's Fund balance was \$98,151. This represents the District's available spendable resources, or assets less liabilities. January had a deficit of \$9,984. During January, the District had the following expenses: POOL/PACT workers' compensation \$2,704 (quarterly); QuickBooks payroll subscription \$565 (annual); GIS license \$520 (annual); uncollectible A/R write-off totally \$720; and above average unbillable time (vacations, two holidays, and grant writing) valued at \$7,000. Year-to-date the District has a deficit of \$2,489. Cash is healthy. And FY2017 is still projected to end close to the annual goal of break-even. Administrator Thorpe reported January's deficit of nearly \$10,000 was mainly caused by general fund activities by the District Manager. These activities were very important for obtaining possible new funding, but the deficit highlights the importance of limiting (when possible) the District Manager's general fund activities. The deficit also highlights the importance of reinstating general fund assistance from Washoe County. Supervisor Perlman-Whyman stated NACD might have urban issues funding for the District. Supervisor Martin moved to approve the financials, seconded by Supervisor Sarnoff, motion carried unanimously.
10. For Possible Action: Approval of agreement with Nevada Division of Environmental Protection (NDEP) for the Incline Village Green Infrastructure project, \$150k. District Manager Kelly briefly described the project. Supervisor D. Smith stated Washoe County is happy to support this project. Supervisor Martin moved to approve the agreement, seconded by Supervisor Perlman-Whyman, motion carried unanimously.
11. For Possible Action: Approval of agreement with Nevada Division of State Lands (NDSL) for the Incline Village Green Infrastructure project, \$157,500. Supervisor Nelson moved to approve the agreement, seconded by Supervisor Cook, motion carried unanimously.
12. For Possible Action: Approval of joint Board meeting with the Tahoe Resource Conservation District (TRCD) April 11, 2017, in lieu of the District's regular Board meeting scheduled for April 20, 2017. TRPA is a possible location. Supervisor Perlman-Whyman recommended inviting State Conservationists Ray Dotson and Carlos Suarez. The Lake Tahoe West project would be a good topic for the meeting. Supervisor Sarnoff moved to approve the joint meeting on April 11 at 10am, seconded by Supervisor Cook, motion carried unanimously.

13. For Possible Action: Staff report. Per NvACD's recommendation, District Manager Kelly sent a letter (listing the District's accomplishments) to local government representatives. The District recently applied to California Tahoe Conservancy (CTC) to get on their approved list. Supervisor McCarthy has been pushing CTC to do work with the District. District Manager Kelly gave a presentation that will be presented to the Washoe County Commissioners February 28. After the presentation, some recommendations were discussed. The goal of the presentation is to get assistance reinstated from the County. The assistance helps with general fund activities like writing grants, and is very important to the District.

14. Supervisor Comments: On the Lake Tahoe West project, Supervisor McCarthy listed NTC D Supervisor as an affiliation. Supervisor Perlman-Whyman is traveling to Washington, D.C. March 20 – 21 to conduct national business. Please contact her if there are any concerns or issues you want addressed to our representatives in D.C. Supervisors Sarnoff and Cook thanked District Manager Kelly for the excellent California Tahoe Conservancy (CTC) application and Washoe County presentation. Supervisor Martin recommended sending the NvACD letter (listing the District's accomplishments) to Lisa Krasner.

15. Public Interest Comments: District Manager Kelly reported Douglas County needs to clear the sidewalk along HWY 50 between Lakeside Casino and Edgewood; she has seen people walking on the highway at this location and it is a dangerous situation. Supervisor Perlman-Whyman reported Mill Creek in Incline Village has eroded the beach. Helping homeowners with restoring beaches might be possible work for the District this summer.

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

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year = variance Favorable (Unfavorable)	67%
		NV TAHOE CONSERVATION DIST.	February 2017	YTD July 2016-June 2017	Budget		% of Budget
INCOME	General Fund						
	Community Grants-Income						
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County			25,000.00	25,000.00	0.00	100%
	NV Division of Conser. District			4,000.00	4,000.00	0.00	100%
	Washoe County Community Grant					0.00	0%
	Total Community Grants-Income		0.00	29,000.00	32,000.00	(3,000.00)	91%
	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			(719.12)		(719.12)	
	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)		12,869.37	87,920.43	140,500.00	(52,579.57)	0.63
	TOTAL INCOME		12,869.37	116,201.31	172,500.00	(56,298.69)	0.67
	EXPENSES						
	Advertising-Expense			356.65		(356.65)	1.00
	Building Expense						
	Building Repairs/Maint-Expense		90.00	815.00	1,680.00	865.00	0.49
	Total Building Expense		90.00	815.00	1,680.00	865.00	
	Conference & Training-Expense						
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees			161.50		(161.50)	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other					0.00	0.00
	Total Conference & Training-Expense		0.00	161.50	2,000.00	1,838.50	0.08
	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			116.00		(116.00)	1.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
	Total Dues and Subscriptions-Expense		0.00	916.00	1,000.00	84.00	0.92
	Equipment-Expense					0.00	
	Cell Phones						
	Computer Hardware & Software			1,802.77	6,610.00	4,807.23	
	Computer Maintenance & Repair				500.00	500.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	3,134.88	5,000.00	1,865.12	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
	Total Equipment-Expense		391.86	4,937.65	12,110.00	7,172.35	0.41

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year = variance Favorable (Unfavorable)	67%
	NV TAHOE CONSERVATION DIST.	February 2017	YTD July 2016-June 2017	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					0.00	
	E&O/Prop/ Liability Insurance		4,995.37	5,000.00	4.63	1.00
Total Insurance-Expense		0.00	4,995.37	5,000.00	4.63	1.00
Meetings Expense						
		15.77	359.81	500.00	140.19	0.72
Miscellaneous Expense						
Other Expenses				0.00		
Professional Fees-Expense						
	Audit		10,000.00	12,500.00	2,500.00	
	Bank fees	17.85	209.25	600.00		
	Computer/Software Maintenance		565.00			
	Professional Fees-Expense - Other	23.50	137.25	300.00	162.75	
Total Professional Fees-Expense		41.35	10,911.50	13,400.00	2,488.50	0.81
Rents and Leases						
	Office Space Lease	1,250.00	10,000.00	15,000.00	5,000.00	0.67
	Storage Rents					
	Rents and Leases-Other				0.00	0.00
Total Rents and Leases		1,250.00	10,000.00	15,000.00	5,000.00	0.67
Service Charges					0.00	0.00
Supplies-Expense						
	Office Supplies	267.35	1,105.98	2,000.00		
	Photocopies					
	Postage and Delivery	86.25	406.19	1,200.00		
	Publication/Printing		110.86			
	Supplies-Expense - Other		77.60	500.00	422.40	
Total Supplies-Expense		353.60	1,700.63	3,700.00	1,999.37	0.46
Telecommunications						
	Cell Phone				0.00	
	Internet Fees		30.00	150.00	120.00	
	Long Distance				0.00	
	Phone Services	262.20	3,469.83	5,000.00	1,530.17	
	Telephone-Expense - Other				0.00	
Total Telecommunications-Expense		262.20	3,499.83	5,150.00	1,650.17	0.68
Vehicles-Expense					0.00	
	District Vehicle Use		(1,072.36)	(2,500.00)		
	Fuel-Expense		400.59	2,000.00	1,599.41	
	License & Maintenance		773.74	1,500.00	726.26	
	Mileage Reimbursement Expense	36.38	306.92	100.00		
	Vehicle Fuel Reimbursement Expense					
	Vehicle					
Total Vehicles-Expense		36.38	408.89	1,100.00	691.11	0.37
Wages						
	Payroll Clearing Account	(830.27)	165.04			
	Professional Engineer (MG)	2,564.36	11,444.14			
	Professional Engineer (MK)	3,442.13	26,016.57			

INCOME AND EXPENSE REPORT		GENERAL FUND	GENERAL FUND		Percent of year =	67%
NV TAHOE CONSERVATION DIST.		February 2017	YTD July 2016-June 2017	Budget	variance Favorable (Unfavorable)	% of Budget
	Wages-Administrator	5,568.51	45,682.81			
	Wages-ES III (DF)	1,049.27	12,090.22			
	Wages-Staff Engineer	489.96	825.45			
	Wages-ES III (MP)		8,596.75			
	Wages - Other	0.35	(0.95)			
	Uncompensated Absence-Reimb Exp	(3,882.48)	(31,447.54)			
	Total Wages	8,401.83	73,372.49	110,000.00	36,627.51	0.67
	Wages-Overhead/Fringe				0.00	
	Long Term Disability	124.96	1,119.12	1,860.00		
	Total Wages-Overhead/Fringe	124.96	1,119.12		740.88	
	Total Wages/Ovrhead	8,526.79	74,491.61	110,000.00	37,368.39	0.67
	Revolving Account					
	TOTAL EXPENSES (No Indirect included)	10,967.95	113,554.44	172,500.00	58,945.66	0.66
	NET REVENUE OVER/(UNDER) EXPENSES	1,901.42	2,646.87			
	Fund Balance	\$ 103,287				

Nevada Tahoe Conservation District
Balance Sheet
 As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	12,875.95
Total Checking/Savings	12,925.95
Accounts Receivable	
Accounts Receivable	163,241.02
Total Accounts Receivable	163,241.02
Total Current Assets	176,166.97
Other Assets	
Prepaid expenses	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	177,416.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	49,938.52
Total Accounts Payable	49,938.52
Other Current Liabilities	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income-Tahoe Foundatio	0.67
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	20,710.56
Payroll Liabilities	
457 Payable	276.10
NV Unemployment Bond Factors Pa	352.68
NV Unemployment Payable	1,209.24
Total Payroll Liabilities	1,838.02
Total Other Current Liabilities	24,190.81
Total Current Liabilities	74,129.33
Total Liabilities	74,129.33
Equity	
Opening Balance	11,724.59
Prior Earnings	88,916.18
Net Income	2,646.87
Total Equity	103,287.64
TOTAL LIABILITIES & EQUITY	177,416.97

3:40 PM

03/14/17

Nevada Tahoe Conservation District
A/R Aging Summary
 As of February 28, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Cal Trans Task #3	61.75	206.60	228.54	70.14	2,307.10	2,874.13
Cal Trans Task Order #5	82.33	112.83	70.00	0.00	53.72	318.88
NDEP Pittman Terrace	4,786.77	2,165.58	8,963.07	0.00	0.00	15,915.42
NDEP Program Reg	5,677.84	0.00	0.00	0.00	0.00	5,677.84
NDEP ZC	3,796.44	1,926.08	0.00	555.62	0.00	6,278.14
NDOT BCX	8,639.25	9,224.58	12,570.77	10,179.33	0.00	40,613.93
NDOT Green Streets	0.00	0.00	685.61	271.99	0.00	957.60
NDOT LCCP Reg & Imp	0.00	6,081.11	3,172.51	0.00	0.00	9,253.62
NDOT RoadRAM 3	9,408.37	13,373.76	9,195.99	458.12	22.68	32,458.92
NDOT ZC	4,046.11	1,968.09	1,526.97	2,068.78	0.00	9,609.95
NDSL Green St Infrastructure	1,886.14	0.00	0.00	0.00	0.00	1,886.14
NDSL HIWAY RAM	3,974.59	5,269.25	0.00	0.00	0.00	9,243.84
NRCS	3,145.53	2,697.37	0.00	0.00	0.00	5,842.90
TRCD SNPLMA Monitoring	1,510.56	626.60	1,282.48	141.01	916.69	4,477.34
USBOR RWC Continuation	7,914.80	0.00	0.00	0.00	0.00	7,914.80
USFS BCX	7,053.49	2,836.08	0.00	0.00	0.00	9,889.57
USFS ZC GID	0.00	0.00	0.00	0.00	28.00	28.00
TOTAL	61,983.97	46,487.93	37,695.94	13,744.99	3,328.19	163,241.02

Nevada Tahoe Conservation District
A/R Aging Summary
As of March 30, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Cal Trans Task #3	0.00	61.75	206.60	0.00	0.00	268.35
Cal Trans Task Order #5	0.00	82.33	112.83	70.00	53.72	318.88
NDEP Pittman Terrace	0.00	4,786.77	0.00	0.00	0.00	4,786.77
NDEP Program Reg	0.00	5,677.84	0.00	0.00	0.00	5,677.84
NDEP ZC	0.00	3,796.44	0.00	0.00	0.00	3,796.44
NDOT BCX	0.00	21,561.56	9,224.58	12,570.77	10,179.33	53,536.24
NDOT RoadRAM 3	0.00	8,706.26	13,373.76	9,195.99	480.80	31,756.81
NDOT ZC	0.00	4,046.11	0.00	0.00	0.00	4,046.11
NDSL Green St Infrastructure	0.00	1,886.14	0.00	0.00	0.00	1,886.14
NDSL HIWAY RAM	0.00	4,675.94	0.00	0.00	0.00	4,675.94
TRCD SNPLMA Monitoring	0.00	1,510.56	626.60	1,282.48	1,057.70	4,477.34
USFS ZC GID	0.00	0.00	0.00	0.00	28.00	28.00
TOTAL	0.00	56,791.70	23,544.37	23,119.24	11,799.55	115,254.86

3:39 PM

03/14/17

Nevada Tahoe Conservation District
A/P Aging Summary
As of February 28, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
2nd Nature	11,917.00	18,024.00	0.00	13,791.25	0.00	43,732.25
Chris Waechter	0.00	13.38	0.00	0.00	0.00	13.38
Desert Research Institute	5,024.16	0.00	0.00	0.00	0.00	5,024.16
Fellers, Dominique	75.97	32.10	0.00	0.00	0.00	108.07
Frontier	120.09	142.11	0.00	0.00	0.00	262.20
Konica Minolta Business Solutions	391.86	0.00	0.00	0.00	0.00	391.86
Meghan Kelly	0.00	36.38	0.00	0.00	0.00	36.38
Wells Fargo Business Card Kelly	69.43	0.00	0.00	0.00	0.00	69.43
Wells Fargo Business Card Thorpe	301.86	0.00	0.00	0.00	0.00	301.86
Western Nevada Supply	0.00	0.00	0.00	0.00	-1.07	-1.07
TOTAL	<u>17,900.37</u>	<u>18,247.97</u>	<u>0.00</u>	<u>13,791.25</u>	<u>-1.07</u>	<u>49,938.52</u>

1:01 PM
03/30/17

Nevada Tahoe Conservation District
A/P Aging Summary
As of March 30, 2017

	<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	11,917.00	12,754.75	0.00	8,861.75	33,533.50
Chris Waechter	0.00	23.54	0.00	0.00	0.00	23.54
Frontier	0.00	0.00	142.11	0.00	0.00	142.11
Kingsbury GID	0.00	12,922.31	0.00	0.00	0.00	12,922.31
Sierra Nevada Media	0.00	120.22	0.00	0.00	0.00	120.22
Staples	0.00	135.95	0.00	0.00	0.00	135.95
Thorpe, Mark	0.00	10.70	0.00	0.00	0.00	10.70
Western Nevada Supply	0.00	0.00	0.00	0.00	-1.07	-1.07
TOTAL	0.00	25,129.72	12,896.86	0.00	8,860.68	46,887.26

NEVADA TAHOE CONSERVATION DISTRICT PERFORMANCE EVALUATION

EMPLOYEE: Meghan Kelly

POSITION: District Manager

DATE: April 11, 2017 (effective April 16, 2017)

Below are several questions relating to the work performance of the above named employee of the Nevada Tahoe Conservation District. Please answer each of the following questions regarding work performance and provide any additional commentary in the space provided. If one of the following categories does not apply to the employee's position, please mark N/A in the comments field and do not rate the employee in that area.

1. Quality of work

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

2. Job knowledge/skills

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

3. Management/Supervision

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

4. Organization and planning

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

5. Judgment and decision making

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

6. Dependability and reliability

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

7. Initiative

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

8. Communication with staff and partners

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

9. Overall effectiveness as the District Manager

Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Exceeds Expectation

Comments:

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

The method for determining what % of merit an employee will receive is as follows:

After filling out the evaluation, attach the appropriate number (listed below) to each question answered:

Unsatisfactory Result = 1
Needs Improvement= 2
Satisfactory=3
Above Satisfactory=4
Exceeds Expectation=5

Add up the total points from all answered questions and divide by the number of questions answered (some questions may be N/A). This will result in a number (which is an average) which will be rounded up or down (.01-.49=down and .50-.99=up) to obtain a whole number value.

Then take this whole number and match it up to the appropriate merit increase percentage (chart below).

Whole #	Title	Merit Increase
1	Unsatisfactory Result	0%
2	Needs Improvement	1%
3	Satisfactory	2%
4	Above Satisfactory	4%
5	Exceeds Expectation	6%

Example:

Total Points = 29

Number of Questions Answered = 8

Average = 3.625

Rounded Whole # = 4

Merit Increase = 4%

[insert name] Rate Calculation:

Total Points = 38

Number of Questions Answered = 9

Average = 4.22

Rounded Whole # = 4

Merit Increase = 4%

