



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

BOARD MEETING AGENDA

April 21, 2016

**10:00 AM
(estimated duration 2 hours)**

**The Douglas County Library
Conference Room
233 Warrior Way
Zephyr Cove, 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 Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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 March 17, 2016. | 1 - 3 |
| b. For Possible Action: Approval of FY2017 Proposed Budget and FY2017 Annual Workplan for submittal to the Department of Conservation and Natural Resources Conservation District Program. | 4 - 12 |
| c. For Possible Action: Approval of QA/QC policy. | 13 - 15 |

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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.

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|---|---------------|
| 8. For Possible Action: Approval of the NTCD financial reports for March 2016. As of 3/31/16, the District's Fund balance was \$102,157. This represents the District's available spendable resources, or assets less liabilities. March had a deficit of \$8,030. March's deficit was caused by higher than average unbillable time (two employees were on vacation); and a vehicle expense of \$878 (new tires and brakes). Year to date the District has a deficit of \$27,395. Fortunately, cash is still not an issue. Some needed financial changes started in April: office rent reduced by \$950/month, and District Manager Brand resigned April 7. | 16 - 23 |
| 9. For Possible Action: Staff Report/Projects update. Approval of adding District Manager to Senior Professional Engineer Kelly's duties. Since District Manager Brand's resignation April 7, Senior Professional Engineer Kelly has been the Acting District Manager. | |
| 10. For Possible Action: Approval of Contractor, and agreement, for the Cave Rock Stormwater System Retrofit, Phase 2 project: \$40,820. | 24 - 25 |
| 11. Supervisor's Comments | |
| 12. Public Interest Comments | |
| 13. For Possible Action : Motion to Adjourn | |

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

NTCD Board Minutes
March 17, 2016
The Parasol
948 Incline Way, Incline Village, NV
10:00 AM start time

Present:

Supervisor G. Smith
Supervisor McCarthy
Supervisor Cook
Supervisor Sarnoff
Supervisor Martin
Supervisor Penzel
Alternate Supervisor D. Smith (via telephone)

Staff/Others

J. Brand, District Manager
M. Thorpe, Administrator

Absent: Supervisor Perlman-Whyman

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Pledge of Allegiance
4. Approval of the Agenda: Supervisor McCarthy moved to approve the Agenda (with the Consent calendar moved to after item #11), seconded by Supervisor Cook, motion carried unanimously.
5. Public Interest Comments: Supervisor Cook reported the NvACD recently announced there is \$260,000,000 possible available funding for conservation districts.

Note: Items 8 through 11 were discussed at this time.

CONSENT CALENDAR

Supervisor Cook moved to approve the Consent Calendar, seconded by Supervisor Penzel, motion carried unanimously.

6. Agency Reports, Discussion/Possible Action
 - a. For Possible Action: Natural Resources Conservation Service (NRCS) report. No report provided.
 - b. For Possible Action: National Association of Conservation Districts (NACD) report. No report provided.
 - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
 - d. For Possible Action: Nevada Association of Conservation Districts (NvACD) report. No report provided.
7. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for February 18, 2016.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

No items were pulled.

8. For Possible Action: Approval of the NTCF financial reports for February 2016. As of 2/28/16, the District's Fund balance was \$110,187. This represents the District's available spendable resources, or assets less liabilities. February had a surplus of \$10,102. Some abnormal revenues and expenses for the month: the sale of the Tacoma truck, \$13,250; and a bad debt write off of \$960 (overbilling). Excluding these items, the month would have been a deficit of \$2,200. Year to date the District has a deficit of \$19,364. Fortunately, cash is still not an issue. Administrator Thorpe reported, unlike previous years, cash is still healthy because the previous two years ended with surpluses of \$10,000 per year. And the Indirect Cost Rate staying consistent year to year has made cash management easier. In the past, the Indirect Cost Rate had large swings year to year and caused large surpluses and deficits year to year, which caused cash to have large swings as well. If no changes are made to current expenses, cash is projected to be healthy until end of calendar year. Supervisor Sarnoff moved to approve the February 2016 financials, seconded by Supervisor Penzel, motion carried unanimously.

9. For Possible Action: Staff Report/Projects update. Discuss options for filling the District Manager and Administrator duties. District Manager Brand gave an update on the current projects. The future project outlook is still weak. District Manager Brand has an offer for a new position elsewhere; he has not accepted it yet but expects to accept it soon. Administrator Thorpe reported he currently has no job offers but is hopeful he will receive one soon. There was some discussion regarding options to fill the District Manager and Administrator duties: hiring part-time help, transferring some duties to other personnel, and/or a combination of both. The District needs more revenue/funding. Supervisor Penzel suggested the District contact the Douglas County Re-development agency for potential funding. It was suggested two or three Board members meet with Staff to discuss the District's current staffing issues, a fact finding session.
10. For Possible Action: Approval of letter to Washoe County and Douglas County requesting an increase of their annual budgeted assistance. Some recommendations: inform the counties of the current financial status of the District, this request is bridge funding while the District analyzes the parcel tax, do not mention the parcel tax and only ask for general fund assistance, focus on history and the value the District has brought to the counties, and talk with the County Managers before submitting the letters. Supervisor Sarnoff moved to approve the letters (\$25,000 request to Washoe County, in addition to their current legal assistance; and \$35,000 request to Douglas County, a \$25,000 increase from their current \$10,000 assistance), seconded by Supervisor Sarnoff, motion carried with Supervisors Penzel and D. Smith both abstaining.
11. For Possible Action: Approval of agreement with the Nevada Department of Transportation (NDOT) for the Lake Clarity Crediting Program Registration and Implementation Project. Total project is \$55,783 of which \$53,283 is for the District to complete and administer. District Manager Brand presented the project and reviewed the project budget. This work will start very soon. In-kind match work has already started. Most of the work will be completed by Environmental Scientist Fellers. Supervisor Cook moved to approve the agreement, seconded by Supervisor McCarthy, motion carried unanimously.
12. Supervisor Comments: Supervisor Sarnoff stated these are difficult times and is very discouraged by the possibility of losing two valuable employees.
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor Sarnoff moved to adjourn, seconded by Supervisor Cook, motion carried unanimously.

PROPOSED BUDGET

Nevada Tahoe Conservation District

ESTIMATE OF RECEIPTS

For the Fiscal Year Ending June 30, 2017

RECEIPT SOURCE	AMOUNT
State Funds	346000
County Funds	62000
City Funds	3000
Other Government Funds (specify) Federal	420682
Administrative Income (specify)	
Interest – CD, Savings and Checking	
Grants for projects (specify)	
Rental Income (equipment, etc.)	
Contributions	
Building/Property Rental Fees	
Other Sources of Income Private	22000
TOTAL INCOME	853682

(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)

Nevada Tahoe Conservation District

ESTIMATE OF EXPENDITURES

For the Fiscal Year Ending June 30, 2017

EXPENDITURE	AMOUNT
Employee Salary	321200
Fringe Benefit Expense	163508
Travel	0
Building Rent	15000
Telephone	4223
Insurance	4589
Postage	719
Copying Expense	0
Office Supplies	1375
Education & Information Expenses	200
Equipment Purchase (specify) Computers	4837
Equipment Expenses (maintenance, repair, operation)	14091
Dues – NvACD	600
Dues – NACD	200
Dues - Other	0
Mileage	0
Investments (specify)	
Internet	120
Bond and Insurance Expenses	
Project Costs: Subcontractor	306430
Licenses and Permits	1090
Other Expenses (specify) Professional Fees	13862
Depreciation Expense	1638
TOTAL EXPENSES	853682

(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)

Submit by June 1st to: State Conservation Districts Program

timrubald@dcnr.nv.gov

FAX: 775-684-2717



**NTCD ANNUAL WORKPLAN
FY 2017**

Prepared: April 14, 2016



INTRODUCTION

The Nevada Tahoe Conservation District (NTCD) is part of approximately 3,000 Conservation Districts functioning in all 50 States and U.S. Territories. Conservation Districts are sub-divisions of State government and are unique locally led conservation agencies with our roots dating back to the dust bowl era. Districts provide natural resource and conservation practices management and technical assistance to land occupiers (owners, renters, and producers) as well as work cooperatively with Federal, State, and Local governments in the delivery of conservation programs.

The Nevada Tahoe Conservation District is one of 28 Conservation Districts functioning under the auspices of Nevada Revised Statute, Chapter 548. The District is a Governmental Subdivision of the State of Nevada and a public body corporate created in 1976. The District encompasses all of the land in the Lake Tahoe Basin residing in the State of Nevada including portions of Douglas and Washoe Counties and the Carson City Rural Area. In addition, the District has a formal partnering relationship with our California counterpart, the Tahoe Resource Conservation District.

The Nevada Tahoe Conservation District (NTCD) is Nevada Lake Tahoe's local conservation agency and source for technical assistance. The District is a non-regulatory and grant funded agency that works closely with its Federal, State, and Local partners to deliver conservation programs to the Nevada Lake Tahoe Community. The District is guided by a Board of Supervisors made up of elected and appointed community leaders. The Board of Supervisors provides direction to the District's full time staff in carrying out the District's mission statement, vision, and guiding principals. As described in our mission statement, the District seeks to provide its constituents with superior technical assistance, educational resources, and conservation leadership with the goal of protecting Lake Tahoe's natural resources.

(cover photo - NTCD Project Engineer performing stormwater asset inventory work)

NTCD OPERATIONS AND ADMINISTRATION

1. Continue community, state and government awareness of NTCD and its programs by continually updating the NTCD Website and giving public presentations within the community.
2. Continuing review and update of comprehensive District policies and procedures adopted by NTCD Board of Supervisors.
3. Continue a training program with funding to support technical, professional, and human resource training for all District staff.
4. Continue to revise and adapt job descriptions for all current and future positions for the District.
5. Development of a comprehensive finance/funding plan for FY 2017 for review and approval by the NTCD Board of Supervisors.
6. Maintain an operational budget of 12 months and operational reserve one month or more in advance.
7. Update the records retention and rotate out files and information no longer viable.
8. Coordinate budget responsibilities between the District Manager to the Administrator.
9. Participate in the Lake Tahoe Federal Advisory Committee
10. Participate in the Lake Tahoe Forum
11. Coordinate the Annual Audit in compliance with State and Federal statutes.

PROJECT WORK FOCUS

NTCD is actively involved in many conservation programs and projects with our partners in the Lake Tahoe Basin. Several of our projects continue efforts that have been ongoing for many years, while, others are just beginning. The following information outlines the district project objectives for NTCD during the upcoming work year.

ENGINEERING PROJECTS

1. Provide technical oversight, design, permitting, and construction contracting of water quality and stream restoration projects funded by various grants.
2. Continue post-construction photo monitoring of Middle Rosewood Creek (Area A).



Photo: Rosewood Creek new channel and vegetation

3. Implement the upstream portion of the Burke Creek Crossing and Realignment Project.
4. Design and implement the Zephyr Cove Water Quality Improvement Project.
5. Design and permit the Pittman Terrace Erosion Control Project in collaboration with Douglas County and NDOT.
6. Assist NDOT with design and permitting of various stormwater outfalls and construct projects using design-build relationship with contractor.

SCIENCE AND CONSERVATION PROJECTS

1. House and continue development of a stormwater infrastructure inventory and performance tracking architecture in Nevada-Tahoe.
2. Work closely with the Regional Stormwater Monitoring Programs to establish a robust data inventory and collection/analysis protocol for stormwater quality in the Tahoe basin.
3. Continue to provide assistance to Washoe and Douglas Counties and NDOT to implement various aspects of the TMDL tracking program.
4. Continue development of the Stormwater Loading Reduction Program that assesses Fine Sediment Particle Loading at Key Stormwater outlets in the Nevada Tahoe Basin. This work will take 3 years to complete 3 phases which culminates in engineering cost estimates of projects to implement to meet the Nevada TMDL requirements.
5. Continue partnership with EPA to commence the Community Watershed Planning Project to provide watershed conservation and TMDL technical assistance to two selected areas. Focus topics including:
 - a. Stormwater Management
 - b. Public/private joint activities
 - c. Public outreach
 - d. BMP implementation
 - e. BMP Maintenance outreach and program development.
 - f. Other conservation elements including: Water Conservation, Noxious Weed Abatement, Defensible Space, Nutrient Management, etc.
6. Seek out and secure funding to continue invasive weed abatement efforts and outreach for the 2017 field season and beyond. Focus will be to assist private property owners.
7. Continue work on Tahoe Yellow Cress (TYC) outreach and conservation planning to assist lakefront homeowners with the conservation of habitat and protection of TYC populations. As funding allows.
8. Work on possible funding to allow NTCD to focus on forest health outreach for 2017-2018.
9. Work on possible funding to allow NTCD to focus on water conservation and vegetation selection outreach for 2017-2018.



MONITORING FOCUS

1. Develop proposals to answer Nevada TMDL quality questions and inform future EIP water quality/erosion control projects for Nevada implementers and funders. Submit to appropriate funders including NDEP, NDSL, BOR, and USFS.
2. Monitor the water quality associated with the Rosewood Creek Area A restoration.
3. Begin work with basin efforts to monitor sites throughout out the Lake Tahoe Basin. This is through an interlocal agreement with Tahoe Resource Conservation District (TRCD).
4. Assist local jurisdictions with Road RAM (Rapid Assessment Methodologies) in order to comply with regulations and requirements of their TMDL needs.

PUBLIC OUTREACH FOCUS

Public Outreach is extremely important to the District's ability to engage and inform our outreach stakeholder constituency in Nevada Lake Tahoe consisting of Regulators, Funders, Implementers, Property Owners, General Improvement Districts (GIDs) and Homeowner Associations (HOAs). All of our staff and programs are responsible for outreach, including the four main functions: Advocacy, Outreach, and Environmental Policy.

Funders and Partners

FEDERAL

USDA Natural Resources Conservation Service
USDA Forest Service
USDOI Bureau of Reclamation
US Army Corps of Engineers
US EPA

STATE

Nevada Division of Environmental Protection
Nevada Department of Transportation
Nevada Division of State Lands
Nevada Division of Conservation Districts
Nevada Division of Forestry
Nevada Association of Conservation Districts
Nevada Conservation Commission
University of Nevada, Cooperative Extension

Local

Tahoe Regional Planning Agency
Tahoe Resource Conservation District, California
Washoe County
Douglas County
Carson City
Placer County, California
Cave Rock Estates GID
Zephyr Cove GID
Skyland GID
Oliver Park GID
Logan Creek GID
Lakeridge GID
Incline Village GID
Kingsbury GID
Roundhill GID
Glenbrook Homeowners Association
Hidden Woods Homeowners Association

Private

National Fish and Wildlife Foundation
Nevada Tahoe Stateline Stormwater Association
National Forest Foundation
Tahoe Truckee Community Foundation



DRAFT Quality Assurance/ Quality Control Policy

Background

The Nevada Tahoe Conservation District seeks to produce projects and deliverables of the highest quality and therefore will institute a quality assurance and quality control (QA/QC) policy. Quality Control is a set of procedures intended to ensure that a product adheres to a defined set of quality criteria or meets a client's standards or expectations. Quality Assurance is a process for preventing mistakes or avoiding problems. An adequate QA/QC program helps improve transparency, consistency, comparability, completeness, communication, and confidence. This plan outlines QA/QC activities performed, the personnel responsible for these activities, and the schedule for completing these activities.

NTCD Personnel

NTCD completes multi-disciplinary projects with engineering, science, and project management facets. NTCD has multiple experts in each of these fields. Additionally, NTCD's projects typically have more than one staff member involved and therefore have project-specific expertise. For each of the outgoing products described below, the following personnel are deemed experts.

Fiscal and Budgetary Products: District Manager, Administrator, Project Manager of Applicable Project

Engineering Products: Board Certified Professional Engineers

Science and Monitoring Products: Environmental Scientist and District Manager

Types of Outgoing Products

NTCD produces the following types of products for public and client consumption. The appropriate level of QA/QC is noted for each product prior to sharing with any person outside of the office.

Contracts

All contracts must be reviewed by both the District Manager and Administrator prior to leaving the office in draft form and in final form.

Proposals

All proposals must be reviewed by the District Manager prior to submission.

Engineering Plans/Estimates/Specifications

All engineering plans, estimates, and specifications including conceptual level designs must be reviewed by the Senior Project Engineer. If the Senior Project Engineer is unavailable, the Project Engineer may review the engineering document and determine whether it needs additional review.

Memos/Reports

Memos and reports must be reviewed by the appropriate expert as described above for each of the fields it covers. Products may need review by both Engineering and Science staff if they contain both components.

Maps/Exhibits

Maps and exhibits must be reviewed by the appropriate expert as described above for each of the fields it covers. Products may need review by both Engineering and Science staff if they contain both components.

Letters

All letters should be reviewed by the appropriate personnel as described under NTCD personnel before mailing. Letters such as invoice cover letters, that have been reviewed before and are replicated each month, do not need to be re-reviewed before sending out.

Meeting Agendas

At a minimum, meeting agendas shall be reviewed by an NTCD staff member involved in the project before being sent out. If the agenda contains design and engineering items, it must also be reviewed by an NTCD Board Certified PE.

Meeting Minutes

Meeting minutes shall be reviewed by all NTCD staff members present at the meeting before being sent out. If no other staff members were present, minutes shall be reviewed by at least one NTCD staff member for clarity and grammar.

Emails

Emails vary from quick responses to more intricate matters like a formal response, engineering related questions, or budgetary issues. Some discretion from the employee sending the email is necessary to understand the level of QA/QC needed. The following types of emails should receive QA as described below:

Budgetary or Fiscal emails: Before sending, emails with a potential fiscal impact should be read by either the Project Manager, and either the District Manager or Administrator.

Engineering and design related questions: Before sending, emails that have engineering and design related questions shall be read first by an NTCD Board Certified PE.

Science related questions: Before sending, emails that have science related questions shall be reviewed by an NTCD expert in that field. If no one is deemed an expert, the person most familiar with the project shall be consulted.

Information Sharing

Each document goes through the following stages:

Internal draft: an internal draft can only be shared with NTCD personnel.

Draft: a draft may be shared with the project's design team which may include outside consultants, clients, and/or funders as long as the project author approves the sharing.

Final versions: Final versions are those documents that are approved to be sent to any outside party by the project author. Final versions may also be uploaded to the NTCD website if deemed appropriate by the project manager and project engineer, if applicable. The author is expected to have taken the appropriate QA/QC steps prior to sharing the document.

Scheduling

Schedules for completing each QA/QC activity shall be determined on a case by case basis.

Product developers and project managers shall schedule QA/QC reviewer time well before the due date of a product or deliverable.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	75%
		NV TAHOE CONSERVATION DIST.	March 2016	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			12,289.00		12,289.00	
	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)		11,275.78	114,623.19	190,000.00	(75,376.81)	0.60
	TOTAL INCOME		11,275.78	141,018.01	207,000.00	(65,981.99)	0.68
	EXPENSES						
	Advertising-Expense					0.00	0.00
	Building Expense						
	Building Repairs/Maint-Expense		90.00	1,530.00	2,340.00	810.00	0.65
	Total Building Expense		90.00	1,530.00	2,340.00	810.00	
	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		300.90	1,171.80	3,000.00	1,828.20	
	Computer Maintenance & Repair				500.00	500.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	3,526.74	5,000.00	1,473.26	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
	Total Equipment-Expense		692.76	4,698.54	8,500.00	3,801.46	0.55

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year = Variance Favorable (Unfavorable)	75%
		NV TAHOE CONSERVATION DIST.	March 2016	YTD July 2015-June 2016	Budget		% of Budget
		(See Excel Income Section)					
Indirect Cost							
	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							
			27.25	136.02	500.00	363.98	0.27
Miscellaneous Expense							
Other Expenses					0.00		
Professional Fees-Expense							
	Audit			12,500.00	12,500.00	0.00	
	Bank fees	49.70		253.59	600.00		
	Computer/Software Maintenance			519.00			
	Professional Fees-Expense - Other	21.00		200.55	300.00	99.45	
Total Professional Fees-Expense		70.70		13,473.14	13,400.00	(73.14)	1.01
Rents and Leases							
	Office Space Lease	2,200.00		19,800.00	26,400.00	6,600.00	0.75
	Storage Rents						
	Rents and Leases-Other					0.00	0.00
Total Rents and Leases		2,200.00		19,800.00	26,400.00	6,600.00	0.75
Service Charges						0.00	0.00
Supplies-Expense							
	Office Supplies	119.53		1,078.51	2,000.00		
	Photocopies						
	Postage and Delivery			693.27	1,200.00		
	Publication/Printing						
	Supplies-Expense - Other			144.84	500.00	355.16	
Total Supplies-Expense		119.53		1,916.62	3,700.00	1,783.38	0.52
Telecommunications							
	Cell Phone					0.00	
	Internet Fees			120.00	150.00	30.00	
	Long Distance					0.00	
	Phone Services	453.49		3,991.32	5,000.00	1,008.68	
	Telephone-Expense - Other					0.00	
Total Telecommunications-Expense		453.49		4,111.32	5,150.00	1,038.68	0.80
Vehicles-Expense						0.00	
	District Vehicle Use	(163.62)		(880.62)	(4,500.00)		
	Fuel-Expense	104.49		269.70	2,000.00	1,730.30	
	License & Maintenance	878.02		1,486.65	1,500.00	13.35	
	Mileage Reimbursement Expense				100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
Total Vehicles-Expense		818.89		675.73	(900.00)	(1,775.73)	(0.97)
Wages							
	Payroll Clearing Account	(971.08)		30.21			
	Professional Engineer (MG)	4,003.52		14,380.59			
	Professional Engineer (MK)	727.86		13,715.99			

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year = variance Favorable (Unfavorable)	75%
	NV TAHOE CONSERVATION DIST.	March 2016	YTD July 2016-June 2016	Budget	(Unfavorable)	% of Budget
	Wages-Senior PM	6,827.05	52,567.08			
	Wages-Administrator	5,889.12	51,165.28			
	Wages-District Manager					
	Wages-ES II (2)		806.95			
	Wages-ES III (DF)		8,161.95			
	Wages-ES III (MP)	3,269.48	17,385.16			
	Wages-ES III (KP)					
	Wages - Other	2.03	8.29			
	Uncompensated Absence-Reimb Exp	(5,102.43)	(44,642.26)			
	Total Wages	14,845.55	113,579.24	137,110.00	23,530.76	0.83
	Wages-Overhead/Fringe				0.00	
	Long Term Disability	188.42	1,658.23	2,300.00		
	Total Wages-Overhead/Fringe	188.42	1,658.23		641.77	
	Total Wages/Ovrhead	14,833.97	115,237.47	137,110.00	24,172.53	0.83
	Revolving Account					
	TOTAL EXPENSES (No Indirect included)	19,306.59	168,413.11	207,000.00	38,586.89	0.81
	NET REVENUE OVER/(UNDER) EXPENSES	(8,030.81)	(27,395.10)			
	Fund Balance	\$ 102,157				

Nevada Tahoe Conservation District
Balance Sheet
 As of March 31, 2016

	Mar 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	28,074.41
Total Checking/Savings	28,124.41
Accounts Receivable	
Accounts Receivable	134,017.05
Total Accounts Receivable	134,017.05
Total Current Assets	162,141.46
Other Assets	
Prepaid expenses	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	163,391.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	28,023.33
Total Accounts Payable	28,023.33
Other Current Liabilities	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income-Tahoe Foundatio	1,861.67
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	27,363.70
Payroll Liabilities	
CA withholding	339.76
Fed withholding	1,563.00
Medicare Company Payable	220.72
Medicare Employee Payable	220.72
Total Payroll Liabilities	2,344.20
Total Other Current Liabilities	33,211.13
Total Current Liabilities	61,234.46
Total Liabilities	61,234.46
Equity	
Opening Balance	11,724.59
Prior Earnings	117,273.84
Net Income	-26,841.43
Total Equity	102,157.00
TOTAL LIABILITIES & EQUITY	163,391.46

Nevada Tahoe Conservation District
A/R Aging Summary
As of March 31, 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	2,106.62	0.00	2,672.06	0.00	447.97	5,226.65
Cal Trans Task Order #5	1,844.61	0.00	2,186.79	0.00	33.50	4,064.90
Carson City SW	0.00	0.00	0.00	0.00	69.14	69.14
Cave Rock	89.37	0.00	0.00	0.00	181.09	270.46
Craig Robinson	0.00	0.00	553.67	0.00	0.00	553.67
Douglas Co - Cave Rock	0.00	0.00	0.00	0.00	95.82	95.82
Douglas Co TRPA BCX	2,144.86	0.00	10,343.31	0.00	0.00	12,488.17
NDEP Program Reg	7,518.28	0.00	0.00	0.00	0.00	7,518.28
NDOT BRC	0.00	0.00	934.26	0.00	0.00	934.26
NDOT LCCP Reg & Imp	0.00	0.00	0.00	0.00	1,269.39	1,269.39
NDOT RoadRAM 3	2,050.01	0.00	15,092.66	0.00	0.00	17,142.67
NDSL BCX	4,663.12	0.00	0.00	0.00	0.00	4,663.12
NDSL ZCGID	2,534.26	0.00	529.71	0.00	0.00	3,063.97
NV Dept of AG	0.00	0.00	30.01	0.00	308.18	338.19
TRCD SNPLMA Monitoring	1,482.01	0.00	1,063.24	0.00	0.00	2,545.25
Truckee River Fund	0.00	0.00	34.10	0.00	0.00	34.10
USBOR #10	9,027.86	0.00	0.00	0.00	0.00	9,027.86
USFS BCX	14,249.90	0.00	31,539.14	0.00	0.00	45,789.04
USFS Cave Rock	0.00	0.00	0.00	0.00	751.78	751.78
USFS ZC GID	2,492.65	0.00	633.80	0.00	0.00	3,126.45
Washoe Co LCCP Reg TRPA	0.00	0.00	14,665.54	0.00	0.00	14,665.54
Washoe Co Sweeper Sample	119.34	0.00	259.00	0.00	0.00	378.34
TOTAL	50,322.89	0.00	80,537.29	0.00	3,156.87	134,017.05

