



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

**BOARD MEETING AGENDA**

**May 21, 2015**

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

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

**Agenda Items**

**Page #**

- 1. Call to Order**
- 2. Oath of Office for newly elected and appointed Supervisors**
- 3. Supervisor Roll Call**
- 4. Pledge of Allegiance**
- 5. Approval of the Agenda:** This is the tentative schedule for the meeting. The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay the discussion relating to an item on the agenda at anytime.
- 6. Public Interest Comments (No Action)**
- 7. For Possible Action: Discussion of FY 2016 funding outlook and possible future funding.**

**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](mailto:mthorpe@ntcd.org); or phone 775-586-1610 #21 to obtain supporting material for the agenda. Supporting material may also be found at <http://ntcd.org/html/board.php>

## CONSENT CALENDAR

The consent calendar consists of items 8 and 9 below. Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Supervisor or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda or may be continued until another meeting.

Motion to approve the Consent Calendar.

- |  | <u>Page #</u> |
|--|---------------|
| <b>8. Agency Reports, Discussion/Possible Action</b>   |               |
| a. For Possible Action: NRCS report  |               |
| b. For Possible Action: NACD report.   |               |
| c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report.   |               |
| d. For Possible Action: NvACD report.  |               |
| e. For Possible Action: Staff report.  |               |
| <br>   |               |
| <b>9. Discussion/Possible Action (Business)</b>  |               |
| a. For Possible Action: Approval of the Board of Supervisors meeting minutes for March 19, 2015.   | 1 - 4         |
| b. For Possible Action: Approval of the Board of Supervisors meeting minutes for April 30, 2015.   | 5 - 6         |
| c. For Possible Action: Approval of the NTCD financial reports for March 2015. As of 3/31/15, the District's Fund balance was \$122,442. This represents the District's available spendable resources, or assets less liabilities. March had a deficit of \$2,795. March's deficit was due to: unbillable time was four weeks more than the average of 4.5 weeks. Year-to-date the District is financially positive at \$1,251.  | 7 - 12        |
| d. For Possible Action: Approval of the NTCD financial reports for April 2015. As of 4/30/15, the District's Fund balance was \$123,863. This represents the District's available spendable resources, or assets less liabilities. April had a surplus of \$941. April's small surplus was due to: unbillable time was slightly below the average of 4.5 weeks, and expenses and revenues were as projected. Year-to-date the District is financially positive at \$2,183. May and June are projected to be small surpluses. Therefore, the fiscal year is projected to be positive. | 13 - 20       |
| e. For Possible Action: Approval of FY 2016 Proposed Budget and FY 2016 Annual Work Plan for submittal to the Department of Conservation and Natural Resources Conservation District Program.  | 21 - 32       |

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

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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.

Page #

- 10. For Possible Action: Discussion and approval of recognition/award of former Supervisor Freeman for his excellent, and much appreciated, years of service to conservation, and the District.**
- 11. Supervisor's Comments**
- 12. Public Interest Comments**
- 13. Motion to Adjourn**

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

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

**NTCD Board Minutes**  
March 19, 2015  
The Parasol, Meiling Room  
948 Incline Way, Incline Village, NV  
10:00 AM Start Time

**Present:**

Supervisor Smith  
Supervisor Penzel  
Supervisor Sarnoff (via telephone)  
Supervisor Martin  
Supervisor McCarthy

**Staff/Others**

J. Brand, District Manager  
M. Thorpe, Administrator

**Absent:** Supervisor Perlman-Whyman, Supervisor Cook, and Supervisor Berkbigler

1. Call to Order by Chair Smith.
2. Oath of Office for newly elected and appointed Supervisors: Supervisor Martin was sworn in by Chair Smith.
3. Supervisor Roll Call: see above
4. Pledge of Allegiance
5. Approval of the Agenda: Supervisor Penzel moved to approve the Agenda with item 11 moved to after the consent calendar, seconded by Supervisor McCarthy, motion carried unanimously.
6. Public Interests Comments: None.

7. For Possible Action: Approval of agreement with CDM Smith to provide assistance to Cal Trans, approximately \$60,000. District Manager Brand presented the District's attorney's concerns: contracting with a private party (CDM Smith), and providing professional services for a fee. The District's insurance company (POOL/PACT) stated the District is covered for any insurance or Workers Comp risk. Tim Rubald, Program Manager for the Conservation Districts Program at the State of Nevada, does not know of any reason why the District cannot accept this work. The work required by this agreement is just labor for assessments, no designing or consulting. The District needs this work, presently and for possible future projects. The Board of Supervisors appreciates the District's attorney's concerns and conservative approach. Supervisor Penzel stated it is not a good idea to decide against the District's attorney's recommendation. Supervisor McCarthy moved to approve the agreement, seconded by Supervisor Sarnoff, motion carried (3 - 2), Ayes: Supervisors Smith, McCarthy, and Sarnoff; Nays: Supervisors Penzel and Martin. Supervisor McCarthy moved to request an attorney/client advisory session regarding an approved fee for service, seconded by Supervisor Penzel, motion carried unanimously.

### CONSENT CALENDAR

Item 9b was pulled from the consent calendar for further discussion.

Supervisor Martin moved to approve the Consent Calendar (items 8a, 8b, 8c, 8d, 8e, 9a, and 9c with all other items pulled), seconded by Supervisor McCarthy, motion carried unanimously.

8. Agency Reports, Discussion/Possible Action
  - a. For Possible Action: NRCS report. No report provided.
  - b. For Possible Action: NACD report. No report provided.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
  - d. For Possible Action: NvACD report. No report provided.
  - e. For Possible Action: Staff Report. No report provided.
9. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for February 19, 2015.
  - b. Moved to Administrative calendar.

- c. For Possible Action: Approval of Interlocal agreement with the Nevada Public Employees' Program, which is a voluntary retirement savings program for employees of the State of Nevada and other local government employers. This is an administrative correction only; the changes will be transparent to the District's employees, since there will be no changes to the functionality of the current plan. Years ago the District's voluntary retirement program was setup using Douglas County's account/agreement. The Nevada Public Employees' Deferred Compensation Program would like the District to have its own account/agreement for ease of administration.

### ADMINISTRATIVE CALENDAR

#### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

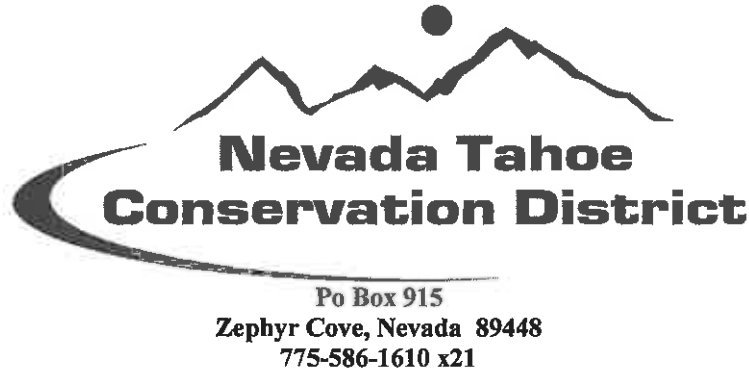
**Item 9b)** For Possible Action: Approval of the NTCF financial reports for February 2015. As of 2/28/15, the District's Fund balance was \$127,819. This represents the District's available spendable resources, or assets less liabilities. February had a deficit of \$4,382. February's deficit was due to: unbillable time was four weeks more than the average of 4.5 weeks. Year-to-date the District is financially positive at \$4,046. Due to unusually high unbillable sick time, March 2015 is projected to be a deficit of approximately \$5,000. The fiscal year is still projected to be breakeven to slightly positive. Supervisor Martin moved to approve item 9b, seconded by Supervisor McCarthy, motion carried unanimously.

Note: Item 11 was discussed at this time.

10. For Possible Action: The Conservation District Leadership Development Workshop is March 26 at the Douglas County Library, Tahoe Branch, 233 Warrior Way, Zephyr Cove, 9:15am to 4:45 pm, lunch will be provided. This item was informational only, no action taken.
11. For Possible Action: Approval of Agreements with the Nevada Division of State Lands (NDSL) and the Nevada Department of Transportation (NDOT) for the Burke Creek project. Approximately \$110,000 to \$120,000 from each agreement is for the District Staff's time on the project. This is NDSL's and NDOT's portion of the funding for the project. Supervisor Martin moved to approve the agreements, seconded by Supervisor Penzel, motion carried unanimously.

12. For Possible Action: Create a reserve for the Vacation/Sick leave liability. Note: On March 1, 2015, Staff created a \$5,000 reserve for this liability and plans to add \$500 per month until a balance of \$10,000 is reached. The total Vacation/Sick leave liability is currently \$26,000. Supervisor Penzel suggested the District fully fund the liability amount. Supervisor Martin moved to approve the reserve with a goal to fully fund the liability, seconded by Supervisor Penzel, motion carried unanimously.
13. Supervisor Comments: Supervisor McCarthy reported the Tahoe Environmental Research Center Science Expo is being held this week. Proposition 1 the Water Bond passed. District Manager Brand stated Proposition 1 is only for California, which makes an approved process of accepting work from private companies (like CDM Smith) even more important. Supervisor McCarthy thanked District Manager Brand for attending the TIE (Tahoe Intragency Executives Committee) steering committee meeting. Supervisor Penzel reported currently there is a bill working its way through the Nevada assembly, that states conservation districts do not have to be funded the same. Supervisor Martin requested, at a future Board meeting, an agenda item regarding an appreciation for Chris Freeman who was a District Supervisor for many years. Supervisor Smith reported Vail Resorts has a recognition program for people who make contributions to the community, and Supervisor Smith was nominated. He is going to use the District's Rosewood Creek project as an example; this might give the District some recognition and possible future funding.
14. Public Interest Comments: None.
15. Motion to Adjourn: Supervisor Penzel moved to adjourn, seconded by Supervisor Martin, motion carried unanimously.





**NTCD Board Minutes**  
April 30, 2015  
The Nevada Tahoe Conservation District  
400 Dorla Court, Zephyr Cove, NV  
10:00 AM Start Time

**Present:**

Supervisor Smith  
Supervisor Cook  
Supervisor Sarnoff (via telephone)  
Supervisor Martin (via telephone)  
Supervisor Perlman-Whyman (via telephone)

**Staff/Others**

J. Brand, District Manager  
M. Thorpe, Administrator  
D. Fellers, Environ. Scientist

**Absent:** Supervisor McCarthy, Supervisor Penzel, and Supervisor Berkgigler

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Approval of the Agenda: Supervisor Cook moved to approve the Agenda, seconded by Supervisor Smith, motion carried unanimously.
4. Public Interests Comments: None.

5. For Possible Action: Review and Approval of Agreements with the Nevada Department of Transportation (NDOT) and 2<sup>nd</sup> Nature, LLC for the Road RAM Field Protocol Improvements project. The project total is \$81,210 with \$68,080 for 2<sup>nd</sup> Nature and \$13,130 for the District (NTCD). District Manager Brand presented the project. Supervisor Perlman-Whyman asked if the District has prior experience working with 2<sup>nd</sup> Nature. The District has worked with 2<sup>nd</sup> Nature before, and the partnership went well. 2<sup>nd</sup> Nature is the lead for these types of projects. NDOT and 2<sup>nd</sup> Nature created the scope of work for the project. Supervisor Martin recommended changing the 2<sup>nd</sup> Nature agreement to reflect 2<sup>nd</sup> Nature will not get paid until the District has been paid by NDOT. Supervisor Martin moved to approve the agreements with an attempt to modify the 2<sup>nd</sup> Nature agreement so that payment will be made to 2<sup>nd</sup> Nature 30 days after payment by NDOT, seconded by Supervisor Cook, motion carried unanimously.
6. Supervisor Comments: None.
7. Public Interest Comments: Supervisor Martin reported there is a bill (SB476) in the Nevada Assembly to allow Conservation Districts to receive funding from local residents via a per parcel fee. Since the bill is likely to pass, Supervisor Martin recommends discussing this subject in more detail at a future Board meeting.
8. Motion to Adjourn: Supervisor Perlman-Whyman moved to adjourn, seconded by Supervisor Cook, motion carried unanimously.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	75%
		NV TAHOE CONSERVATION DIST.	March 2015	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
INCOME	General Fund						
<b>Community Grants-Income</b>							
	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			3,604.72	3,500.00	104.72	103%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			0.00	13,604.72	16,500.00	(2,895.28)	82%
<b>Grants-Income</b>						0.00	
	Administration Fee Income			(36.08)		(36.08)	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other			(96.22)		(96.22)	
<b>Total Grants-Income</b>			0.00	(132.30)		(132.30)	
<b>Income-Pass Thru Subcontractor</b>						0.00	
<b>Interest</b>						0.00	
<b>Miscellaneous Income</b>				(1.85)		(1.85)	
<b>Prior Year Income</b>						0.00	
<b>Services Rendered</b>							
<b>Vehicle Use Income</b>						0.00	
<b>Wage Reimbursements</b>						0.00	
<b>Indirect Cost Income-General</b>		(GL Shows in Expense Category)	16,045.20	158,426.14	215,000.00	(56,573.86)	0.74
<b>TOTAL INCOME</b>			16,045.20	171,896.71	231,500.00	(59,603.29)	0.74
<b>EXPENSES</b>							
<b>Advertising-Expense</b>				325.37		(325.37)	1.00
<b>Building Expense</b>							
	Building Repairs/Maint-Expense		180.00	1,620.00	2,340.00	720.00	
<b>Total Building Expense</b>			180.00	1,620.00	2,340.00	720.00	
<b>Conference &amp; Training-Expense</b>					1,500.00		
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees		200.00	200.00		(200.00)	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other					0.00	0.00
<b>Total Conference &amp; Training-Expense</b>			200.00	200.00	3,000.00	2,800.00	0.07
<b>Deposit Security</b>				(87.15)		87.15	1.00
<b>Donation-Expense</b>						0.00	0.00
<b>Dues and Subscriptions-Expense</b>							0.00
	Membership/Dues District			200.00		(200.00)	1.00
	Membership/Dues Staff					0.00	0.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
<b>Total Dues and Subscriptions-Expense</b>			0.00	200.00	1,000.00	800.00	0.20
<b>Equipment-Expense</b>						0.00	
	Cell Phones						
	Computer Hardware & Software		80.95	667.84	6,000.00	5,332.16	
	Computer Maintenance & Repair			77.90	500.00	422.10	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	3,596.92	5,100.00	1,503.08	
	Repairs & Maintenance Equipment			40.80		(40.80)	1.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			472.81	4,383.46	11,600.00	7,216.54	0.38

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	75%
	NV TAHOE CONSERVATION DIST.	March 2015	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
Indirect Cost	(See Excel Income Section)					
	Administrative Cost-Grants				0.00	
	Indirect Cost - Other				0.00	
<b>Total Indirect Cost</b>	See Revenues above	0.00	0.00	0.00	0.00	0.00
Insurance-Expense			4,589.36	5,500.00	910.64	
	E&O/Prop/ Liability Insurance				0.00	0.00
<b>Total Insurance-Expense</b>		0.00	4,589.36	5,500.00	910.64	0.83
Meetings Expense						
		113.18	613.18	500.00	(113.18)	1.23
Miscellaneous Expense						
Other Expenses				0.00		
Professional Fees-Expense						
	Audit		12,500.00	12,500.00	0.00	
	Bank fees	33.31	235.35	660.00		
	Computer/Software Maintenance		59.88			
	Professional Fees-Expense - Other	24.00	855.80	400.00	(455.80)	
<b>Total Professional Fees-Expense</b>		57.31	13,651.03	13,560.00	(91.03)	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
<b>Total Rents and Leases</b>		2,200.00	19,800.00	26,400.00	6,600.00	0.75
Service Charges					0.00	0.00
Supplies-Expense						
	Office Supplies	474.04	1,455.52	2,000.00		
	Photocopies					
	Postage and Delivery		632.90	1,200.00		
	Publication/Printing					
	Supplies-Expense - Other		1.99	500.00	498.01	
<b>Total Supplies-Expense</b>		474.04	2,090.41	3,700.00	1,609.59	0.56
Telecommunications						
	Cell Phone		538.04	1,650.00	1,111.96	
	Internet Fees		120.00	150.00	30.00	
	Long Distance				0.00	
	Phone Services	409.33	2,993.52	5,000.00	2,006.48	
	Telephone-Expense - Other				0.00	
<b>Total Telecommunications-Expense</b>		409.33	3,651.56	6,800.00	3,148.44	0.54
Vehicles-Expense					0.00	
	District Vehicle Use	(101.21)	(3,490.17)	(4,500.00)		
	Fuel-Expense		1,064.56	2,000.00	935.44	
	License & Maintenance		844.45	1,500.00	655.55	
	Mileage Reimbursement Expense	31.63	192.97	100.00		
	Vehicle Fuel Reimbursement Expense					
	Vehicle					
<b>Total Vehicles-Expense</b>		(69.58)	(1,388.19)	(900.00)	488.19	1.54
Wages						
	Payroll Clearing Account	(1,216.17)	466.91			
	Professional Engineer	7,825.29	23,367.26			
	Professional Engineer (2)	455.46	2,905.21			

INCOME AND EXPENSE REPORT			GENERAL FUND	GENERAL FUND		Percent of year =	75%
NV TAHOE CONSERVATION DIST.			March 2015	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
	Wages-Senior PM		3,855.87	21,603.10			
	Wages-Administrator		5,325.34	52,103.71			
	Wages-District Manager			22,852.26			
	Wages-ES II (2)		327.78	6,690.87			
	Wages-ES III (1)		2,772.28	14,127.58			
	Wages-ES IV			4,598.94			
	Wages-ES III		1,775.96	16,101.55			
	Wages-Extra Help		0.00	113.16			
	Wages - Other		0.67	(1.23)			
	Uncompensated Absence-Reimb Exp		(6,480.38)	(45,701.33)			
	<b>Total Wages</b>		<b>14,642.10</b>	<b>119,227.79</b>	<b>155,000.00</b>	<b>35,772.21</b>	<b>0.77</b>
	<b>Wages-Overhead/Fringe</b>					<b>0.00</b>	
	Long Term Disability		161.92	1,767.91	3,000.00		
	<b>Total Wages-Overhead/Fringe</b>		<b>161.92</b>	<b>1,767.91</b>		<b>1,232.09</b>	
	<b>Total Wages/Ovrhead</b>		<b>14,804.02</b>	<b>120,995.70</b>	<b>155,000.00</b>	<b>37,004.30</b>	<b>0.77</b>
	<b>Revolving Account</b>						
	<b>TOTAL EXPENSES (No Indirect Included)</b>		<b>18,841.11</b>	<b>170,644.73</b>	<b>231,500.00</b>	<b>60,855.27</b>	<b>0.74</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>		<b>(2,795.91)</b>	<b>1,251.98</b>			
	<b>Fund Balance</b>		<b>\$ 122,442</b>				

1:55 PM  
 04/14/15  
 Accrual Basis

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
 As of March 31, 2015

	Mar 31, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	46,661.60
<b>Total Checking/Savings</b>	<b>46,711.60</b>
Accounts Receivable	
Accounts Receivable	189,166.34
<b>Total Accounts Receivable</b>	<b>189,166.34</b>
<b>Total Current Assets</b>	<b>235,877.94</b>
<b>Other Assets</b>	
Prepaid expenses	2,200.00
<b>Total Other Assets</b>	<b>2,200.00</b>
<b>TOTAL ASSETS</b>	<b>238,077.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	75,333.74
<b>Total Accounts Payable</b>	<b>75,333.74</b>
<b>Other Current Liabilities</b>	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income-Tahoe Foundatio	3,141.00
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	24,500.58
<b>Payroll Liabilities</b>	
457 Payable	5,172.94
CA withholding	454.96
Colonial Payable	42.58
Fed withholding	1,969.00
Medicare Company Payable	264.09
Medicare Employee Payable	264.09
NV Unemployment Bond Factors Pa	712.74
NV Unemployment Payable	2,138.11
<b>Total Payroll Liabilities</b>	<b>11,018.51</b>
<b>Total Other Current Liabilities</b>	<b>40,301.65</b>
<b>Total Current Liabilities</b>	<b>115,635.39</b>
<b>Total Liabilities</b>	<b>115,635.39</b>
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	109,955.17
Net Income	762.79
<b>Total Equity</b>	<b>122,442.55</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>238,077.94</b>

1:55 PM

04/14/15

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
NDSL BRC X-ing	9,549.28	0.00	0.00	0.00	0.00	9,549.28
USFS BRC Xing	27,625.00	0.00	0.00	0.00	0.00	27,625.00
NDOT SLRP2	1,903.44	0.00	3,447.05	0.00	0.00	5,350.49
Douglas County SLRP2	761.31	0.00	3,029.75	0.00	0.00	3,791.06
Washoe Co. SEZ RWC	0.00	0.00	0.00	0.00	5,389.43	5,389.43
NDOT Green Streets	0.00	0.00	1,002.09	0.00	0.00	1,002.09
Cal Trans	328.22	0.00	140.57	0.00	0.00	468.79
Carson City SW	0.00	0.00	0.00	160.10	50.19	210.29
Cave Rock	293.66	0.00	595.61	0.00	0.00	889.27
Douglas Co - Cave Rock	373.60	0.00	852.46	0.00	0.00	1,226.06
Douglas County - Maintenance	0.00	0.00	865.04	1,025.40	0.00	1,890.44
EPA CWP	10,402.72	0.00	0.00	0.00	0.00	10,402.72
NDEP 319 BMP	6,004.20	0.00	0.00	0.00	0.00	6,004.20
NDEP Road Operations	1,818.10	0.00	3,285.13	0.00	0.00	5,103.23
NDOT BRC	6,426.53	0.00	24,241.70	6,674.81	0.00	37,343.04
NDSL-Invasive Weeds	0.00	0.00	584.53	0.00	0.00	584.53
NDSL Green Streets	0.00	0.00	755.90	0.00	0.00	755.90
NDSL Road Ops	1,587.12	0.00	0.00	0.00	0.00	1,587.12
SSWA	0.00	0.00	7,112.90	0.00	0.00	7,112.90
TRCD SNPLMA Monitoring	210.41	0.00	1,568.79	0.00	0.00	1,779.20
USBOR #10	2,345.74	0.00	0.00	0.00	0.00	2,345.74
USBOR 10 Construct	1,037.87	0.00	0.00	0.00	0.00	1,037.87
USFS - BRC	3,488.01	0.00	8,079.82	0.00	0.00	11,567.83
USFS Cave Rock	533.47	0.00	1,550.56	0.00	0.00	2,084.03
USFS SLRP2	2,059.21	0.00	0.00	0.00	0.00	2,059.21
USFS ZC GID	3,370.69	0.00	27,290.61	0.00	0.00	30,661.30
Washoe County Maintenance	363.15	0.00	924.28	1,025.40	0.00	2,312.83
Washoe County SLRP2	1,078.69	0.00	2,241.00	0.00	5,712.80	9,032.49
<b>TOTAL</b>	<b>81,560.42</b>	<b>0.00</b>	<b>87,567.79</b>	<b>8,885.71</b>	<b>11,152.42</b>	<b>189,166.34</b>

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Desert Research Institute	2,146.61	0.00	0.00	0.00	0.00	2,146.61
Frontier	0.00	409.33	0.00	0.00	0.00	409.33
HDR	0.00	0.00	22,022.37	0.00	0.00	22,022.37
Kohn & Company LLP	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Konica Minolta Business Solutions	391.86	0.00	0.00	0.00	0.00	391.86
Nevada Leadership Institute-UCED	200.00	0.00	0.00	0.00	0.00	200.00
NHC	182.15	0.00	1,250.00	0.00	858.95	2,291.10
PERS, State of Nevada	9,571.01	0.00	0.00	0.00	0.00	9,571.01
US Forest Service	27,625.00	0.00	0.00	0.00	0.00	27,625.00
Wells Fargo Business Card - Brand	9.39	0.00	0.00	0.00	0.00	9.39
Wells Fargo Business Card Kelly	157.96	0.00	107.04	0.00	0.00	265.00
Wells Fargo Business Card Thorpe	242.07	0.00	0.00	0.00	0.00	242.07
Wood Rodgers	0.00	2,910.00	4,250.00	0.00	0.00	7,160.00
<b>TOTAL</b>	<u>40,526.05</u>	<u>3,319.33</u>	<u>27,629.41</u>	<u>0.00</u>	<u>3,858.95</u>	<u>75,333.74</u>



		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	83%
		NV TAHOE CONSERVATION DIST.	April 2015	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
INCOME	General Fund						
<b>Community Grants-Income</b>							
	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			3,604.72	3,500.00	104.72	103%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>0.00</b>	<b>13,604.72</b>	<b>16,500.00</b>	<b>(2,895.28)</b>	<b>82%</b>
<b>Grants-Income</b>							
	Administration Fee Income		(39.89)	(75.97)		(75.97)	
	Personnel Cost Income		(14.02)	(14.02)		(14.02)	
	Wages Weighted Rate-Grant Income		(86.66)	(86.66)		(86.66)	
	Grants-Income - Other			(96.22)		(96.22)	
<b>Total Grants-Income</b>			<b>(140.57)</b>	<b>(272.87)</b>		<b>(272.87)</b>	
<b>Income-Pass Thru Subcontractor</b>							
	Interest					0.00	
	Miscellaneous Income			(1.85)		(1.85)	
	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)		16,809.69	175,225.91	215,000.00	(39,774.09)	0.82
<b>TOTAL INCOME</b>			<b>16,669.12</b>	<b>188,555.91</b>	<b>231,500.00</b>	<b>(42,944.09)</b>	<b>0.81</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>							
	Building Expense			325.37		(325.37)	1.00
	Building Repairs/Maint-Expense		270.00	1,890.00	2,340.00	450.00	
<b>Total Building Expense</b>			<b>270.00</b>	<b>1,890.00</b>	<b>2,340.00</b>	<b>450.00</b>	
<b>Conference &amp; Training-Expense</b>							
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees			200.00		(200.00)	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other					0.00	0.00
<b>Total Conference &amp; Training-Expense</b>			<b>0.00</b>	<b>200.00</b>	<b>3,000.00</b>	<b>2,800.00</b>	<b>0.07</b>
<b>Deposit Security</b>							
	Donation-Expense			(87.15)		87.15	1.00
<b>Dues and Subscriptions-Expense</b>							
	Membership/Dues District			200.00		(200.00)	1.00
	Membership/Dues Staff					0.00	0.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
<b>Total Dues and Subscriptions-Expense</b>			<b>0.00</b>	<b>200.00</b>	<b>1,000.00</b>	<b>800.00</b>	<b>0.20</b>
<b>Equipment-Expense</b>							
	Cell Phones					0.00	
	Computer Hardware & Software		180.85	848.69	6,000.00	5,151.31	
	Computer Maintenance & Repair			77.90	500.00	422.10	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	3,988.78	5,100.00	1,111.22	
	Repairs & Maintenance Equipment			40.80		(40.80)	1.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>572.71</b>	<b>4,956.17</b>	<b>11,600.00</b>	<b>6,643.83</b>	<b>0.43</b>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	83%
		NV TAHOE CONSERVATION DIST.	April 2015	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
<b>Indirect Cost</b>		(See Excel Income Section)					
	Administrative Cost-Grants					0.00	
	Indirect Cost - Other					0.00	
<b>Total Indirect Cost</b>		See Revenues above	0.00	0.00	0.00	0.00	0.00
<b>Insurance-Expense</b>				4,589.36	5,500.00	910.64	
	E&O/Prop/ Liability Insurance					0.00	0.00
<b>Total Insurance-Expense</b>			0.00	4,589.36	5,500.00	910.64	0.83
<b>Meetings Expense</b>				613.18	500.00	(113.18)	1.23
<b>Miscellaneous Expense</b>							
<b>Other Expenses</b>					0.00		
<b>Professional Fees-Expense</b>							
	Audit			12,500.00	12,500.00	0.00	
	Bank fees	30.23		265.58	660.00		
	Computer/Software Maintenance			59.88			
	Professional Fees-Expense - Other	22.40		878.20	400.00	(478.20)	
<b>Total Professional Fees-Expense</b>		52.63		13,703.66	13,560.00	(143.66)	1.01
<b>Rents and Leases</b>							
	Office Space Lease	2,200.00		22,000.00	26,400.00	4,400.00	0.83
	Storage Rents						
	Rents and Leases-Other					0.00	0.00
<b>Total Rents and Leases</b>		2,200.00		22,000.00	26,400.00	4,400.00	0.83
<b>Service Charges</b>						0.00	0.00
<b>Supplies-Expense</b>							
	Office Supplies	35.98		1,491.50	2,000.00		
	Photocopies						
	Postage and Delivery			632.90	1,200.00		
	Publication/Printing						
	Supplies-Expense - Other			1.99	500.00	498.01	
<b>Total Supplies-Expense</b>		35.98		2,126.39	3,700.00	1,573.61	0.57
<b>Telecommunications</b>							
	Cell Phone			538.04	1,650.00	1,111.96	
	Internet Fees			120.00	150.00	30.00	
	Long Distance					0.00	
	Phone Services	409.70		3,403.22	5,000.00	1,596.78	
	Telephone-Expense - Other					0.00	
<b>Total Telecommunications-Expense</b>		409.70		4,061.26	6,800.00	2,738.74	0.60
<b>Vehicles-Expense</b>						0.00	
	District Vehicle Use	(243.24)		(3,733.41)	(4,500.00)		
	Fuel-Expense	142.37		1,206.93	2,000.00	793.07	
	License & Maintenance			844.45	1,500.00	655.55	
	Mileage Reimbursement Expense			192.97	100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
<b>Total Vehicles-Expense</b>		(100.87)		(1,489.06)	(900.00)	589.06	1.65
<b>Wages</b>							
	Payroll Clearing Account	1,892.47		2,159.38			
	Professional Engineer	3,027.01		26,394.27			
	Professional Engineer (2)	1,935.33		4,840.54			

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	83%
	NV TAHOE CONSERVATION DIST.	April 2015	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
	Wages-Senior PM	3,394.86	24,997.96			
	Wages-Administrator	5,790.03	57,893.74			
	Wages-District Manager		22,852.26			
	Wages-ES II (2)	219.01	6,909.68			
	Wages-ES III (1)	130.61	14,258.19			
	Wages-ES IV		4,598.94			
	Wages-ES III	1,083.33	17,184.88			
	Wages-Extra Help	0.00	113.16			
	Wages - Other	0.21	(1.01)			
	Uncompensated Absence-Reimb Exp	(5,147.44)	(50,848.77)			
	<b>Total Wages</b>	<b>12,125.42</b>	<b>131,353.22</b>	<b>155,000.00</b>	<b>23,646.78</b>	<b>0.85</b>
	<b>Wages-Overhead/Fringe</b>				<b>0.00</b>	
	Long Term Disability	161.92	1,929.83	3,000.00		
	<b>Total Wages-Overhead/Fringe</b>	<b>161.92</b>	<b>1,929.83</b>		<b>1,070.17</b>	
	<b>Total Wages/Ovrhead</b>	<b>12,287.34</b>	<b>133,283.05</b>	<b>155,000.00</b>	<b>24,716.95</b>	<b>0.85</b>
	<b>Revolving Account</b>					
	<b>TOTAL EXPENSES (No Indirect Included)</b>	<b>15,727.49</b>	<b>186,372.23</b>	<b>231,500.00</b>	<b>45,127.77</b>	<b>0.81</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>	<b>941.63</b>	<b>2,183.68</b>			
	<b>Fund Balance</b>	<b>\$ 123,863</b>				

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
 As of April 30, 2015

	Apr 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	25,776.93
<b>Total Checking/Savings</b>	25,826.93
Accounts Receivable	
Accounts Receivable	158,874.24
<b>Total Accounts Receivable</b>	158,874.24
<b>Total Current Assets</b>	184,701.17
<b>Other Assets</b>	
Prepaid expenses	2,200.00
<b>Total Other Assets</b>	2,200.00
<b>TOTAL ASSETS</b>	186,901.17
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	27,605.04
<b>Total Accounts Payable</b>	27,605.04
<b>Other Current Liabilities</b>	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income-Tahoe Foundatio	3,082.39
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	24,918.80
<b>Payroll Liabilities</b>	
457 Payable	2,350.98
CA withholding	454.96
Colonial Payable	42.58
Fed withholding	1,689.00
Medicare Company Payable	225.10
Medicare Employee Payable	225.10
NV Unemployment Bond Factors Pa	200.57
NV Unemployment Payable	601.65
<b>Total Payroll Liabilities</b>	5,789.94
<b>Total Other Current Liabilities</b>	35,432.69
<b>Total Current Liabilities</b>	63,037.73
<b>Total Liabilities</b>	63,037.73
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	109,955.17
Net Income	2,183.68
<b>Total Equity</b>	123,863.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	186,901.17

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**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
As of April 30, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Douglas Co TRPA BRC Xing	1,093.91	0.00	0.00	0.00	0.00	1,093.91
NDSL BRC X-ing	5,820.47	9,549.28	0.00	0.00	0.00	15,369.75
USFS BRC Xing	5,738.80	0.00	0.00	0.00	0.00	5,738.80
NDOT SLRP2	5,146.69	2,746.48	0.00	3,447.05	0.00	11,340.22
Douglas County SLRP2	1,320.60	182.15	0.00	0.00	0.00	1,502.75
NDOT Green Streets	1,637.07	0.00	0.00	1,002.09	0.00	2,639.16
Cal Trans	135.96	328.22	0.00	0.00	0.00	464.18
Carson City SW	0.00	0.00	0.00	0.00	210.29	210.29
Cave Rock	413.33	293.66	0.00	0.00	0.00	706.99
Douglas Co - Cave Rock	590.68	0.00	0.00	0.00	0.00	590.68
EPA CWP	10,191.81	0.00	0.00	0.00	0.00	10,191.81
NDEP 319 BMP	7,843.50	6,004.20	0.00	0.00	0.00	13,847.70
NDEP Road Operations	0.00	1,818.10	0.00	0.00	0.00	1,818.10
NDOT BRC	3,026.49	6,426.53	0.00	24,241.70	6,674.81	40,369.53
NDSL Green Streets	2,568.69	0.00	0.00	755.90	0.00	3,324.59
NDSL Road Ops	2,538.74	1,587.12	0.00	0.00	0.00	4,125.86
NDSL RWC Construction	43.24	0.00	0.00	0.00	0.00	43.24
SSWA	2,230.14	0.00	0.00	0.00	0.00	2,230.14
TRCD SNPLMA Monitoring	373.39	210.41	0.00	0.00	0.00	583.80
USBOR #10	350.91	0.00	0.00	0.00	0.00	350.91
USBOR 10 Construct	3,447.41	0.00	0.00	0.00	0.00	3,447.41
USFS - BRC	11,032.62	3,488.01	0.00	8,079.82	0.00	22,600.45
USFS Cave Rock	945.39	0.00	0.00	0.00	0.00	945.39
USFS SLRP2	3,459.23	2,603.41	0.00	0.00	0.00	6,062.64
USFS ZC GID	3,299.49	0.00	0.00	0.00	0.00	3,299.49
Washoe County Maintenance	373.48	363.15	0.00	0.00	0.00	736.63
Washoe County SLRP2	2,763.18	235.64	0.00	2,241.00	0.00	5,239.82
<b>TOTAL</b>	<b>76,385.22</b>	<b>35,836.36</b>	<b>0.00</b>	<b>39,767.56</b>	<b>6,885.10</b>	<b>158,874.24</b>

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
As of May 15, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Douglas Co TRPA BRC Xing	0.00	1,093.91	0.00	0.00	0.00	1,093.91
NDSL BRC X-ing	0.00	5,820.47	0.00	0.00	0.00	5,820.47
USFS BRC Xing	0.00	5,738.80	0.00	0.00	0.00	5,738.80
NDOT SLRP2	0.00	5,146.69	2,746.48	1,673.01	1,774.04	11,340.22
Douglas County SLRP2	0.00	1,320.60	182.15	0.00	0.00	1,502.75
NDOT Green Streets	0.00	1,637.07	0.00	0.00	1,002.09	2,639.16
Cal Trans	0.00	135.96	328.22	0.00	0.00	464.18
Carson City SW	0.00	0.00	0.00	0.00	210.29	210.29
Cave Rock	0.00	413.33	0.00	0.00	0.00	413.33
Douglas Co - Cave Rock	0.00	590.68	0.00	0.00	0.00	590.68
NDEP 319 BMP	0.00	7,843.50	0.00	0.00	0.00	7,843.50
NDEP Road Operations	0.00	0.00	1,818.10	0.00	0.00	1,818.10
NDOT BRC	0.00	3,026.49	6,426.53	9,605.27	21,311.24	40,369.53
NDSL Green Streets	0.00	2,568.69	0.00	0.00	755.90	3,324.59
NDSL Road Ops	0.00	2,538.74	0.00	0.00	0.00	2,538.74
NDSL RWC Construction	0.00	43.24	0.00	0.00	0.00	43.24
SSWA	0.00	2,230.14	0.00	0.00	0.00	2,230.14
TRCD SNPLMA Monitoring	0.00	373.39	210.41	0.00	0.00	583.80
USBOR #10	0.00	350.91	0.00	0.00	0.00	350.91
USBOR 10 Construct	0.00	3,447.41	0.00	0.00	0.00	3,447.41
USFS - BRC	0.00	11,032.62	0.00	0.00	0.00	11,032.62
USFS Cave Rock	0.00	945.39	0.00	0.00	0.00	945.39
USFS SLRP2	0.00	3,459.23	2,603.41	0.00	0.00	6,062.64
USFS ZC GID	0.00	3,299.49	0.00	0.00	0.00	3,299.49
Washoe County Maintenance	0.00	373.48	363.15	0.00	0.00	736.63
Washoe County SLRP2	0.00	2,763.18	235.64	2,241.00	0.00	5,239.82
<b>TOTAL</b>	<b>0.00</b>	<b>66,193.41</b>	<b>14,914.09</b>	<b>13,519.28</b>	<b>25,053.56</b>	<b>119,680.34</b>

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**Nevada Tahoe Conservation District**  
**A/P Aging Summary**  
As of April 30, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Atkins North America, Inc.	0.00	4,205.76	0.00	0.00	0.00	4,205.76
Balance Hydrologics, Inc.	0.00	7,593.91	0.00	0.00	0.00	7,593.91
Fellers, Dominique	16.10	0.00	0.00	0.00	0.00	16.10
Frontier	0.00	409.70	0.00	0.00	0.00	409.70
Konica Minolta Business Solutions	391.86	0.00	0.00	0.00	0.00	391.86
NHC	182.15	0.00	0.00	0.00	0.00	182.15
Third Creek Homeowner Association	952.05	0.00	0.00	0.00	0.00	952.05
Wells Fargo Business Card Kelly	43.17	0.00	0.00	0.00	0.00	43.17
Wells Fargo Business Card Thorpe	207.84	0.00	0.00	0.00	0.00	207.84
Western Environmental Testing Laboratory	220.00	220.00	0.00	0.00	0.00	440.00
Wood Rodgers	0.00	6,002.50	2,910.00	4,250.00	0.00	13,162.50
<b>TOTAL</b>	<u>2,013.17</u>	<u>18,431.87</u>	<u>2,910.00</u>	<u>4,250.00</u>	<u>0.00</u>	<u>27,605.04</u>

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05/15/15

**Nevada Tahoe Conservation District**  
**A/P Aging Summary**  
As of May 15, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Atkins North America, Inc.	0.00	4,205.76	0.00	0.00	0.00	4,205.76
Balance Hydrologics, Inc.	0.00	7,593.91	0.00	0.00	0.00	7,593.91
Fellers, Dominique	0.00	16.10	0.00	0.00	0.00	16.10
Frontier	0.00	409.70	0.00	0.00	0.00	409.70
Kingsbury Automotive	0.00	414.69	0.00	0.00	0.00	414.69
Konica Minolta Business Solutions	0.00	391.86	0.00	0.00	0.00	391.86
NHC	0.00	459.65	0.00	0.00	0.00	459.65
Third Creek Homeowner Association	0.00	952.05	0.00	0.00	0.00	952.05
Wells Fargo Business Card Kelly	0.00	43.17	0.00	0.00	0.00	43.17
Wells Fargo Business Card Thorpe	0.00	207.84	0.00	0.00	0.00	207.84
Western Environmental Testing Laboratory	0.00	440.00	0.00	0.00	0.00	440.00
Wood Rodgers	0.00	6,002.50	0.00	0.00	0.00	6,002.50
<b>TOTAL</b>	<b>0.00</b>	<b>21,137.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,137.23</b>



**PROPOSED BUDGET**

Nevada Tahoe Conservation District

***ESTIMATE OF RECEIPTS***

For the Fiscal Year Ending June 30, 2016

<b>RECEIPT SOURCE</b>	<b>AMOUNT</b>
State Funds	400000
County Funds	10000
City Funds	13000
Other Government Funds (specify) Federal	610165
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	25000
<b>TOTAL INCOME</b>	<b>1058165</b>

***(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)***

**Nevada Tahoe Conservation District**

***ESTIMATE OF EXPENDITURES***

**For the Fiscal Year Ending June 30, 2016**

<b>EXPENDITURE</b>	<b>AMOUNT</b>
Employee Salary	430000
Fringe Benefit Expense	209710
Travel	1000
Building Rent	26400
Telephone	5000
Insurance	5199
Postage	1300
Copying Expense	5000
Office Supplies	1900
Education & Information Expenses	3000
Equipment Purchase (specify) Computers	5000
Equipment Expenses (maintenance, repair, operation)	13219
Dues – NvACD	600
Dues – NACD	200
Dues - Other	70
Mileage	200
Investments (specify)	
Internet	120
Bond and Insurance Expenses	
Project Costs: Subcontractor	329553
Grant #1	
Grant #2	
Grant #3	
Other Expenses (specify) Professional Fees	13100
Depreciation Expense	7594
<b>TOTAL EXPENSES</b>	<b>1058165</b>

***(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)***

**Submit by June 1<sup>st</sup> to: State Conservation Districts Program**

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

FAX: 775-684-2717



**NTCD ANNUAL WORKPLAN  
FY 2016**

**Prepared: April 11, 2015**



## 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 2016 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.

### WATER RESOURCE FOCUS PROJECTS

1. Support the NDSL technical advisory group regarding Water Quality and Erosion Control program on stormwater and SEZ restoration projects as they are selected by NDSL. In addition, NTCD competes for and receives NDSL administered Erosion Control funds for specific projects.
2. Provide technical oversight for the design and construction of water quality and stream restoration projects funded by the NDSL Water Quality and Erosion Control program.
3. Continue with the development of a stormwater infrastructure inventory and performance tracking architecture in Nevada-Tahoe.
4. Continue monitoring the restoration of Middle Rosewood Creek (Area A) and implement abandonment of old creek channel and commission use of new creek bed.



Photo: Rosewood Creek new channel and vegetation

5. Work closely with the Regional Stormwater Monitoring Programs to finish the establishment a robust data inventory and collection/analysis protocol for stormwater quality in the Tahoe basin.
6. Continue to monitor a hybrid BMP system in Incline Village, NV. The hybrid system will augment the existing high-flow treatment system with distributed off-line infiltration swales.
7. Monitor the water quality before and after the restoration of Area A of Rosewood Creek. Same as #4
8. Continue to provide assistance to Washoe and Douglas Counties to implement various aspects of the TMDL tracking program.
9. Commence 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.
10. Continue work on a master planning process for the Burke Creek/Rabe Meadow complex with NDOT, Douglas County and private parties looking at opportunities in the areas of stormwater and stream enhancements.
11. Begin work to implement the Burke Creek/Rabe Meadow complex. Work will be focused on section east of Highway 50.

#### WATER RESOURCES 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. Continue the sampling water quality for the Stateline Stormwater Project.
3. Monitor the water quality associated with the Rosewood Creek Area A restoration.
4. Begin work with basin efforts to monitor sites throughout out the Lake Tahoe Basin. This is through an inter local agreement with Tahoe Resource Conservation District (TRCD) Also see #5 above.
5. Assist local jurisdictions with Road RAM (Rapid Assessment Methodologies) in order to comply with regulations and requirements of their TMDL needs.

## BACKYARD CONSERVATION ASSISTANCE FOCUS



1. Update and Implement the FY-16 NTCD-BCP Annual Work Plan.
2. Continue to assist with new development and maintenance needs at the North Lake Tahoe Demonstration Garden.
3. Continue to train staff in defensible space techniques in collaboration with the fire protection districts of Nevada Tahoe.
4. Provide ongoing training opportunities for all staff in native and adapted plants.
5. Provide property owners with water quality technical assistance through Best Management Practices (BMPs) technical assistance, BMP site evaluations and facilitation of BMP implementations.



6. 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.



7. Participate in outreach and education opportunities to present BMP retrofit.
8. Distribute defensible space educational materials and handouts and encourage installations of fire safe BMPs (see below).



9. Obtain funding and begin work on Invasive Weed ROW treatments through Nevada Division of State Lands License Plate Grants.



**invasive Weeds: Bull Thistle and Oxeye Daisy**

10. Seek out and secure funding to continue invasive weed abatement efforts and outreach for the 2016 field season and beyond. Focus will be to assist private property owners.
11. Provide water conservation components while providing technical assistance in relation to BMPs.
12. Work with TRPA to maintain a positive working relationship with TRPA and other EIP #16 partners including Douglas and Washoe Counties. Continue to assist with the creation of the “Parcel Level BMP Charter.”

13. Ongoing training for all staff in noxious weed identification and control methods.



14. Continue to seek out and secure funding for the future. NDEP funds are decreasing and the NTCD will need to be ready to shift and take on other roles as needed. During this Fiscal Year, funding for the BMP assistance will only be coming from TRPA as a pass through from NDEP.



15. 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.



## BIOMASS, FOREST HEALTH AND VEGETATION MANAGEMENT FOCUS

1. Work on possible funding to allow NTCD to focus on forest health outreach for 2016-2017.
2. Work on possible funding to allow NTCD to focus on water conservation and vegetation selection outreach for 2016-2017.

## 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 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