



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

**BOARD MEETING AGENDA**

July 16, 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. **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)**

**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 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> |
|---|---------------|
| <b>6. 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>7. Discussion/Possible Action (Business)</b>   |               |
| a. For Possible Action: Approval of the Board of Supervisors meeting minutes for June 18, 2015.   | 1 - 4         |
| b. For Possible Action: Approval of 1.9% Cost-of-Living-Adjustment for all Regular Full-time District staff, effective August 1, 2015; based on 2014 annual Consumer Price Index. | 5             |

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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. <b>For Possible Action: Approval of Agreement with the Nevada Division of State Lands (NDSL) for the Lake Tahoe Basin Invasive Weed Management Project.</b>                            | 6             |
| 9. <b>For Possible Action: Approval of Agreement with the Nevada Department of Transportation (NDOT) for the Outfall Assistance Project.</b>  | 7             |
| 10. <b>For Possible Action: Approval of the NTCD financial reports for June 2015. The financial reports will be handed out at the meeting.</b>  |               |
| 11. <b>For Possible Action: Annual Performance Review of District Manager Brand.</b>  | 8 - 10        |
| 12. <b>For Possible Action: Update on Nevada Senate Bill No. 476 (An Act requiring the imposition of a fee on parcels in a conservation district upon approval of registered voters).</b> | 11 - 12       |
| 13. <b>Supervisor's Comments</b>  |               |
| 14. <b>Public Interest Comments</b>   |               |
| 15. <b>Motion to Adjourn</b>  |               |

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

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**NTCD Board Minutes**  
June 18, 2015  
The Douglas County Library, Meeting Room  
233 Warrior Way, Zephyr Cove, NV  
10:00 AM Start Time

**Present:**

Supervisor Smith  
Supervisor Penzel  
Supervisor Cook  
Supervisor McCarthy  
Supervisor Sarnoff  
Supervisor Martin

**Staff/Others**

J. Brand, District Manager  
M. Thorpe, Administrator  
L. Coe, NRCS  
M. Kelly, P.E.

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

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

## CONSENT CALENDAR

Items 6a, 7b, and 7c were pulled from the consent calendar for further discussion.

Supervisor Cook moved to approve the Consent Calendar (items 6b, 6c, 6d, 6e, and 7a with all other items pulled), seconded by Supervisor McCarthy, motion carried unanimously.

6. Agency Reports, Discussion/Possible Action
  - a. Moved to Administrative calendar.
  - b. For Possible Action: NACD report. No report provided.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
  - d. For Possible Action: NvACD report. No report provided.
  - e. For Possible Action: Staff report. No report provided.
  
7. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for May 21, 2015.
  - b. Moved to Administrative calendar.
  - c. Moved to Administrative calendar.

## ADMINISTRATIVE CALENDAR

### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 6a)** For Possible Action: NRCS report. Livy Coe of NRCS has an office in Placerville and South Lake Tahoe. There was some discussion regarding EQIP, timber removal, and possible opportunity for the District.

**Item 7b)** For Possible Action: Approval of the NTCD financial reports for May 2015. As of 5/31/15, the District's Fund balance was \$123,629. This represents the District's available spendable resources, or assets less liabilities. May had a small surplus of \$359. May was a "normal" month financially with only two small exceptions: a \$500 expense for a new computer for the Administrator, and a \$650 expense for maintenance of the three District vehicles. Year-to-date the District is financially positive at \$2,541. The District is still projected to finish the year, June 30, with a small surplus.

**Item 7c) For Possible Action:** Approval of updated District policy: "Procedure for Subcontractor Selection". The District's auditor recommended additional language (the four items at the top of page 2 of the policy). The additional language added is from the "Code of Federal Regulations", specifically item 200.329 (f) "Procurement by non-competitive proposals". There was some discussion regarding item #3 of the new additional language: "The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity".

Supervisor Martin moved to approve items 6a, 7b, and 7c, seconded by Supervisor Sarnoff, motion carried unanimously.

8. **For Possible Action:** Discussion of Budget forecast for FY 2016. District Manager Brand presented a forecast summary for FY 2016. With current staffing, there is a shortfall of \$171,500. If the District lays off one employee and reduces the hours of three employees (three employees remain full time), the shortfall is \$68,000. Supervisor McCarthy is concerned with the allocation of the current funding with the remaining Staff. District Manager Brand stated the remaining funding is heavy on engineering. Supervisors Penzel and McCarthy expressed concern regarding FY 2016 cash flow and FY 2017 funding. Supervisor Martin stated updating the District utilization spreadsheet might be helpful. Supervisor Martin stated this agenda item shows the importance of SB 476 (item 9 on the agenda). Supervisor Penzel recommended a quarterly update, or as major changes occur.
9. **For Possible Action:** Update on Nevada Senate Bill No. 476 (An Act requiring the imposition of a fee on parcels in a conservation district upon approval of registered voters). Request for recommendation to proceed with further development of outline (see attached outline). The following items were discussed: mail-in voting vs. general election voting, a possible survey to get a feel for voter preference, Staff bandwidth for implementing a vote/election, and marketing/campaigning ideas (example: articles in the local newspapers). After discussion, it was decided a mail-in vote might be the District's best chance of success. District Staff was directed to contact the District's attorney regarding the requirements, and legal guidance, for a mail-in vote.
10. **For Possible Action:** Discussion regarding a possible project with the Nevada Department of Transportation (NDOT) supplying outfall assistance. Professional Engineer Kelly and District Manager Brand presented the project. Supervisor Martin recommended the agreement language include a proposal process that complies with the District's subcontractor selection policy (newly updated), and supplier/subcontractor payments occur after the District is paid by NDOT. Supervisor Sarnoff moved to direct Staff to proceed with this project, seconded by Supervisor Martin, motion carried unanimously.

11. For Possible Action: Discussion regarding Board practice for subcontractor concerns and issues. The worry is negative comments regarding a subcontractor and the comments becoming public record. After a short discussion, there were two recommendations: clear written documentation, and fact-based comments.
12. Supervisor Comments: Supervisor Martin and Supervisor Cook are planning to attend the Lake Tahoe Federal Advisory Committee (LTFAC) meeting June 22.
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor Cook moved to adjourn, seconded by Supervisor Martin, motion carried unanimously.



**Consumer Price Index - All Urban Consumers  
12-Month Percent Change**

**Series Id:** CUUR0400SA0, CUUS0400SA0

**Not Seasonally Adjusted**

**Area:** West urban

**Item:** All items

**Base Period:** 1982-84=100

**Years:** 2014 to 2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2014	1.7	1.3	1.5	1.8	2.3	2.3	2.3	2.1	2.0	2.0	1.7	1.3	1.9





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### CONTRACT AGREEMENT SUMMARY

## LAKE TAHOE BASIN INVASIVE WEED MANAGEMENT PROJECT

**NTCD Program:** Conservation Planning Group

**Contractual Parties:** Nevada Division of State Lands – License Plate Grant

**Contract Amount:** \$28,141.83

**Effective Dates:** July 1, 2015 – December 31, 2017

**Contract Summary of Deliverables:** Short- and long-term success will be measured by evaluating the data gathered, documenting the number and size of the weed infestations and their locations. These quantities are evaluated annually to determine the on-going success of the project.

**Contract Summary of Scope of Services:** This project will continue to enhance the Lake Tahoe Basin Weed Coordinating Group's strategic plan, which includes mapping, treatment, monitoring, prevention components, and education and outreach in an effort to eradicate priority noxious weeds throughout the Basin. Of these specific objectives, this project will focus on the treatment of high priority historical infestations and new populations within the public right of way in the Lake Tahoe Basin, Nevada. Some work may be conducted within Nevada State Parks in the Lake Tahoe Basin, Nevada. Treatment will be completed on individual infestations by a contracted, certified pesticide applicator. Treatments will utilize an Integrated Pest Management approach including hand pulling, digging, and herbicide treatments. The requested grant funds will provide for purchase of herbicides and 296 hours of certified pesticide applicator time (1.5 field seasons - \$21,600) to treat weeds and map the location of weeds. Project coordination will be provided by the Nevada Tahoe Conservation District (NTCD) staff.





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### PROJECT SUMMARY

## NEVADA DEPARTMENT OF TRANSPORTATION OUTFALL ASSISTANCE PROJECT

**NTCD Program:** N/A

**Contractual Parties:** Nevada Tahoe Conservation District (NTCD) and Nevada Department of Transportation (NDOT)

**Contract Amount:** \$2,000,000 from NDOT (Up to \$600,000 yearly)

**Effective Dates:** August 1, 2015 – June 30, 2020

**Project Summary:** This project is a partnership with NDOT. With this agreement NTCD will assist NDOT with the construction of Stormwater BMPs to treat existing NDOT drainage outfalls. Many outfalls have been identified as needing treatment and through contracted work NTCD will lead in the treatments. NDOT will reimburse NTCD for project materials, construction costs, and NTCD staffing costs. Deliverables for NTCD include: assistance with each project scope, pre-grade meetings, project design as needed, project permitting, construction oversight, purchasing materials, sub-contractor selection and invoice submission. Most work should fall under the existing "Qualified Exempt" permit between TRPA and NDOT. Improvements to will focus to treat the problem areas and directly connected stormwater outfalls which will yield the highest TMDL credits.



# NEVADA TAHOE CONSERVATION DISTRICT PERFORMANCE EVALUATION

**EMPLOYEE: Jason Brand**

**POSITION: District Manager**

**DATE: July 16, 2015**

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. Highlight the appropriate level of performance using the highlight icon above (immediately to the right of the border icon). 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:

**RECOMMENDED RATE INCREASE OF \_\_\_\_%**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Delete the Section Below Before Printing for Employee and File**

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).

<b>Whole #</b>	<b>Title</b>	<b>Merit Increase</b>
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%**



## Mark Thorpe

---

**To:** Admirand, Leslie  
**Subject:** RE: SB476 and mail-in voting

**From:** Admirand, Leslie [<mailto:LAdmirand@da.washoecounty.us>]  
**Sent:** Monday, June 22, 2015 12:47 PM  
**To:** 'Mark Thorpe'  
**Cc:** 'Jason Brand'  
**Subject:** RE: SB476 and mail-in voting

The way I read it is that the counties are responsible for the cost on a pro rata basis. In re-reading the bill, the mail-in process is discretionary on the part of the county.

Leslie H. Admirand  
Washoe County Deputy District Attorney  
Civil Division  
P.O. Box 11130  
Reno, Nevada 89520  
(775)337-5714

**From:** Admirand, Leslie [<mailto:LAdmirand@da.washoecounty.us>]  
**Sent:** Friday, June 19, 2015 3:17 PM  
**To:** 'Mark Thorpe'  
**Cc:** 'Jason Brand'  
**Subject:** RE: SB476 and mail-in voting

Hi Mark,

Section 5.2 provides that the county clerks of the respective counties shall confer and delegate to the county clerk or the county clerk's designee, of the county having the greatest number of qualified electors of the conservation district the duty of carrying out the provisions of the election and shall reimburse that county on a pro rata basis for their respective counties' shares of the expenses of conducting the election. I would guess that Washoe County has the greater number of electors in the conservation district. The Registrar of Voters would be the person to conduct the election. The counties would be responsible for the costs on a pro rata basis. I'll see if I can find out the number of qualified electors in Washoe. If you can get the number in Douglas County from its Clerk, I can work with the Registrar to estimate a cost – I can tell you that I doubt it will be cheap!

Leslie H. Admirand  
Washoe County Deputy District Attorney  
Civil Division  
P.O. Box 11130  
Reno, Nevada 89520  
(775)337-5714

**From:** Mark Thorpe [<mailto:mthorpe@ntcd.org>]  
**Sent:** Thursday, June 18, 2015 1:23 PM  
**To:** Admirand, Leslie  
**Cc:** 'Jason Brand'  
**Subject:** SB476 and mail-in voting

Hi Leslie,

Attached is SB 476, it becomes effective on July 1. In summary, it allows conservation districts to assess a fee per parcel, if approved by a vote/election.

Our Board would appreciate your guidance for a mail-in vote/election. And have the following concerns and questions:

Since we are located in two counties (Washoe and Douglas), which county would conduct the mail-in vote? Or do both counties perform their own?

(There are approximately 7000 parcels in the Tahoe Basin for Washoe County, and 4000 parcels in Douglas County)  
(And approximately the same number of voters for each county, in the Basin)

Who would bear the cost of the mail-in election? The counties?

If the District bears the cost, approximately what is the cost to the District?

And any other concerns, requirements, and guidance you might have, regarding a mail-in election.

Thank you,

Mark Thorpe  
Administrator  
Nevada Tahoe Conservation District  
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Zephyr Cove, NV 89448  
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