



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

### BOARD MEETING AGENDA

August 21, 2014

10:00 AM  
(estimated duration 2 hours)

Douglas County Library  
Tahoe Branch  
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)**
6. **Informational Presentation: Tahoe Resource Conservation District Program Update.** District Manager Kim Boyd, will be conducting an approximate 10 minute presentation on their programs, capabilities and possible teaming opportunities with NTCD. There will be time for questions and answers afterward.

**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/hoard.php>

## CONSENT CALENDAR

The consent calendar consists of items 7 and 8 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>7. 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>8. Discussion/Possible Action (Business)</b>   |               |
| a. For Possible Action: Approval of the Board of Supervisors meeting minutes for June 19, 2014.   | 1 - 4         |
| b. For Possible Action: Approval of the Board of Supervisors meeting minutes for July 31, 2014.   | 5 - 6         |
| c. For Possible Action: Approval of the NTCD financial reports for June 2014. As of 6/30/14, the District's Fund balance was \$121,680. This represents the District's available spendable resources, or assets less liabilities. June had a surplus of \$3,167. June's surplus was due to: revenue generated by the part time Staff Engineer, and the annual \$3,000 grant from Carson City. June's surplus was a nice surprise, because June was projected to be a deficit due to: an annual \$5,000 property and liability insurance invoice, and the \$3,500 settlement cost for the Glenbrook Creek dispute. The District ended the year (June 30, 2014) with a surplus of \$13,030. | 7 - 11        |
| d. For Possible Action: Approval of the NTCD financial reports for July 2014. As of 7/31/14, the District's Fund balance was \$121,109. This represents the District's available spendable resources, or assets less liabilities. July had a surplus of \$428. July's surplus was due to: revenue generated by the part time Staff Engineer, and the Administrator's reduction in sick and vacation time (100 hours).   | 12 - 17       |

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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>  |
|---|----------------|
| <b>9. For Possible Action: Review and Approval of Contractor (and agreement) for the Incline Village Green Streets project.<br/>Note: This agenda was posted before the bid opening (August 15, 4pm).<br/>Therefore, the winning bid/contractor will be named at the Board meeting.</b> | <b>18 - 19</b> |
| <b>10. For Possible Action: Approval of interlocal agreement with Douglas County for the Burke Creek Hwy 50 Crossing &amp; Realignment project, \$100,000.</b>  | <b>20 - 27</b> |
| <b>11. Supervisor's Comments</b>  |                |
| <b>12. Public Interest Comments</b>   |                |
| <b>13. Motion to Adjourn</b>  |                |

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

**NTCD Board Minutes**

June 19, 2014

The Douglas County Library, Board Room  
233 Warrior Way, Zephyr Cove, NV  
10:00 AM Start Time

**Present:**

Supervisor Smith  
Supervisor Perlman-Whyman  
Supervisor McCarthy  
Supervisor Freeman  
Supervisor Endicott  
Supervisor Penzel

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
W. Loftis, NRCS  
D. Haen, Part-time Staff  
Engineer

**Absent:**

Supervisor Sarnoff and Supervisor Berkbigler

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Approval of the Agenda: Supervisor Penzel requested, for future Board meetings, an item be added to the Agenda, "Pledge of Allegiance". Supervisor Freeman moved to approve the Agenda, seconded by Supervisor Penzel, motion carried unanimously.
4. Public Interests Comments: None.

5. Project Updates: Incline Village Green Streets and Cave Rock Projects. District Manager Martin introduced new employee, David Haen, a part-time Staff Engineer. D. Haen has a P.E. in Nevada. These two projects are going to bid in the near future. Part-time Staff Engineer Haen gave a Power Point presentation on the Incline Village Green Streets project. The Rotary Club of Incline Village (the noon club) will provide some help with the project. NDOT will provide maintenance after the project is completed. There will be a sign, identifying the funders, the project, and the District, at each end of the project. Part-time Staff Engineer Haen handed out drawings for the Cave Rock Stormwater System Retrofit project. The Cave Rock project will start construction this year, but probably will not be completed until next year. Supervisor Penzel recommends memorializing the project somehow for future reference. Also, updates on a regular basis would be helpful.

### CONSENT CALENDAR

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

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

6. Agency Reports, Discussion/Possible Action
  - a. Moved to Administrative calendar.
  - b. Moved to Administrative calendar.
  - 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 15, 2014.
  - b. Moved to Administrative calendar.

## ADMINISTRATIVE CALENDAR

### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 6a)** For Possible Action: NRCS report. W. Loftis of NRCS has been participating in the BMP compliance working group. He has been working on scheduling a joint meeting with TRCD, NRCS, and the District. This year's Tahoe Summit is August 19<sup>th</sup> at Valhalla. The Tahoe Fund website will have updated information on the Summit. Supervisor McCarthy thanked Woody for his work on the successful SEZ (Stream Environment Zone) definition.

**Item 6b)** For Possible Action: NACD report. Supervisor Perlman-Whyman will be attending the Summer meeting, during late July, in Indianapolis. She handed out a concurrent resolution for support of conservation. It will be going to both the House and the Senate. The resolution acknowledges the important role of conservation. Please contact our representatives to support this resolution. Supervisor Perlman-Whyman has been working on e-library and the redesign of the NACD website.

**Item 7b)** For Possible Action: Approval of the NTCD financial reports for May 2014. As of 5/31/14, the District's Fund balance was \$118,493. This represents the District's available spendable resources, or assets less liabilities. May had a surplus of \$6,442. May's surplus was due to: less than three weeks of unbillable time (holiday, vacation, and sick time), and revenue generated by the part time Staff Engineer. Year to date the District has a surplus of \$9,843. June is projected to be a deficit due to: an annual \$5,000 property and liability insurance invoice, and significant vacation use by employees; however this will be partially offset by a general fund contribution by Carson City. At this time, the District should end the year (June 30, 2014) with a surplus. Administrator Thorpe reported the Indirect Cost Rate for FY2015 (effective July 1, 2014) was approved at 39.62%, currently the ICR rate is 37.5%. Accounts receivable is currently \$152,000, a decline of \$62,000 since the Board packets were mailed out.

Supervisor Penzel moved to approve items 6a, 6b, and 7b, seconded by Supervisor Endicott, motion carried unanimously.

8. For Possible Action: Update regarding the settlement with the Contractor on the Glenbrook Creek Restoration project. District Manager Martin handed out copies of the (final) settlement agreement. Each item of the agreement was reviewed. The \$16,000 settlement amount will be funded by the following: \$6,500 from NDSL, \$6,000 from GHOA, and \$3,500 from the District. The bid for the Cave Rock project was approved by the District's attorney. Supervisor McCarthy moved to approve the settlement agreement, seconded by Supervisor Freeman, motion carried unanimously.
9. For Possible Action: Approval of agreement with Nevada Division of Environmental Protection (NDEP) for BMP Retrofit Assistance and Integration with Jurisdictions project, \$100,000. This project is a continuation of the District's BMP program with an integration of TMDL. Supervisor Perlman-Whyman stated TRPA needs to acknowledge the District's efforts on BMPs. She noted TRPA's website, currently, does not acknowledge the District. Supervisor Freeman moved to approve the agreement, seconded by Supervisor Endicott, motion carried unanimously.
10. Supervisor Comments: Supervisor McCarthy reported the Lake Tahoe Restoration Act is probably dead. Even if it passed, there are no appropriations for it. All of the Nevada representatives are in support of the Act. Supervisor Perlman-Whyman thanked Environmental Scientist Olson for her article on Tahoe Yellow Cress in the Tahoe Indepth newsletter. There will be a memorial service for Guy Berge, Guy did a lot of helpful work for the District. Supervisor Freeman recently returned from a trip to Nepal and surrounding area; and observed very primitive erosion control methods.
11. Public Interest Comments: District Manager Martin reported recently there have been meetings regarding the lower Kingsbury area. As a result of these meetings: during construction of a new bike path near the Lakeside Casino, the infrastructure for future possible BMPs will be installed.
12. Motion to Adjourn: Supervisor Freeman moved to adjourn, seconded by Supervisor Endicott, motion carried unanimously.





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

**NTCD Board Minutes**  
July 31, 2014  
Nevada Tahoe Conservation District  
Conference Room  
10:10 AM Start Time

**Present:**

Supervisor Smith  
Supervisor McCarthy (via telephone)  
Supervisor Endicott (via telephone)  
Supervisor Sarnoff (via telephone)  
Supervisor Perlman-Whyman (via telephone)  
Alternate D. Smith (via telephone)

**Staff/Others**

M. Kelly, Professional  
Engineer  
M. Thorpe, Administrator

**Absent:**

Supervisor Penzel, and Supervisor Freeman.

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

5. For Possible Action: Review and Approval of Contractor (and agreement) for Construction of Cave Rock Stormwater System Retrofit. Professional Engineer Kelly stated there were 6 bids submitted. Since Impact Construction was the lowest bidder and their references were good, the District recommends approval of Impact Construction. There was some discussion regarding the considerable low bid by Impact Construction and possible change orders. The project has approximately \$75,000 for contingency, and change orders will need to be approved in writing. Any discrepancies should be minimal, because items are lump sum and the bid specs were very specific. Supervisor Sarnoff moved to approve Impact Construction as contractor, and their agreement, seconded by Supervisor McCarthy, motion carried unanimously.
6. Supervisor Comments: Supervisor McCarthy asked if the District is planning, or would like to, give a tour of a District project after the Tahoe Summit. Professional Engineer Kelly stated the District's closest project, to the summit, is pretty far away; therefore, probably not feasible.
7. Public Interest Comments: None.
8. Motion to Adjourn: Supervisor Sarnoff moved to adjourn, seconded by Supervisor McCarthy, motion carried unanimously.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	June 2014	YTD July 2013-June 2014	Budget	Variance Favorable (Unfavorable)	% of Budget
INCOME	General Fund						
<b>Community Grants-Income</b>							
	Carson City		3,000.00	3,000.00	3,000.00	0.00	100%
	Douglas County			10,000.00	10,000.00	0.00	100%
	NV Division of Conser. District			3,629.62	3,500.00	129.62	104%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>3,000.00</b>	<b>16,629.62</b>	<b>16,500.00</b>	<b>129.62</b>	<b>101%</b>
<b>Grants-Income</b>						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
<b>Total Grants-Income</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
<b>Income-Pass Thru Subcontractor</b>						0.00	
<b>Interest</b>						0.00	
<b>Miscellaneous Income</b>				(0.04)		(0.04)	
<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 (GL Shows In Expense Category)</b>			20,696.70	203,068.44	200,000.00	3,068.44	1.02
<b>TOTAL INCOME</b>			<b>23,696.70</b>	<b>219,698.02</b>	<b>216,500.00</b>	<b>3,198.02</b>	<b>1.01</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>						0.00	0.00
<b>Building Expense</b>							
	Building Repairs/Maint-Expense		180.00	2,430.00	2,340.00	(90.00)	
<b>Total Building Expense</b>			<b>180.00</b>	<b>2,430.00</b>	<b>2,340.00</b>	<b>(90.00)</b>	
<b>Conference &amp; Training-Expense</b>					1,500.00		
	Food					0.00	
	Lodging			79.02		(79.02)	
	Parking					0.00	
	Registration Fees		135.00	910.72		(910.72)	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other			335.00		(335.00)	1.00
<b>Total Conference &amp; Training-Expense</b>			<b>135.00</b>	<b>1,324.74</b>	<b>1,500.00</b>	<b>175.26</b>	<b>0.88</b>
<b>Deposit Security</b>				0.00		0.00	0.00
<b>Donation-Expense</b>						0.00	0.00
<b>Dues and Subscriptions-Expense</b>							0.00
	Membership/Dues District			800.00		(800.00)	1.00
	Membership/Dues Staff					0.00	0.00
	Dues and Subscriptions-Expense - Other		54.00	54.00	1,000.00	946.00	
<b>Total Dues and Subscriptions-Expense</b>			<b>54.00</b>	<b>854.00</b>	<b>1,000.00</b>	<b>146.00</b>	<b>0.85</b>
<b>Equipment-Expense</b>						0.00	
	Cell Phones						
	Computer Hardware & Software			2,028.68	5,000.00	2,971.32	
	Computer Maintenance & Repair			210.80	500.00	289.20	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		474.56	4,949.45	5,100.00	150.55	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>474.56</b>	<b>7,188.93</b>	<b>10,600.00</b>	<b>3,411.07</b>	<b>0.68</b>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	June 2014	YTD July 2013-June 2014	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>			5,098.99	5,098.99	5,500.00	401.01	
	E&O/Prop/ Liability Insurance					0.00	0.00
<b>Total Insurance-Expense</b>			5,098.99	5,098.99	5,500.00	401.01	0.93
<b>Meetings Expense</b>							
	Meals-Expense		67.20	513.11	500.00	(13.11)	1.03
<b>Miscellaneous Expense</b>				1,635.15			
<b>Other Expenses</b>					0.00		
<b>Professional Fees-Expense</b>							
	Audit			12,000.00	12,000.00	0.00	
	Bank fees		81.53	406.68	660.00		
	Professional Fees-Expense - Other		27.00	297.50	750.00	452.50	
<b>Total Professional Fees-Expense</b>			108.53	12,704.18	13,410.00	705.82	0.95
<b>Rents and Leases</b>							
	Office Space Lease		2,200.00	26,400.00	26,400.00	0.00	1.00
	Storage Rents			150.00	1,800.00		
	Rents and Leases-Other					0.00	0.00
<b>Total Rents and Leases</b>			2,200.00	26,550.00	28,200.00	1,650.00	0.94
<b>Service Charges</b>			3,500.00	3,500.00		(3,500.00)	1.00
<b>Supplies-Expense</b>							
	Office Supplies		249.05	1,695.37	2,000.00		
	Photocopies						
	Postage and Delivery		320.99	1,129.58	1,000.00		
	Publication/Printing						
	Supplies-Expense - Other			3.74	500.00	496.26	
<b>Total Supplies-Expense</b>			570.04	2,828.69	3,500.00	671.31	0.81
<b>Telecommunications</b>							
	Cell Phone		94.99	1,335.93	1,700.00	364.07	
	Internet Fees			120.00		(120.00)	
	Long Distance					0.00	
	Phone Services		655.46	4,355.64	5,000.00	644.36	
	Telephone-Expense - Other					0.00	
<b>Total Telecommunications-Expense</b>			750.45	5,811.67	6,700.00	888.43	0.87
<b>Vehicles-Expense</b>						0.00	
	District Vehicle Use		(299.60)	(2,984.47)	(6,500.00)		
	Fuel-Expense		99.68	1,120.86	2,500.00	1,379.14	
	License & Maintenance			442.04	650.00	207.96	
	Mileage Reimbursement Expense			61.02	100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
<b>Total Vehicles-Expense</b>			(199.92)	(1,360.55)	(3,250.00)	(1,889.45)	0.42
<b>Wages</b>							
	Payroll Clearing Account		(1,017.94)	(0.55)			
	Professional Engineer			13,637.16			
	Wages-Senior PM-CPG		1,543.69	21,656.62			
	Wages-Administrator		7,430.79	88,359.04			

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	June 2014	YTD July 2013-June 2014	Budget	Variance Favorable (Unfavorable)	% of Budget
	Wages-District Manager		3,822.93	38,477.37			
	Wages-ES II-CPG (2)		217.19	7,446.82			
	Wages-ES III (1)-WRG		1,914.91	12,895.41			
	Wages-ES III (2)-WRG		184.13	14,142.84			
	Wages-ES III-WRG		2,406.17	20,890.76			
	Wages-Extra Help		50.29	236.09			
	Wages - Other		(2.84)	50.29			
	Uncompensated Absence-Reimb Exp		(9,171.26)	(82,832.22)			
	<b>Total Wages</b>		<b>7,378.06</b>	<b>134,959.63</b>	<b>143,500.00</b>	<b>8,540.37</b>	<b>0.94</b>
	<b>Wages-Overhead/Fringe</b>					<b>0.00</b>	
	Long Term Disability		222.65	2,629.24	3,000.00		
	<b>Total Wages-Overhead/Fringe</b>		<b>222.65</b>	<b>2,629.24</b>		<b>370.76</b>	
	<b>Total Wages/Ovrhead</b>		<b>7,600.71</b>	<b>137,588.87</b>	<b>143,500.00</b>	<b>8,911.13</b>	<b>0.94</b>
	<b>Revolving Account</b>						
	<b>TOTAL EXPENSES (No Indirect Included)</b>		<b>20,529.56</b>	<b>206,667.68</b>	<b>216,500.00</b>	<b>9,832.32</b>	<b>0.95</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>		<b>3,167.14</b>	<b>13,030.34</b>			
	<b>Fund Balance</b>		<b>\$ 121,680</b>				

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
 As of June 30, 2014

	Jun 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	25,075.15
<b>Total Checking/Savings</b>	<b>25,125.15</b>
<b>Accounts Receivable</b>	
Accounts Receivable	228,731.48
<b>Total Accounts Receivable</b>	<b>228,731.48</b>
<b>Total Current Assets</b>	<b>253,856.63</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>256,056.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	93,161.26
<b>Total Accounts Payable</b>	<b>93,161.26</b>
<b>Other Current Liabilities</b>	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	33,575.91
<b>Payroll Liabilities</b>	
457 Payable	456.22
CA withholding	295.59
Colonial Payable	42.58
Fed withholding	2,425.00
Medicare Company Payable	302.51
Medicare Employee Payable	302.51
NV Unemployment Bond Factors Pa	622.76
NV Unemployment Payable	1,415.38
Payroll Liabilities - Other	135.60
<b>Total Payroll Liabilities</b>	<b>5,998.15</b>
<b>Total Other Current Liabilities</b>	<b>41,215.62</b>
<b>Total Current Liabilities</b>	<b>134,376.88</b>
<b>Total Liabilities</b>	<b>134,376.88</b>
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	96,924.81
Net Income	13,030.35
<b>Total Equity</b>	<b>121,679.75</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>256,056.63</b>

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
As of June 30, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Cal Trans	6,743.11	2,447.45	0.00	3,496.14	0.00	12,686.70
Carson City Grant	0.00	3,000.00	0.00	0.00	0.00	3,000.00
Carson City SW	1,867.25	0.00	0.00	0.00	0.00	1,867.25
Cave Rock	0.00	0.00	0.00	1,385.56	0.00	1,385.56
Douglas Co - Cave Rock	1,699.75	2,506.53	0.00	0.00	0.00	4,206.28
Douglas County - Maintenance	1,103.08	603.41	0.00	0.00	0.00	1,706.49
Douglas County - PLRM	1,251.88	1,523.56	0.00	0.00	0.00	2,775.44
ENLC	0.00	0.00	0.00	0.00	132.30	132.30
EPA CWP	8,413.27	0.00	0.00	0.00	0.00	8,413.27
Miscellaneous1	0.00	0.00	0.00	0.00	0.00	0.00
NDEP 319 (03-07)	9,317.75	8,961.62	0.00	0.00	0.00	18,279.37
NDEP Green Streets	103.18	8,543.01	0.00	0.00	0.00	8,646.19
NDEP Road Operations	5,176.83	1,312.09	0.00	11,918.00	9,219.35	27,626.27
NDOT BRC	8,499.65	26,983.35	0.00	3,812.44	77.66	39,373.10
NDSL-Invasive Weeds	1,018.29	583.44	0.00	112.97	786.24	2,500.94
NDSL - Hybrid	0.00	0.00	0.00	0.00	1,481.89	1,481.89
NDSL Green Streets	12,411.37	1,401.57	0.00	0.00	0.00	13,812.94
NDSL Road Ops	4,796.40	4,609.49	0.00	0.00	0.00	9,405.89
NDSL RWC Construction	473.16	629.88	0.00	0.00	0.00	1,103.04
NDSL SLRP2	4,098.33	2,868.76	0.00	5,457.77	0.00	12,424.86
SSWA	2,431.57	1,221.67	0.00	0.00	0.00	3,653.24
TRCD SNPLMA Monitoring	493.43	1,513.26	0.00	0.00	0.00	2,006.69
USBOR #10	4,084.04	0.00	0.00	0.00	0.00	4,084.04
USBOR 10 Construct	1,418.45	0.00	0.00	0.00	0.00	1,418.45
USFS - BRC	3,304.77	7,129.27	0.00	3,363.44	0.00	13,797.48
USFS Cave Rock	1,726.75	4,819.49	0.00	0.00	0.00	6,546.24
USFS SLRP2	2,707.92	7,459.62	0.00	0.00	0.00	10,167.54
USFS ZC GID	9,557.77	0.00	0.00	0.00	0.00	9,557.77
Washoe County Maintenance	0.00	603.41	0.00	1,049.59	426.17	2,079.17
Washoe County SLRP2	4,362.59	230.49	0.00	0.00	0.00	4,593.08
<b>TOTAL</b>	<b>97,060.59</b>	<b>88,951.37</b>	<b>0.00</b>	<b>30,595.91</b>	<b>12,123.61</b>	<b>228,731.48</b>





		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	July 2014	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%
	NV Division of Conser. District				3,500.00	(3,500.00)	0%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>0.00</b>	<b>0.00</b>	<b>16,500.00</b>	<b>(16,500.00)</b>	<b>0%</b>
<b>Grants-Income</b>						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
<b>Total Grants-Income</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
<b>Income-Pass Thru Subcontractor</b>						0.00	
<b>Interest</b>						0.00	
<b>Miscellaneous Income</b>			(0.39)	(0.39)		(0.39)	
<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)			17,502.17	17,502.17	215,000.00	(197,497.83)	0.08
<b>TOTAL INCOME</b>			<b>17,501.78</b>	<b>17,501.78</b>	<b>231,500.00</b>	<b>(213,998.22)</b>	<b>0.08</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>						0.00	0.00
<b>Building Expense</b>							
	Building Repairs/Maint-Expense		180.00	180.00	2,340.00	2,160.00	
<b>Total Building Expense</b>			<b>180.00</b>	<b>180.00</b>	<b>2,340.00</b>	<b>2,160.00</b>	
<b>Conference &amp; Training-Expense</b>					1,500.00		
	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
<b>Total Conference &amp; Training-Expense</b>			<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>Deposit Security</b>				0.00		0.00	0.00
<b>Donation-Expense</b>						0.00	0.00
<b>Dues and Subscriptions-Expense</b>							0.00
	Membership/Dues District					0.00	0.00
	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>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Equipment-Expense</b>						0.00	
	Cell Phones						
	Computer Hardware & Software				6,000.00	6,000.00	
	Computer Maintenance & Repair		30.00	30.00	500.00	470.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		425.54	425.54	5,100.00	4,674.46	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>455.54</b>	<b>455.54</b>	<b>11,600.00</b>	<b>11,144.46</b>	<b>0.04</b>

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
	NV TAHOE CONSERVATION DIST.	July 2014	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>				5,500.00	5,500.00	
	E&O/Prop/ Liability Insurance				0.00	0.00
<b>Total Insurance-Expense</b>		0.00	0.00	5,500.00	5,500.00	0.00
<b>Meetings Expense</b>						
	Meals-Expense			500.00	500.00	0.00
<b>Miscellaneous Expense</b>						
<b>Other Expenses</b>				0.00		
<b>Professional Fees-Expense</b>						
	Audit			12,500.00	12,500.00	
	Bank fees	30.59	30.59	660.00		
	Professional Fees-Expense - Other	27.00	27.00	400.00	373.00	
<b>Total Professional Fees-Expense</b>		57.59	57.59	13,560.00	13,502.41	0.00
<b>Rents and Leases</b>						
	Office Space Lease	2,200.00	2,200.00	26,400.00	24,200.00	0.08
	Storage Rents					
	Rents and Leases-Other				0.00	0.00
<b>Total Rents and Leases</b>		2,200.00	2,200.00	26,400.00	24,200.00	0.08
<b>Service Charges</b>					0.00	0.00
<b>Supplies-Expense</b>						
	Office Supplies	74.72	74.72	2,000.00		
	Photocopies					
	Postage and Delivery	86.25	86.25	1,200.00		
	Publication/Printing					
	Supplies-Expense - Other			500.00	500.00	
<b>Total Supplies-Expense</b>		160.97	160.97	3,700.00	3,539.03	0.04
<b>Telecommunications</b>						
	Cell Phone	95.62	95.62	1,650.00	1,554.38	
	Internet Fees			150.00	150.00	
	Long Distance				0.00	
	Phone Services			5,000.00	5,000.00	
	Telephone-Expense - Other				0.00	
<b>Total Telecommunications-Expense</b>		95.62	95.62	6,800.00	6,704.38	0.01
<b>Vehicles-Expense</b>					0.00	
	District Vehicle Use	(299.60)	(299.60)	(4,500.00)		
	Fuel-Expense	86.07	86.07	2,000.00	1,913.93	
	License & Maintenance	104.26	104.26	1,500.00	1,395.74	
	Mileage Reimbursement Expense			100.00		
	Vehicle Fuel Reimbursement Expense					
	Vehicle					
<b>Total Vehicles-Expense</b>		(109.27)	(109.27)	(900.00)	(790.73)	0.12
<b>Wages</b>						
	Payroll Clearing Account	926.59	926.59			
	Professional Engineer	1,971.41	1,971.41			
	Wages-Senior PM	3,629.19	3,629.19			
	Wages-Administrator	7,504.88	7,504.88			

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
	NV TAHOE CONSERVATION DIST.	July 2014	YTD July 2014-June 2015	Budget	Variance Favorable (Unfavorable)	% of Budget
	Wages-District Manager	3,820.78	3,820.78			
	Wages-ES II (2)	1,692.98	1,692.98			
	Wages-ES III (1)	315.24	315.24			
	Wages-ES IV	874.80	874.80			
	Wages-ES III	2,852.40	2,852.40			
	Wages-Extra Help	50.29	50.29			
	Wages - Other	(1.01)	(1.01)			
	Uncompensated Absence-Reimb Exp	(9,827.50)	(9,827.50)			
	<b>Total Wages</b>	<b>13,810.05</b>	<b>13,810.05</b>	<b>155,000.00</b>	<b>141,189.95</b>	<b>0.09</b>
	<b>Wages-Overhead/Fringe</b>				<b>0.00</b>	
	Long Term Disability	222.65	222.65	3,000.00		
	<b>Total Wages-Overhead/Fringe</b>	<b>222.65</b>	<b>222.65</b>		<b>2,777.35</b>	
	<b>Total Wages/Ovrhead</b>	<b>14,032.70</b>	<b>14,032.70</b>	<b>155,000.00</b>	<b>143,967.30</b>	<b>0.09</b>
	<b>Revolving Account</b>					
	<b>TOTAL EXPENSES (No Indirect Included)</b>	<b>17,073.15</b>	<b>17,073.15</b>	<b>231,500.00</b>	<b>214,426.85</b>	<b>0.07</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>	<b>428.63</b>	<b>428.63</b>			
	<b>Fund Balance</b>	<b>\$ 121,109</b>				

4:00 PM  
 08/13/14  
 Accrual Basis

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
 As of July 31, 2014

	Jul 31, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	41,633.43
<b>Total Checking/Savings</b>	<b>41,683.43</b>
Accounts Receivable	
Accounts Receivable	173,134.46
<b>Total Accounts Receivable</b>	<b>173,134.46</b>
<b>Total Current Assets</b>	<b>214,817.89</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>217,017.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	60,759.25
<b>Total Accounts Payable</b>	<b>60,759.25</b>
<b>Other Current Liabilities</b>	
Deferred Income-Carson City SW	84.65
Deferred Income-Moody donations	806.91
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	29,516.00
<b>Payroll Liabilities</b>	
457 Payable	456.22
CA withholding	295.59
Colonial Payable	42.58
Fed withholding	2,402.00
Medicare Company Payable	296.93
Medicare Employee Payable	296.93
NV Unemployment Bond Factors Pa	39.74
NV Unemployment Payable	90.40
Payroll Liabilities - Other	71.00
<b>Total Payroll Liabilities</b>	<b>3,991.39</b>
<b>Total Other Current Liabilities</b>	<b>35,148.95</b>
<b>Total Current Liabilities</b>	<b>95,908.20</b>
<b>Total Liabilities</b>	<b>95,908.20</b>
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	109,955.16
Net Income	-570.06
<b>Total Equity</b>	<b>121,109.69</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>217,017.89</b>

4:01 PM

08/13/14

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
As of July 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Lumos	709.16	0.00	0.00	0.00	0.00	709.16
NDOT Green Streets	2,022.41	0.00	0.00	0.00	0.00	2,022.41
Cal Trans	4,680.27	0.00	6,743.11	0.00	0.00	11,423.38
Carson City SW	2,172.28	0.00	1,867.25	0.00	0.00	4,039.53
Douglas Co - Cave Rock	2,283.95	0.00	0.00	0.00	0.00	2,283.95
Douglas County - Maintenance	263.97	0.00	0.00	0.00	0.00	263.97
Douglas County - PLRM	0.00	0.00	1,251.88	0.00	0.00	1,251.88
ENLC	0.00	0.00	0.00	0.00	132.30	132.30
EPA CWP	8,393.16	0.00	0.00	0.00	0.00	8,393.16
Miscellaneous1	0.00	0.00	0.00	0.00	0.00	0.00
NDEP 319 (03-07)	7,919.38	0.00	9,317.75	0.00	0.00	17,237.13
NDEP Green Streets	155.26	0.00	103.18	0.00	0.00	258.44
NDEP Road Operations	315.69	0.00	5,176.83	1,312.09	0.00	6,804.61
NDOT BRC	5,440.63	0.00	8,499.65	0.00	77.66	14,017.94
NDSL-Invasive Weeds	10,367.73	0.00	1,018.29	583.44	899.21	12,868.67
NDSL Green Streets	4,512.88	0.00	12,411.37	1,401.57	0.00	18,325.82
NDSL Road Ops	141.53	0.00	4,796.40	4,609.49	0.00	9,547.42
NDSL RWC Construction	773.58	0.00	473.16	0.00	0.00	1,246.74
NDSL SLRP2	1,774.54	0.00	4,098.33	0.00	0.00	5,872.87
SSWA	0.00	0.00	2,431.57	1,221.67	0.00	3,653.24
TRCD SNPLMA Monitoring	1,743.80	0.00	493.43	1,513.26	0.00	3,750.49
USBOR #10	3,439.56	0.00	0.00	0.00	0.00	3,439.56
USBOR 10 Construct	1,530.95	0.00	0.00	0.00	0.00	1,530.95
USFS - BRC	3,264.66	0.00	3,304.77	0.00	0.00	6,569.43
USFS Cave Rock	1,688.61	0.00	1,726.75	0.00	0.00	3,415.36
USFS SLRP2	8,644.85	0.00	2,707.92	0.00	0.00	11,352.77
USFS ZC GID	12,023.15	0.00	9,557.77	0.00	0.00	21,580.92
Washoe County Maintenance	791.05	0.00	0.00	0.00	0.00	791.05
Washoe County SLRP2	351.31	0.00	0.00	0.00	0.00	351.31
<b>TOTAL</b>	<b>85,404.36</b>	<b>0.00</b>	<b>75,979.41</b>	<b>10,641.52</b>	<b>1,109.17</b>	<b>173,134.46</b>

11:53 AM

08/15/14

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
**As of August 15, 2014**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Lumos	0.00	709.16	0.00	0.00	0.00	709.16
NDOT Green Streets	0.00	2,022.41	0.00	0.00	0.00	2,022.41
Cal Trans	0.00	4,680.27	6,743.11	0.00	0.00	11,423.38
Carson City SW	0.00	2,172.28	0.00	0.00	0.00	2,172.28
Douglas Co - Cave Rock	0.00	2,283.95	0.00	0.00	0.00	2,283.95
Douglas County - Maintenance	0.00	263.97	0.00	0.00	0.00	263.97
ENLC	0.00	0.00	0.00	0.00	132.30	132.30
EPA CWP	0.00	8,393.16	0.00	0.00	0.00	8,393.16
Miscellaneous1	0.00	0.00	0.00	0.00	0.00	0.00
NDEP 319 (03-07)	0.00	7,919.38	0.00	0.00	0.00	7,919.38
NDEP Green Streets	0.00	155.26	0.00	0.00	0.00	155.26
NDEP Road Operations	0.00	315.69	5,176.83	1,312.09	0.00	6,804.61
NDOT BRC	0.00	5,440.63	0.00	0.00	77.66	5,518.29
NDSL-Invasive Weeds	0.00	10,367.73	0.00	0.00	0.00	10,367.73
NDSL Green Streets	0.00	4,512.88	12,411.37	1,401.57	0.00	18,325.82
NDSL Road Ops	0.00	141.53	4,796.40	4,609.49	0.00	9,547.42
NDSL RWC Construction	0.00	773.58	0.00	0.00	0.00	773.58
NDSL SLRP2	0.00	1,774.54	0.00	0.00	0.00	1,774.54
TRCD SNPLMA Monitoring	0.00	1,743.80	493.43	1,513.26	0.00	3,750.49
USBOR #10	0.00	3,439.56	0.00	0.00	0.00	3,439.56
USBOR 10 Construct	0.00	1,530.95	0.00	0.00	0.00	1,530.95
USFS - BRC	0.00	3,264.66	3,304.77	0.00	0.00	6,569.43
USFS Cave Rock	0.00	1,688.61	0.00	0.00	0.00	1,688.61
USFS SLRP2	0.00	8,644.85	0.00	0.00	0.00	8,644.85
USFS ZC GID	0.00	12,023.15	0.00	0.00	0.00	12,023.15
Washoe County Maintenance	0.00	791.05	0.00	0.00	0.00	791.05
Washoe County SLRP2	0.00	351.31	0.00	0.00	0.00	351.31
<b>TOTAL</b>	<b>0.00</b>	<b>85,404.36</b>	<b>32,925.91</b>	<b>8,836.41</b>	<b>209.96</b>	<b>127,376.64</b>



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

**RECOMMENDATION OF CONTRACT AWARD**

**INCLINE VILLAGE GREEN STREETS PROJECT**

**Contractual Parties:** Nevada Tahoe Conservation District (NTCD), XXXXXXXX

**Effective Dates:** August 21, 2014 – October 15, 2014

**Summary:** The Incline Village Green Streets Project received bids from XX contractors on August 15, 2014. XXXXXXXX was the lowest bidder with a bid total of \$XXXXXX. This bid is within the allocated budget provided by the funders (Nevada Division of State Lands, Nevada Division of Environmental Protection, and Nevada Department of Transportation). NTCD staff reviewed their bid packet and found it to be complete. Therefore, NTCD staff recommends entering an agreement with XXXXXX to construct the Incline Village Green Streets Project for a contract sum of \$XXXXXX. Construction must be completed by October 15, 2014.

**Supporting Documents:** XXXXXX. Bid Packet, Incline Village Green Streets Project Bid Tabulation Form, Agreement Form



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

### PROJECT SUMMARY

## INCLINE VILLAGE GREEN STREETS PROJECT

**NTCD Program:** Water Resources Group

**Contractual Parties:** Nevada Tahoe Conservation District (NTCD); Nevada Department of Transportation (NDOT); Nevada Division of Environmental Protection (NDEP) and Nevada Division of State Lands (NDSL)

**Contract Amount:** \$183,000 (\$80,000 NDOT; \$53,000 NDEP; \$50,000 NDSL)

**Effective Dates:** November 1, 2013 – December 31, 2016

**Project Summary:** The Incline Village Green Streets project seeks to install at least 5 rain gardens in the NDOT Right-of-Way (ROW) of State Route (SR) 28 and adjacent public land (if available) to treat (by bio-infiltration) stormwater runoff in high load reduction potential catchments. Preliminary modeling suggests substantial fine sediment load reduction is possible for NDOT through implementation and maintenance of the project. NTCD is partnering with NDOT and the Incline Village Rotary Club to implement the Incline Village Green Streets Project.

**Scope of Services Summary:** This project will install at least 5 rain gardens in the NDOT ROW of SR 28 and adjacent public land if available to treat stormwater runoff. Project tasks include the following: 1) Identify and rank treatment locations based on pollutant load reduction potential, connectivity, topography and engineering considerations; 2) Create 100% Design Plans, Specifications, Engineer's Estimates and Design Reports for implementing the project; 3) Obtain all necessary permits for implementation of the project; 4) Prepare final bid documents, informally bid and select contractor for construction of the project per design plans and specifications; 5) Construct per design plans and specifications; and 6) In partnership with Incline Village Rotary Club, revegetate, irrigate and maintain the project for two growing seasons following construction.





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

### PROJECT SUMMARY

## Burke Creek HWY 50 Crossing & Realignment Project, Phase I & II

**NTCD Program:** Water Resources Group

**Contractual Parties:** Nevada Tahoe Conservation District (NTCD); Nevada Department of Transportation (NDOT), USFS, Douglas County and NDSL

**Contract Amount:** \$1,975,068 (\$957,896 USFS; \$300,000 NDOT; \$100,000 DC TRPA SEZ MIT; and \$587,172 NDSL)

**Effective Dates:** June 1, 2013 – December 31, 2018

**Project Summary:** This project consists of Phases I and II. Phase I proposes to replace the culvert at HWY 50 with an open bottom arch culvert capable of conveying 50 year flows, and reduce the size of the adjacent commercial parking lot, realign the channel in the former parking lot and spot treat issues such as headcuts, entrenchment and floodplain pinching upstream of HWY 50. Phase II proposes to realign the channel downstream of HWY 50, treat directly connected stormwater runoff and improve conveyance and drainage along adjacent stretch of HWY 50. The project includes catchment registration for NDOT and Douglas County for anticipated credits resulting from the project. NTCD anticipates working very closely with USFS staff on the design and construction of the stream channel on the USFS parcel downstream of HWY 50.

NTCD has obtained the USFS funding. Douglas County is currently reviewing the ILA and SOW. NDSL funding agreement is being drafted. NDOT agreement and SOW will be supplied to NDOT by end of August 2014.



## **INTERLOCAL CONTRACT**

**BETWEEN**

**DOUGLAS COUNTY, NEVADA**

**AND**

**THE NEVADA TAHOE CONSERVATION DISTRICT**

This Interlocal Contract (“Contract”) is made by and between Douglas County (the “County”), a political subdivision of the State of Nevada, and the Nevada Tahoe Conservation District (the “NTCD”), a political subdivision of the State of Nevada and organized under the provisions of N.R.S. Chapter 548. The County and the NTCD are sometimes collectively referred to as the “Parties” or individually as a “Party.”

### **RECITALS**

WHEREAS, the parties are public agencies pursuant to N.R.S. 277.100 and N.R.S. 277.180(1) provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which any of the contracting agencies is authorized by law to perform; and

WHEREAS, each party is authorized by the laws of the State of Nevada to perform or undertake governmental functions and responsibilities as separate legal entities; and

WHEREAS, the County and the NTCD will be able to provide more effective and efficient services by entering into the Contract.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. **EFFECTIVE DATE OF CONTRACT AND TERM.** The term of the Contract shall commence upon approval of the Contract by the governing boards of both parties and will expire 31<sup>st</sup> May, 2018, unless terminated in accordance with Paragraph 4 of the Contract.
2. **Services Provided.** The services to be provided by NTCD include project management, design, engineering, and construction oversight for the Burke Creek Highway 50 Crossing and Realignment Project, Phases I & II. The services are described in detail in Attachment A, Scope of Work, which is attached to this contract and made a part thereof. Mr. Michael Pook will serve as the Project Manager for the NTCD.
3. **PAYMENT FOR SERVICES.** The payment for services will not exceed One Hundred Thousand Dollars (\$100,000) and are further detailed in Attachment "A" Scope of Work. Payment shall be made within fifteen working days of receipt of invoice.
4. **TERMINATION OF CONTRACT.** Either party may revoke the Contract without cause, provided only that a revocation shall not be effective until 30 days after the terminating party has served written notice upon the other party. The notice of termination may provide for the termination of all or only some of the services provided by NTCD to the County. All monies due and owing up to the point of termination shall be paid by Douglas County.
5. **CONFORMITY WITH COUNTY POLICIES.** The NTCD is entering into a contract with Douglas County's County Community Development ("Community Development") and will comply with the requirements of Community Development.
6. **CONSTRUCTION OF CONTRACT.** The Contract shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding the Contract shall be resolved by binding arbitration, with an arbiter to be selected from a list of senior judges maintained by the Nevada Supreme Court of senior judges, with both parties to pay an equal share of the expenses charged by the senior judge and any other related court fees. Each party is responsible for their own attorney's fees and costs. There shall be no presumption for or against the drafter in interpreting or enforcing the Contract.
7. **COMPLIANCE WITH APPLICABLE LAWS.** NTCD shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of the Contract.
8. **INDEMNIFICATION.** Each party agrees to indemnify and hold the other Party harmless to the fullest extent allowed by law, including, but not limited to, any duties or limitations imposed by the provisions of Nevada Revised Statutes Chapter 41, from and against any liability relating to or arising from the performance of the Contract proximately caused by any act or omission of its own officers, agents, or employees, including attorney's fees and costs incurred. Such obligation must not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to any Party. This indemnification obligation is conditioned upon receipt of written notice by the indemnifying Party within 30 days of the indemnified Party's notice of an actual

or pending claim or cause of action. The indemnifying Party will not be liable to hold harmless the indemnified Party if the indemnified Party elects to participate in any litigation or arbitration with legal counsel of its own choice.

9. **SEVERABILITY.** The illegality or invalidity of any provision or portion of the Contract shall not affect the validity of the remainder of the contract.
10. **NON-APPROPRIATION OF FUNDS.** All payments and services provided under the Contract are contingent upon the availability of the necessary public funding. In the event that Douglas County does not receive the funding necessary to perform in accordance with the terms of the Contract, the Contract shall automatically terminate without any further obligation by either Party.
11. **ASSIGNMENT.** The Parties will neither assign, transfer nor delegate any of the rights, obligations or duties conferred pursuant to the terms of the Contract except in a writing signed by both Parties. The Contract will be binding upon and inure to the benefit of the Parties' respective successors and assigns.
12. **ENTIRE CONTRACT.** The Contract constitutes the full and final understanding, agreement and binding contract between the parties and shall not be modified except in writing and signed by both parties.
13. **NO THIRD PARTY BENEFICIARIES.** Nothing contained in the Contract is intended to convey any rights or to create a contractual relationship with any third party or to otherwise allow a third party to assert a cause of action against the Parties arising from, or related to, the Contract.
14. **NOTICE.** All written notices under the Contract shall be mailed or hand delivered to the following officials at the addresses stated below:

County Manager  
Douglas County, State of Nevada  
Post Office Box 218  
Minden, Nevada 89423

District Manager  
Nevada Tahoe Conservation District  
P.O. Box 915  
Zephyr Cove, NV 89448

***IN WITNESS WHEREOF, the parties hereto have caused this Interlocal Contract between Douglas County and the Nevada Tahoe Conservation District to be executed.***

On behalf of and with authority to sign for  
Douglas County:

On behalf of and with authority to sign for  
Nevada Tahoe Conservation District:

By: \_\_\_\_\_  
Greg Lynn, Chairman (Date)

By: \_\_\_\_\_  
Glen Smith, Chair (Date)

Attest:

\_\_\_\_\_  
Ted Thran  
Douglas County Clerk



**ATTACHMENT A  
SCOPE OF WORK**

**NEVADA TAHOE CONSERVATION DISTRICT  
BURKE CREEK HWY 50 CROSSING AND REALIGNMENT PROJECT, PHASE I & II**

The Burke Creek HWY 50 Crossing and Realignment Project (“Project”) is a joint effort between Douglas County (“County”), the Nevada Department of Transportation (“NDOT”), the United States Forest Service (“USFS”) and the Nevada Tahoe Conservation District (“NTCD”). The Project will be constructed in two phases. Phase I seeks to reduce the size of the adjacent parking lot of the commercial property; improve conveyance capacity at Highway (HWY) 50; repair head cuts, entrenchment and floodplain pinching upstream; improve stream and riparian habitat; and increase stream connectivity to the floodplain. Phase II seeks to realign the channel downstream of HWY 50 and treat stormwater runoff. Phase II will be designed and constructed by USFS personnel since it is located on USFS property.

Douglas County will provide \$100,000 of funding from the County portion of SEZ Mitigation Funds held by the Tahoe Regional Planning Agency (TRPA).

Specific tasks required to be performed as a part of the Project are:

**TASK 1:** *Create 100% Design Plans, Specifications, Engineer’s Estimates and Design Reports for implementing Phase I of the Project:* This task will further advance the design of Phase I developed by Wood Rodgers and NTCD to a 100% design level which includes all individual components of the design; cross-sections and profile views with stationing; cross-sections of unique non-standard details; the exact location of the crossing; and the engineer’s estimate to construct Phase I of the Project. Phase I seeks to reduce the size of the adjacent parking lot of the commercial property; improve conveyance capacity at HWY 50; repair head cuts, entrenchment and floodplain pinching upstream; improve stream and riparian habitat; and increase stream connectivity to the floodplain. Sufficient details will be present in the plans and reports to allow successful construction of Phase I of the Project.

*Deliverables:* 100% Design Plans, Specifications, Reports and Engineer’s cost estimate for constructing Phase I of the Project as defined above.

**TASK 2:** *Obtain all necessary permits for implementing Phase I of the Project:* This task includes identifying and obtaining all permits necessary to construct Phase I of the project including compliance with the National Environmental Policy Act (NEPA), the Douglas County Site Improvement Permit(s), Army Corps of Engineers 404 permit, Nevada Division of Environmental Protection 401 permit, Federal Emergency Management Agency (FEMA) permits and the Tahoe Regional Planning Agency (TRPA) permit(s). This task also includes obtaining any Special Use Permits or Right of Entries for allowing construction activities, drafting Memorandums of Understanding (MOUs) for assigning maintenance responsibilities and obtaining Easements to allow for maintenance of assets.

*Deliverables:* Permits necessary for completion of Phase I of the Project components as described in Task 1. MOUs assigning maintenance responsibilities and necessary easements to allow maintenance access.

**TASK 3:** *Prepare final bid documents, advertise bid and select contractor for construction of Phase I of the Project per design plans and specifications:* This task involves NTC D preparing the final bid documents with assistance from NDOT and the County, advertizing Phase I of the Project for open bid, conducting a pre-bid site walk and bid opening meeting, and selecting a contractor(s) in conjunction with NTC D contractor selection policy and TAC approval.

*Deliverables:* Bid documents necessary for advertizing and selecting a contractor for construction of Phase I of the Project. Complete signed award with contractor for construction of Phase I of the Project.

**TASK 4:** *Construct Phase I of the Project per design plans and specifications:* Through selection of contractor and award of Phase I of the Project to selected contractor (Task 3), construct Phase I of the Project per design plans and specifications. This task involves NTC D providing on-site construction inspection to ensure quality and adherence to the plans and regulatory standards throughout the construction process.

*Deliverables:* Construction of Phase I of the Project per design plans and specifications.

**TASK 5:** *Coordinate with adjacent commercial property owner and TRPA to obtain BMP Certificate of Completion for the commercial property:* This task involves coordination with the TRPA and the adjacent commercial property owner to obtain a BMP Certificate of Completion for existing and proposed BMPs to treat stormwater runoff from the commercial property. The commercial property consists of three parcels along HWY 50: 175, 177 and 179 HWY 50, Stateline, NV 89449 (APNs: 1318-23-401-42; -41; -40).

*Deliverables:* TRPA BMP Certificate of Completion issued to commercial property owner.

**TASK 6:** *Register the catchment and obtain clarity credits for Douglas County as a result of the Project:* The Project is expected to result in clarity credits for the County and NDOT through treatment of directly connected stormwater, removal of coverage and obtaining BMP Certificate of Completion for adjacent commercial property (Task 5). Final Pollutant Load Reduction Model (PLRM) runs to determine Total Maximum Daily Loads (TMDL) Credits and Registration of the catchment will be performed to gain Lake Clarity Credits for the County. Registration includes performing BMP Rapid Assessment Methodology (RAM) on any stormwater assets.

*Deliverables:* Final PLRM output and Registration of the catchment to obtain Lake Clarity Credits for the County.

BURKE CREEK HWY 50 CROSSING AND REALIGNMENT PROJECT BUDGET:

TOTAL										
Category	Total Hours	Rate	NDOT	USFS SNPLMA Round 12	DC SEZ Mitigation	NDSL W/EC	Total Cash Budget	NDOT In-Kind	Total Budget	
District Manager	37	up to \$60	997.20	1,222.80	0.00	0.00	2,220.00		2,220.00	
Administrator	30	up to \$55	825.00	825.00	0.00	0.00	1,650.00		1,650.00	
WRG ES III (Mike)	1,844	up to \$47	20,440.00	26,841.54	13,395.46	25,991.00	86,668.00		86,668.00	
WRG PE (Meg)	2,131	up to \$50	21,193.35	33,661.46	21,473.66	30,221.53	106,550.00		106,550.00	
WRG ES III (Domi)	770	up to \$45	9,720.41	7,658.16	0.00	17,271.43	34,650.00		34,650.00	
WRG ES III (Karin)	500	up to \$47	8,505.00	6,503.73	0.00	8,491.26	23,500.00		23,500.00	
Wages (salary and fringe)			61,880.96	76,712.69	34,869.12	81,975.23	255,238.00		255,238.00	
Personnel Costs (16.18%)			9,979.99	12,412.12	5,641.83	13,269.59	41,297.53		41,297.53	
Travel (vehicle mileage)		@ \$0.56	250.00	500.00	0.00	0.00	750.00		750.00	
Training			0.00	2,000.00	0.00	0.00	2,000.00		2,000.00	
Equipment			1,500.00	0.00	0.00	0.00	1,500.00		1,500.00	
Supplies			500.00	2,000.00	0.00	0.00	2,500.00		2,500.00	
Sub-total			73,910.95	93,624.81	40,510.95	95,236.82	303,285.53		303,285.53	
Indirect (37.00% for above items only)			27,347.05	34,641.19	14,989.05	35,238.36	112,215.65		112,215.65	
NDSL Travel		@ \$0.56	0.00	0.00	0.00	498.82	498.82		498.82	
NDSL Supplies			0.00	0.00	0.00	500.00	500.00		500.00	
NDSL Equipment			0.00	0.00	0.00	1,000.00	1,000.00		1,000.00	
Contract: Consultant			0.00	0.00	0.00	86,154.00	86,154.00		86,154.00	
Contract: Geomorphologist			10,000.00	19,247.00	7,500.00	10,000.00	46,747.00		46,747.00	
Contract: USFS (design +construct)			0.00	125,000.00	0.00	0.00	125,000.00		125,000.00	
Contract: Surveyor			5,000.00	6,000.00	0.00	5,000.00	16,000.00		16,000.00	
Contract: Geotechnician			8,742.00	3,464.00	0.00	7,542.00	19,748.00		19,748.00	
Contract: Materials Testing			0.00	5,000.00	5,000.00	5,000.00	15,000.00		15,000.00	
Construction			175,000.00	670,918.00	32,000.00	341,000.00	1,218,919.00		1,218,919.00	
Construction Oversight								30,000.00	30,000.00	
TOTAL			300,000.00	957,896.00	100,000.00	587,172.00	1,945,068.00	30,000.00	1,975,068.00	