



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

**BOARD MEETING AGENDA**

November 8, 2012

3:30 PM (estimated duration 3 hours)

The Parasol Building  
Meiling Room  
948 Incline Way  
Incline Village, Nevada

**Agenda Items**

1. **Call to Order**
2. **Supervisor Roll Call**
3. **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.
4. **Public Interest Comments (No Action)**
5. **Discussion/Possible Action (Annual Audit)**
  - a. **For Possible Action: Approval of FY 2012 Annual Audit**
  - b. **For Possible Action: Approval of Kohn Colodny as auditor for FY 2013**

**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.

## 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   | 1             |
| 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 September 20, 2012.  | 2 - 5         |
| b. For Possible Action: Approval of the NTCD financial reports for September 2012. As of 9/30/12, the District's Fund balance is \$137,004. This represents the District's available spendable resources, or assets less liabilities. September had a surplus of \$369, even though there was an \$8,000 invoice for the audit. The surplus was the result of: a reduction in hours of Administrative staff; only one equivalent week of non-billable time (vacations, grant writing, sick time, and holidays); an \$1,800 credit for health insurance; and Indirect revenue (\$4,500) on the construction of Rosewood Creek. Cash was not an issue for October, and November is looking favorable also. October is projected to be a deficit of approximately \$1,000; and November is projected to be a deficit of approximately \$9,400, due to three holidays and an employee injury (outside of work). | 6 - 11        |

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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>8. Discussion on Strategic Planning, Implementation.</b>	<b>12 - 13</b>
<b>9. Status and recommendations regarding local government appointments to the NTCD Board for the term starting January 2013</b>	
<b>10. Supervisor's Comments</b>	
<b>11. Public Interest Comments</b>	
<b>12. Motion to Adjourn</b>	

**Note: NTCD election starts at 5:30pm** **14 - 15**

#### **Election Process (Start time 5:30pm)**

- a. **Overview presentation of District's services and accomplishments. (5:30pm – 5:45pm)**
- b. **Chair appointment of three electors present to act, without pay, as judges and tellers to count the votes at the conclusion of the voting. (5:45pm)**
- c. **Open nominations, verbally from the floor, for three (3) District Supervisor positions. (immediately following item b.)**
- d. **Closure of nominations. (immediately following item c.)**
- e. **Preparation of ballots. (5:45pm – 6:00pm)**
- f. **Candidate opportunity to briefly give a statement on their interest and experience. (Time limit 5 minutes per candidate) (immediately following item d.)**
- g. **Voting. (6:00pm – 6:15pm)**
- h. **Collection and counting of ballots. (6:15pm – 6:30pm)**
- i. **Chair announces the voting results. (6:30pm)**

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## Lake Tahoe Basin NRCS Activity Report September 2012

### **Backyard Conservation Program (BCP):**

- Chuck continues to respond to BMP Check Up requests. NRCS is working with owners who already installed their BMPs. The program rewards those homeowners who installed their BMPs with free assistance by the NRCS. Included in the service is a thorough inspection of the existing BMPs and a water test on the driveway systems to check how it is functioning.
- This month, NRCS assisted 3 homeowners upgrading their old clogged systems with sediment traps that are easy to inspect and maintain from now on.
- Chuck and Woody did necessary repairs to keep the Constant Head Permeameters performing and conducted quality assurance checks.
- Chuck gave technical assistance to the districts and performed quality assurance reviews and approvals of their BMP designs.
- Woody attended a BMP meeting with TRCD, NTCD, UNCE, and TRPA to discuss the future of the BMP program.

### **Community Watershed Partnership:**

- The second community survey was released for the Incline Village watershed.
- A direct mailing to homeowners in the Upper Truckee Meadows watershed resulted in 6 BMP check up requests. Chuck met his goal of getting 15 customers to participate in the BMP check-up program by contacting owners direct by phone. He is finding lots of deferred maintenance, and the sediment trap upgrades have been well received.
- Rachel, Woody, and Eben met with an NRCS forester to discuss the needs fuel management needs of the Griff Creek watershed.
- Rachel led a soils field day for the Tahoe Expedition Academy located in the Griff Creek watershed.

### **Conservation Technical Assistance:**

- Rachel finalized assist the Elk Grove field office with soil technical assistance for a large reclamation project.
- Rachel assisted with the annual Tahoe Yellow Cress survey.

### **Financial & Administration:**

- NRCS met with EPA to streamline the transition to EPA management of the CWP program.
- NRCS is preparing to release an RFP for eco-site development for the Round 12 NRCS SNPLMA project.

Respectfully Submitted by  
Woody Loftis, District Conservationist  
NRCS – South Lake Tahoe Field Office





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

**NTCD Board Minutes**  
September 20, 2012  
The Parasol, Trepp Room  
948 Incline Way, Incline Village, NV  
10:15 AM Start Time

**Present:**

Supervisor Smith  
Supervisor Sarnoff  
Supervisor Breternitz  
Supervisor McCarthy (via telephone)  
Supervisor Perlman-Whyman  
Supervisor Freeman

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
W. Loftis, NRCS  
C. Taylor, NRCS

**Absent:**

Supervisor Endicott

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Approval of the Agenda: Supervisor Breternitz moved to approve the Agenda with item 8 removed and postponed until next Board meeting, seconded by Supervisor Perlman-Whyman, motion carried unanimously.
4. Public Interests Comments: Supervisor McCarthy supports item 6g.

## CONSENT CALENDAR

Items 5a, 5d, 6d, and 6g were pulled from the consent calendar for further discussion.

Supervisor Breternitz moved to approve the Consent Calendar (items 5 and 6, with items 5a, 5d, 6d, and 6g pulled), seconded by Supervisor McCarthy, motion carried unanimously.

5. Agency Reports, Discussion/Possible Action
  - b. For Possible Action: NACD report.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report.
  - e. For Possible Action: Staff report.
  
6. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for August 16, 2012.
  - b. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 6, 2012.
  - c. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 14, 2012
  - e. For Possible Action: Approval of Final Financial Report FY 2012 submitted to CDP. The Final, compared to the Draft, added some late arriving subcontractor invoices.
  - f. For Possible Action: Approval of Annual Report FY 2012 submitted to CDP.



## ADMINISTRATIVE CALENDAR

### CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

**Item 5a)** For Possible Action: NRCS report. Woody Loftis of NRCS reported the soils assessment for Incline Village Stormwater EIP is completed and there might be credits for PLRM. The results of the first community survey for the Incline Village CWP were somewhat surprising; no one mentioned parking as an issue. The second survey will be distributed in September. NRCS is working with homeowners who have already installed their BMPs and is offering assistance to insure their BMPs are working properly.

**Item 5d)** For Possible Action: NvACD report: District Manager Martin will be presenting at the annual meeting October 22. He has room for two passengers if anyone is interested in carpooling.

**Item 6d)** For Possible Action: Approval of the NTCD financial reports for August 2012. As of 8/31/12, the District's Fund balance is \$136,542. This represents the District's available spendable resources, or assets less liabilities. August had a deficit of \$738. The manageable deficit was the result of a reduction in hours of Administrative staff, and only two equivalent weeks of non-billable time (vacations). Cash is not an issue for September, and October is looking favorable also. Note: July had some late invoicing changes that reduced its deficit to \$5,238 from \$8,048. September will probably be negative due to an \$8,000 audit invoice. Supervisor Sarnoff moved to approve the August 2012 financial reports, seconded by Supervisor Freeman, motion carried unanimously.

**Item 6g)** For Possible Action: Approval of new position "Senior Project Engineer". The current project engineer position has taken on a lot more responsibilities and is doing senior project engineer work. The current project engineer is the only employee qualified for the new position; the new position requires a licensed P.E. in Nevada. Supervisor Freeman moved to approve the position of Senior Project Engineer, seconded by Supervisor Sarnoff, motion carried unanimously.

7. For Possible Action: Creation of Board function to manage "Friends of the Garden". The demo gardens need volunteers to help maintain them, because there is a lack of funding for future maintenance. Supervisor Perlman-Whyman presented the history of the demo gardens. Forty people have shown interest in volunteering. Supervisor Perlman-Whyman thinks District staff should not be completely responsible for the maintenance of the gardens. Supervisor Perlman-Whyman proposes the Board create a "Friends of the Garden" Board function. Supervisor Sarnoff stated though this is important and worthwhile, he is concerned with making this a permanent/formal Board function. Supervisor Smith shares Supervisor Sarnoff's concern; it is a wonderful idea, but should be voluntary. Supervisor Breternitz stated future Board members might not be interested or passionate regarding the gardens. And coordinating volunteers is very difficult. Supervisor Perlman-Whyman stated "Friends of the Garden" could be for education and outreach. Supervisor Perlman-Whyman will give monthly updates on this concept.
8. Discussion on Strategic Planning, Implementation. This item was postponed until next Board meeting.
9. Supervisor Comments: Supervisor Perlman-Whyman will make sure everyone gets on the mailing list for the NACD Board Briefs. And commended Project Engineer Kelly for her work on the Rosewood Creek project.
10. Public Interest Comments: Supervisor Smith stated the next Board meeting is tentatively scheduled for November 8, because of the election of Supervisors. And October and November's regular meeting dates will probably be cancelled.
11. Motion to Adjourn: Supervisor Perlman-Whyman moved to adjourn, seconded by Supervisor Freeman, motion carried unanimously.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	September 2012	YTD July 2012-June 2013	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				2,500.00	(2,500.00)	0%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>0.00</b>	<b>0.00</b>	<b>15,500.00</b>	<b>(15,500.00)</b>	<b>0%</b>
<b>Grants-Income</b>							
	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>							
	Interest					0.00	
<b>Miscellaneous Income</b>							
	Prior Year Income					0.00	
<b>Services Rendered</b>							
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-General (GL Shows In Expense Category)		17,318.78	46,102.63	205,000.00	(158,897.37)	0.22
	<b>TOTAL INCOME</b>		<b>17,318.78</b>	<b>46,102.63</b>	<b>220,500.00</b>	<b>(174,397.37)</b>	<b>0.21</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>							
	Building Expense					0.00	0.00
	Building Repairs/Maint-Expense			540.00	2,340.00	1,800.00	
<b>Total Building Expense</b>			<b>0.00</b>	<b>540.00</b>	<b>2,340.00</b>	<b>1,800.00</b>	
<b>Conference &amp; Training-Expense</b>							
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees					0.00	
	Travel/Transportation				1,360.00	1,360.00	
	Conference & Training-Expense - Other					0.00	0.00
<b>Total Conference &amp; Training-Expense</b>			<b>0.00</b>	<b>0.00</b>	<b>1,360.00</b>	<b>1,360.00</b>	<b>0.00</b>
<b>Deposit Security</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Donation-Expense</b>							
<b>Dues and Subscriptions-Expense</b>							
	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>							
	Cell Phones					0.00	
	Computer Hardware & Software				500.00	500.00	
	Computer Maintenance & Repair			90.00	500.00	410.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment	335.00		1,717.83	6,500.00	4,782.17	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>335.00</b>	<b>1,807.83</b>	<b>7,500.00</b>	<b>5,692.17</b>	<b>0.24</b>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	September 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
<b>Indirect Cost</b>	<b>(See Excel Income Section)</b>						
	Administrative Cost-Grants					0.00	
	Indirect Cost - Other					0.00	
<b>Total Indirect Cost</b>	<b>See Revenues above</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Insurance-Expense</b>					5,000.00	5,000.00	
	E&O/Prop/ Liability Insurance					0.00	0.00
<b>Total Insurance-Expense</b>			<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>Meetings Expense</b>							
	Meals-Expense			22.95	500.00	477.05	0.05
<b>Miscellaneous Expense</b>							
<b>Other Expenses</b>					0.00		
<b>Professional Fees-Expense</b>							
	Audit		8,000.00	8,000.00	12,000.00	4,000.00	
	Bank fees		33.97	83.88	600.00		
	Professional Fees-Expense - Other		24.65	87.00	750.00	663.00	
<b>Total Professional Fees-Expense</b>			<b>8,058.62</b>	<b>8,170.88</b>	<b>13,350.00</b>	<b>5,179.12</b>	<b>0.61</b>
<b>Rents and Leases</b>							
	Office Space Lease		3,500.00	10,500.00	42,000.00	31,500.00	0.25
	Storage Rents						
	Rents and Leases-Other		(239.86)	(719.58)	(1,500.00)	(780.42)	0.48
<b>Total Rents and Leases</b>			<b>3,260.14</b>	<b>9,780.42</b>	<b>40,500.00</b>	<b>30,719.58</b>	<b>0.24</b>
<b>Service Charges</b>						0.00	0.00
<b>Subcontractor Fees-Expense</b>						0.00	
	2nd Nature					0.00	
	Biological by Design					0.00	
	High-Sierra Water Lab					0.00	
	Hughes Weed Control					0.00	
	Jacobs, Jack P.E.					0.00	
	Nichols Consulting Engineers					0.00	
	Round Hill GID					0.00	
	Other				0.00	0.00	
<b>Total Subcontractor Fees-Expense</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Supplies-Expense</b>							
	Office Supplies		307.23	529.66	2,000.00		
	Photocopies						
	Postage and Delivery		266.26	352.51	1,000.00		
	Publication/Printing						
	Supplies-Expense - Other				500.00	500.00	
<b>Total Supplies-Expense</b>			<b>573.49</b>	<b>882.17</b>	<b>3,500.00</b>	<b>2,617.83</b>	<b>0.25</b>
<b>Telecommunications</b>							
	Cell Phone		271.48	404.76	1,700.00	1,295.24	
	Internet Fees					0.00	
	Long Distance					0.00	
	Phone Services			1,168.00	5,000.00	3,832.00	
	Telephone-Expense - Other					0.00	
<b>Total Telecommunications-Expense</b>			<b>271.48</b>	<b>1,572.76</b>	<b>6,700.00</b>	<b>5,127.24</b>	<b>0.23</b>
<b>Vehicles-Expense</b>						0.00	
	District Vehicle Use		(908.00)	(2,287.24)	(6,500.00)		
	Fuel-Expense		365.76	705.84	2,500.00	1,794.16	

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	September 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
	License & Maintenance			53.55	650.00	596.45	
	Mileage Reimbursement Expense				100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
	<b>Total Vehicles-Expense</b>		<b>(542.24)</b>	<b>(1,527.85)</b>	<b>(3,250.00)</b>	<b>(1,722.15)</b>	<b>0.47</b>
	<b>Wages</b>						
	Payroll Clearing Account		(3,173.17)	850.84			
	Professional Engineer		338.82	810.78			
	Professional Engineer (2)			1,722.94			
	Wages-Senior PM-CPG		483.70	4,597.64			
	Wages-Senior PM-WRG						
	Wages-Administrator		5,715.29	17,318.46			
	Wages-ES II-CPG (1)						
	Wages-District Manager		3,848.21	12,918.98			
	Wages-ES III (1)-WRG		334.83	1,310.74			
	Wages-ES III (2)-WRG		542.42	2,268.16			
	Wages-ES III-WRG		422.15	2,212.82			
	Wages-Senior Engineer Technician		1,203.52	4,381.15			
	Wages - Other		1.59	16.32			
	Uncompensated Absence-Reimb Exp		(4,921.19)	(19,214.39)			
	<b>Total Wages</b>		<b>4,796.17</b>	<b>29,194.44</b>	<b>142,000.00</b>	<b>112,805.56</b>	<b>0.21</b>
	<b>Wages-Overhead/Fringe</b>					0.00	
	Long Term Disability		196.69	724.47	3,000.00		
	<b>Total Wages-Overhead/Fringe</b>		<b>196.69</b>	<b>724.47</b>		<b>(724.47)</b>	
	<b>Total Wages/Ovrhead</b>		<b>4,992.86</b>	<b>29,918.91</b>	<b>142,000.00</b>	<b>112,081.09</b>	<b>0.21</b>
	<b>Revolving Account</b>						
	<b>TOTAL EXPENSES (No Indirect Included)</b>		<b>16,949.35</b>	<b>51,168.07</b>	<b>220,500.00</b>	<b>169,331.93</b>	<b>0.23</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>		<b>369.43</b>	<b>(5,065.44)</b>			
	<b>Fund Balance</b>		<b>\$ 137,004</b>				

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
**As of September 30, 2012**

	Sep 30, 12
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	285,748.77
<b>Total Checking/Savings</b>	285,798.77
Accounts Receivable	
Accounts Receivable	355,343.07
<b>Total Accounts Receivable</b>	355,343.07
<b>Total Current Assets</b>	641,141.84
<b>Other Assets</b>	
Prepaid expenses	3,500.00
<b>Total Other Assets</b>	3,500.00
<b>TOTAL ASSETS</b>	644,641.84
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	562,245.44
<b>Total Accounts Payable</b>	562,245.44
<b>Other Current Liabilities</b>	
Deferred Income-Glenbrk Proposal	-15.45
Deferred Income-Moody donations	871.91
Deferred Income-USBOR #10	-88,329.90
Deferred Income - Cave Rock Est	936.49
Deferred Income - DC TMDL Cost	-0.06
Deferred Income - Demo garden	750.00
Deferred Income - Rwd Crk Mace	0.90
Deferred Income - TRPA Mit - Hy	-2.24
Deferred Income - TRPA Mit - W	-1.76
Liab.Uncompensated Absences	27,250.14
<b>Payroll Liabilities</b>	
457 Payable	500.74
CA withholding	320.29
Colonial Payable	153.84
Fed withholding	2,365.00
Medicare Company Payable	267.13
Medicare Employee Payable	267.13
NV Unemployment Payable	57.39
<b>Total Payroll Liabilities</b>	3,931.52
<b>Total Other Current Liabilities</b>	-54,608.45
<b>Total Current Liabilities</b>	507,636.99
<b>Total Liabilities</b>	507,636.99
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	126,875.63
Net Income	-1,595.37
<b>Total Equity</b>	137,004.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	644,641.84

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
**As of September 30, 2012**

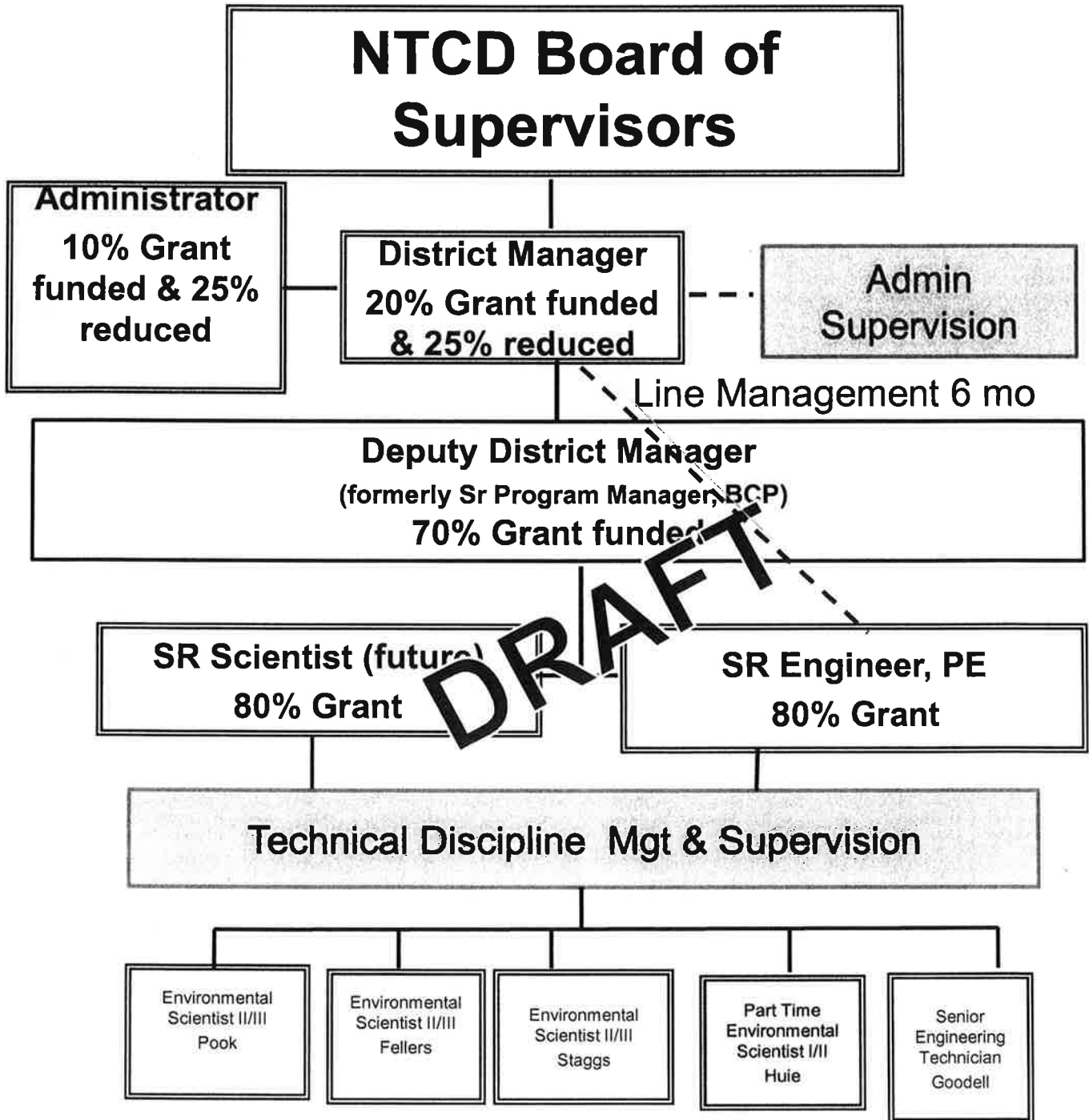
	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
DC Load cost Est DC	2,630.76	3,202.67	0.00	0.00	0.00	5,833.43
Douglas Co - SEZ BRC	4,744.45	8,681.53	0.00	0.00	0.00	13,425.98
Douglas County - PLRM	389.79	457.78	0.00	0.00	0.00	847.57
Douglas County - Stormwater	1,680.99	1,594.89	0.00	0.00	0.00	3,275.88
ENLC	84.14	0.00	0.00	0.00	0.00	84.14
Glenbrook Homeowners Assoc.	0.00	0.00	0.00	0.00	99.29	99.29
Miscellaneous1	0.00	0.00	0.00	0.00	0.00	0.00
NDEP - MPD	2,827.84	1,799.27	0.00	0.00	0.00	4,627.11
NDEP 319 (03-07)	9,036.00	7,620.24	0.00	0.00	0.00	16,656.24
NDEP DC/NDOT	0.00	0.00	0.00	0.00	122.05	122.05
NDEP Sweeper	0.00	0.00	25,400.00	0.00	0.00	25,400.00
NDF	264.15	0.00	0.00	0.00	0.00	264.15
NDOT WCI	0.00	0.00	0.00	0.00	4,537.44	4,537.44
NDSL-Invasive Weeds	576.50	0.00	0.00	0.00	0.00	576.50
NDSL - Glenbrook	1,730.39	31,182.34	0.00	0.00	0.00	32,912.73
NDSL - Hybrid	4,086.55	0.00	0.00	479.40	0.00	4,565.95
NDSL - MPD	2,308.80	0.00	0.00	0.00	0.00	2,308.80
NDSL - WQ EC	1,224.17	1,242.17	0.00	1,341.60	0.00	3,807.94
NDSL RWC Construction	168,200.64	4,137.01	0.00	0.00	0.00	172,337.65
NDSL Sweeper	0.00	0.00	0.00	0.00	-60.01	-60.01
NRCS CPG	13,825.83	14,211.82	0.00	0.00	0.00	28,037.65
SLRP	6,681.65	7,367.19	0.00	9,624.12	0.00	23,672.96
SSWA	2,073.18	0.00	0.00	0.00	0.00	2,073.18
The Glenbrook Project	0.00	1,400.00	0.00	0.00	3,421.41	4,821.41
USFS - BRC	1,353.65	2,016.00	0.00	0.00	0.00	3,369.65
USFS R10 WCI	60.70	159.05	0.00	673.21	852.42	1,745.38
<b>TOTAL</b>	<b><u>223,780.18</u></b>	<b><u>85,071.96</u></b>	<b><u>25,400.00</u></b>	<b><u>12,118.33</u></b>	<b><u>8,972.60</u></b>	<b><u>355,343.07</u></b>

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
 As of November 2, 2012

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
DC Load cost Est DC	0.00	0.00	2,630.76	3,202.67	0.00	5,833.43
Douglas Co - SEZ BRC	0.00	0.00	4,744.45	0.00	0.00	4,744.45
Douglas County - PLRM	0.00	0.00	389.79	457.78	0.00	847.57
Douglas County - Stormwater	0.00	0.00	1,680.99	1,594.89	0.00	3,275.88
ENLC	0.00	0.00	84.14	0.00	0.00	84.14
Glenbrook Homeowners Assoc.	0.00	0.00	0.00	0.00	99.29	99.29
Miscellaneous1	0.00	0.00	0.00	0.00	0.00	0.00
NDEP - MPD	0.00	0.00	2,827.84	1,799.27	0.00	4,627.11
NDEP 319 (03-07)	0.00	0.00	9,036.00	0.00	0.00	9,036.00
NDEP DC/NDOT	0.00	0.00	0.00	0.00	122.05	122.05
NDF	0.00	0.00	264.15	0.00	0.00	264.15
NDOT WCI	0.00	0.00	0.00	0.00	4,537.44	4,537.44
NDSL - Glenbrook	0.00	0.00	1,730.39	31,182.34	0.00	32,912.73
NDSL - Hybrid	0.00	0.00	4,086.55	0.00	479.40	4,565.95
NDSL - MPD	0.00	0.00	2,308.80	0.00	0.00	2,308.80
NDSL RWC Construction	0.00	0.00	4,753.12	0.00	0.00	4,753.12
NDSL Sweeper	0.00	0.00	0.00	0.00	-60.01	-60.01
NRCS CPG	0.00	0.00	13,825.83	0.00	0.00	13,825.83
SSWA	0.00	0.00	2,073.18	0.00	0.00	2,073.18
The Glenbrook Project	0.00	0.00	0.00	1,400.00	3,421.41	4,821.41
USFS R10 WCI	0.00	0.00	60.70	159.05	1,525.63	1,745.38
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>50,496.69</b>	<b>39,796.00</b>	<b>10,125.21</b>	<b>100,417.90</b>

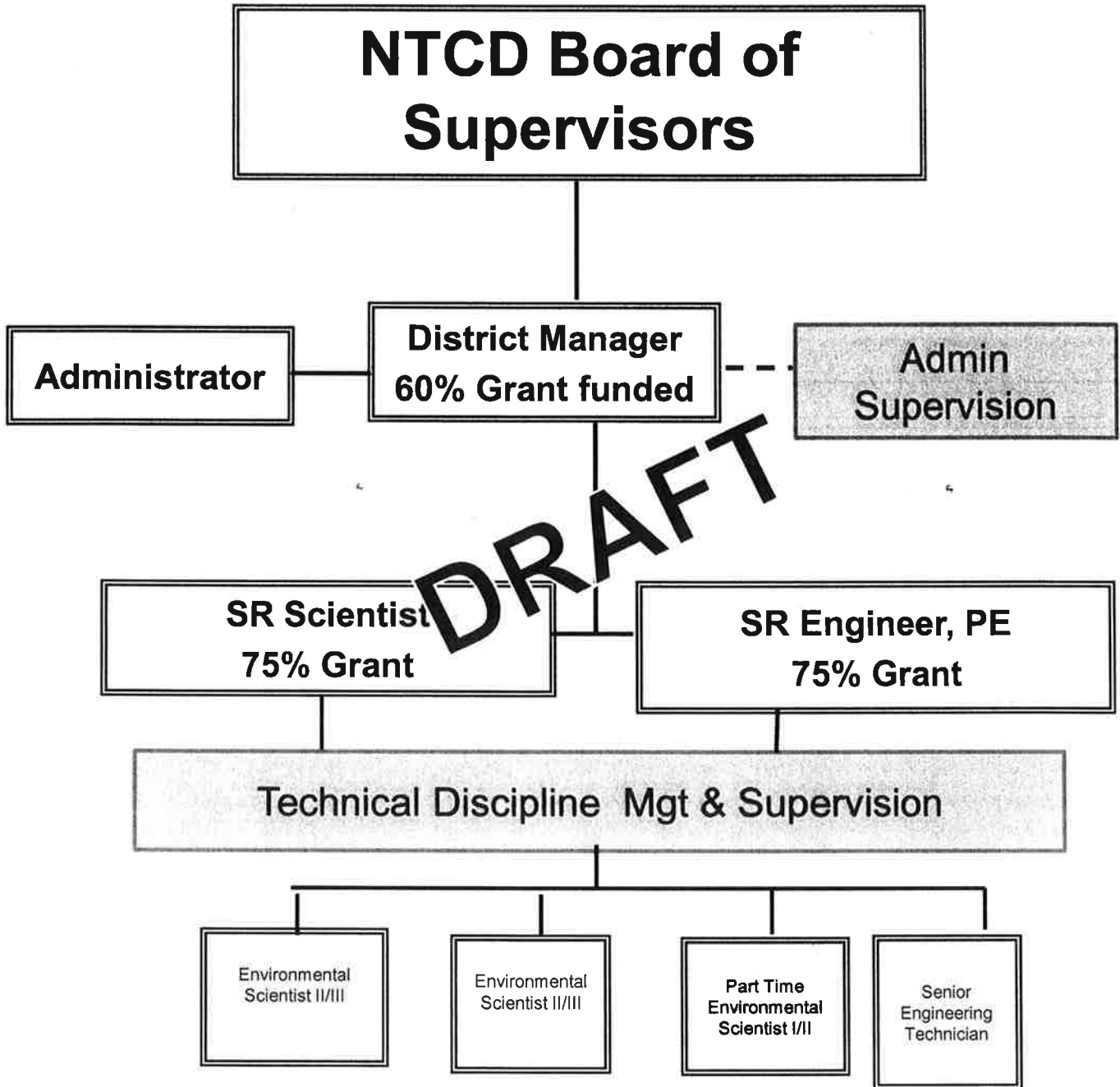


# Nevada Tahoe Conservation District Organizational Chart Dec 2012 – Jan 2014



All technical staff 80% grant funded

# Nevada Tahoe Conservation District Organizational Chart Jan 2014



All technical staff 80% grant funded

## DRAFT

### Voting Policy for the Election of Supervisors to Nevada Tahoe Conservation District (District)

It is the Policy of the District to provide a locally run election that is open and fair. The District shall follow the protocols of NRS 548.285 (see attached), and specifically, the election is conducted at a mass meeting (NRS 548.285 (3) and (4)) held within the District Border.

Specifically the Election of Supervisors shall at a minimum follow these procedures:

- 1) The Date, Time and Location of Board Member Elections shall be agreed to by action of the District Board no later than September 30 of every even-numbered year;
- 2) The Election shall operate separate from other business of the District, however, other business can be conducted the same day and location, but not during the same time.
- 3) The Location of the Meeting Shall alternate every two years between a location in Washoe and Douglas County public meeting site commencing with a Douglas County location in the year 2010;
- 4) A Public Notice shall be prepared and inserted in local newspaper(s) that serve the Nevada Lake Tahoe Communities of Crystal Bay, Incline Village, Glenbrook, Zephyr Cove and Stateline, Nevada. The Public Notice shall at a minimum include the mission statement of the District, Identify the Current Board Members and their term expiration dates, the date and location of the election, a solicitation to consider running for the District Board, the specific times for opening of nominations and candidate speeches, the time of voting and a contact name and number for further information regarding the District and the Election; *The public notice shall include NTCO's website address.*
- 5) Details of the Election shall be posted on the NTCO web site between the first Monday of October of every even numbered year and removed after the election is completed; and,
- 6) At a minimum the Board Election shall include the following:
  - a. Posting at the election location of Messages and Major Accomplishments of the District, including the Mission Statement and Guiding Principles of the District, Posting of Positions Open, and key accomplishment(s) of the various programs of the District
  - b. Call to Order
  - c. Public Comment
  - d. District Message and Accomplishment Discussion (time specific)
  - e. Selection of Electors and identification of County Clerk Designee
  - f. Call for Nomination by Current Chair (time specific)
  - g. Closure of Nomination
  - h. Preparation of and Distribution of Ballots
  - i. Candidate Statements (time limit of 5 minutes per candidate)
  - j. Voting (time specific to include following posted times in posted agenda and public notice)
  - k. Collection and Counting of Ballots
  - l. Announcement of Results.

3  
electors

#### NRS 548.285 Procedure for election of supervisors.

1. The county clerk of the county in which a conservation district is situated, or his designee, shall conduct a biennial nonpartisan election for the replacement of any supervisors whose terms are about to expire and shall pay all costs of that election from county funds.
2. The election must be held either at a mass meeting of electors, held in a centrally located public meeting place within the district, or as part of the general election.
3. If a mass meeting is held for the election, it must be held on one of the first 10 days of November in each even-numbered year.
4. If the election is held at a mass meeting:
  - (a) The chairman of the district supervisors shall preside at this meeting and the secretary of the district shall keep a record of transactions at the meeting.
  - (b) Nominations of candidates must be made verbally from the floor.
  - (c) Voting must be by secret ballot. The chairman of the district supervisors shall appoint three electors present to act, without pay, as judges and tellers to count the votes at the conclusion of voting.

5. If the election is held as part of the general election:

(a) Candidates are bound by the election laws governing county elections.

(b) Ballots must be provided bearing the names of candidates in alphabetical order by surnames with a square before each name and a direction to insert an X mark in the square before the name or names of the voter's choice.

(c) At the close of polling, the sealed ballot boxes must be delivered unopened to the county clerk or his designee, who shall appoint three electors to act, without pay, as judges and tellers to open the boxes and count the votes.

6. The result of the election must be certified to the Commission and to the Administrative Officer of the Division by the county clerk or his designee, within 1 week following the date of election.

7. If a conservation district embodies land lying in more than one county, the county clerks of the respective counties shall confer and delegate to the clerk of the county having the greatest number of qualified electors of the conservation district the duty of carrying out the provisions of this section and shall reimburse that county on a pro rata basis for their respective counties' shares of the expenses of conducting the election.