



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

BOARD MEETING AGENDA

December 20, 2012

10:00 AM (estimated duration 2 hours)

**Tahoe Douglas Fire District, Fire Station #3
Training Room
193 Elks Point Road
Round Hill, Nevada**

Agenda Items

- 1. Call to Order**
- 2. Oath of Office for Newly Appointed Supervisor representing Douglas County**
- 3. Supervisor Roll Call**
- 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.

CONSENT CALENDAR

The consent calendar consists of items 6 and 7 below. Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Supervisor or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda or may be continued until another meeting.

Motion to approve the Consent Calendar.

- | | <u>Page #</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 6. Agency Reports, Discussion/Possible Action | |
| a. For Possible Action: 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 | |
|
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| 7. Discussion/Possible Action (Business) | |
| a. For Possible Action: Approval of the Board of Supervisors
meeting minutes for November 8, 2012 | 1 - 3 |
| b. For Possible Action: Approval of the Board of Supervisors
Meeting minutes for December 4, 2012 | 4 - 5 |
| c. For Possible Action: Approval of the NTCD financial reports
for October 2012. As of 10/31/12, the District's Fund balance
was \$121,659. This represents the District's available spendable
resources, or assets less liabilities. October had a deficit of
\$4,328, due to 3 equivalent weeks of non-billable time (vacation
days, and a holiday). We received \$2,500 from the Conservation
District Program, but had two \$4,000 invoices for the audit and
the quarterly Workers comp payment. | 6 - 10 |

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

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- d. **For Possible Action: Approval of the NTCD financial reports for November 2012. As of 11/30/12, the District's Fund balance was \$119,769. This represents the District's available spendable resources, or assets less liabilities. November had a deficit of \$9,880, due to 7.5 equivalent weeks of non-billable time (vacation days, three holidays, and an employee injury outside of work). Year to date the deficit is \$19,200. The District hired a part-time temporary employee to help with the decreased revenue/time due to the employee injury (outside of work). Cash was not an issue for November, and cash for December is looking favorable. December's deficit is projected to be approximately \$8,000; therefore, cash is projected to be an issue for January and February.** 11 - 16

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION:

Item(s) pulled from the Consent Calendar will be heard at this time.

8. **For Possible Action: Discussion of possible cost reductions**
9. **Informational, No Action Required: Presentation Video on Rosewood Creek Restoration (15 minutes).**
10. **For Possible Action: Discussion/Approval of Reorganizational Chart**
11. **Supervisor's Comments**
12. **Public Interest Comments**
13. **Motion to Adjourn**

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

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

NTCD Board Minutes
November 8, 2012
The Parasol, Meiling Room
948 Incline Way, Incline Village, NV
3:45 PM Start Time

Present:

Supervisor Smith
Supervisor Sarnoff (via telephone until approx. 4:10 PM)
Supervisor Perlman-Whyman
Supervisor McCarthy (arrived approx. 4:00 PM)
Supervisor Freeman

Staff/Others

D. Martin, District Manager
M. Thorpe, Administrator
B. Farley, Kohn Colodny

Absent:

Supervisor Endicott and Supervisor Breternitz

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Approval of the Agenda: Supervisor Freeman moved to approve the Agenda with item 5 discussed when Beth Farley of Kohn Colodny arrives, seconded by Supervisor Perlman-Whyman, motion carried unanimously.
4. Public Interests Comments: None.
5. Discussion/Possible Action (Annual Audit)
 - a. For Possible Action: Approval of FY 2012 Annual Audit. The audit was presented by Beth Farley of Kohn Colodny. There were no findings for FY 2012. There was one recommendation: the Administrator and the grant managers, on a quarterly basis, should compare grant totals for any discrepancies. Supervisor Freeman moved to approve the annual audit, seconded by Supervisor McCarthy, motion carried unanimously.

- b. For Possible Action: Approval of Kohn Colodny as auditor for FY 2013. Supervisor Perlman-Whyman moved to approve Kohn Colodny as auditor for FY 2013 conditional upon their engagement letter being equal to, or less than, FY 2012's, seconded by Supervisor McCarthy, motion carried unanimously.

CONSENT CALENDAR

Item 7b was pulled from the consent calendar for further discussion.

Supervisor Perlman-Whyman moved to approve the Consent Calendar (items 6 and 7, with item 7b pulled), seconded by Supervisor Freeman, motion carried unanimously.

- 6. Agency Reports, Discussion/Possible Action
 - 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.

- 7. Discussion/Possible Action (Business)
 - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 20, 2012.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 7b) 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). Because of employee injury, the District might have to hire a part-time/temporary employee. Supervisor Freeman moved to approve the September 2012 financial reports, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

8. For Possible Action: Discussion on Strategic Planning, Implementation. District Manager Martin plans to retire December 31, 2013. District Manager Martin presented two possible future organizational charts. One chart represents prior to December 31, 2013, and the other chart represents after December 31, 2013. The Senior Scientist and the Senior Engineer would have similar job descriptions, but different technical knowledge. The charts reflect the merging of the two groups, WRG and CPG. Supervisor McCarthy stated the charts need more clarification in regards to who reports to whom. Supervisor Perlman-Whyman suggested an open search for the new District Manager, which would include internal candidates. And the Board needs to be involved in the selection process. Supervisor McCarthy noted the charts lack a marketing aspect. She also suggested constructing an organizational chart without knowing the current employees and personalities.

Note: Item 5 was discussed at this time.

9. Status and recommendations regarding local government appointments to the NTCD Board for the term starting January 2013. The current Carson City appointment is Supervisor Freeman. Supervisor Freeman is willing to represent Carson City unless a Carson City Supervisor wants to be a NTCD Supervisor. Supervisor Perlman-Whyman moved to advise the District Manager to write letters to each county requesting an appointment and an alternate to the NTCD Board (for Carson City request Chris Freeman and his alternate), seconded by Supervisor McCarthy, motion carried unanimously.
10. Supervisor Comments: Supervisor Perlman-Whyman reported the NvACD annual meeting went well. Supervisor Freeman reported the new leadership for NvACD is younger than previous leadership. Supervisor McCarthy reported the Regional Plan Update is moving forward and approval might occur December 12, 2012.
11. Public Interest Comments: None.
12. Motion to Adjourn: Supervisor Perlman-Whyman moved to adjourn, seconded by Supervisor Freeman, motion carried unanimously.

Note: The election process for three Supervisor positions started at approximately 5:30 pm. Supervisors Smith, Perlman-Whyman, and McCarthy were elected.



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

NTCD Board Minutes
December 4, 2012
Nevada Tahoe Conservation District
Conference Room
8:30 AM Start Time

Present:

Supervisor Smith
Supervisor Endicott (via telephone)
Supervisor Sarnoff
Supervisor Freeman (via telephone)

Staff/Others

D. Martin, District Manager
M. Thorpe, Administrator
J. Brand, Program Manager

Absent:

Supervisor Perlman-Whyman, Supervisor McCarthy, and Supervisor Breternitz.

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. Discussion/Possible Action (Contracts/Agreements/Leases)
 - a. For Possible Action: Review and Approval of Interlocal Contract with Nevada Division of Forestry for support of Tahoe Yellow Cress. District Manager Martin presented the project. Supervisor Freeman asked how the collection of seeds will occur on private property. The collection of seeds will occur on USFS land/beaches. Supervisor Freeman moved to approve the interlocal contract, seconded by Supervisor Endicott, motion carried unanimously.
6. Supervisor Comments: None.
7. Public Interest Comments: The next Board meeting is December 20, at 10 am; District Manager Martin will bring a crock pot surprise.
8. Motion to Adjourn: Supervisor Sarnoff moved to adjourn, seconded by Supervisor Endicott, motion carried unanimously.

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	October 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
INCOME	General Fund						
Community Grants-Income							
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				10,000.00	(10,000.00)	0%
	NV Division of Conser. District	2,500.00	2,500.00	2,500.00		0.00	100%
	Washoe County Community Grant					0.00	0%
Total Community Grants-Income		2,500.00	2,500.00	2,500.00	15,500.00	(13,000.00)	16%
Grants-Income						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
Total Grants-Income		0.00	0.00	0.00		0.00	
Income-Pass Thru Subcontractor						0.00	
	Interest					0.00	
	Miscellaneous Income					0.00	
	Prior Year Income					0.00	
	Services Rendered						
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-General (GL Shows In Expense Category)	16,704.73	62,881.18	205,000.00		(142,118.82)	0.31
TOTAL INCOME		19,204.73	65,381.18	220,500.00		(165,118.82)	0.30
EXPENSES							
	Advertising-Expense					0.00	0.00
Building Expense							
	Building Repairs/Maint-Expense	270.00	810.00	2,340.00		1,530.00	
Total Building Expense		270.00	810.00	2,340.00		1,530.00	
Conference & Training-Expense							
	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
Total Conference & Training-Expense		0.00	0.00	1,360.00		1,360.00	0.00
	Deposit Security	0.00	0.00			0.00	0.00
	Donation-Expense					0.00	0.00
Dues and Subscriptions-Expense							0.00
	Membership/Dues District	200.00	200.00			(200.00)	1.00
	Membership/Dues Staff					0.00	0.00
	Dues and Subscriptions-Expense - Other			1,000.00		1,000.00	
Total Dues and Subscriptions-Expense		200.00	200.00	1,000.00		800.00	0.20
Equipment-Expense						0.00	
	Cell Phones						
	Computer Hardware & Software				500.00	500.00	
	Computer Maintenance & Repair	62.90	152.90	500.00		347.10	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment	870.04	2,587.87	6,500.00		3,912.13	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
Total Equipment-Expense		932.94	2,740.77	7,500.00		4,759.23	0.37

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	October 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
Indirect Cost		(See Excel Income Section)					
	Administrative Cost-Grants					0.00	
	Indirect Cost - Other					0.00	
Total Indirect Cost		See Revenues above	0.00	0.00	0.00	0.00	0.00
Insurance-Expense					5,000.00	5,000.00	
	E&O/Prop/ Liability Insurance					0.00	0.00
Total Insurance-Expense			0.00	0.00	5,000.00	5,000.00	0.00
Meetings Expense							
	Meals-Expense			22.95	500.00	477.05	0.05
Miscellaneous Expense							
Other Expenses					0.00		
Professional Fees-Expense							
	Audit		4,000.00	12,000.00	12,000.00	0.00	
	Bank fees		16.74	100.62	600.00		
	Professional Fees-Expense - Other		24.65	111.65	750.00	638.35	
Total Professional Fees-Expense			4,041.39	12,212.27	13,350.00	1,137.73	0.91
Rents and Leases							
	Office Space Lease		3,500.00	14,000.00	42,000.00	28,000.00	0.33
	Storage Rents		4.00	4.00			
	Rents and Leases-Other		(239.86)	(959.44)	(1,500.00)	(540.56)	0.64
Total Rents and Leases			3,264.14	13,044.56	40,500.00	27,455.44	0.32
Service Charges						0.00	0.00
Subcontractor Fees-Expense						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	
Total Subcontractor Fees-Expense			0.00	0.00	0.00	0.00	
Supplies-Expense							
	Office Supplies		173.28	702.94	2,000.00		
	Photocopies						
	Postage and Delivery			352.51	1,000.00		
	Publication/Printing						
	Supplies-Expense - Other				500.00	500.00	
Total Supplies-Expense			173.28	1,055.45	3,500.00	2,444.55	0.30
Telecommunications							
	Cell Phone		133.51	538.27	1,700.00	1,161.73	
	Internet Fees					0.00	
	Long Distance					0.00	
	Phone Services		760.48	1,928.48	5,000.00	3,071.52	
	Telephone-Expense - Other					0.00	
Total Telecommunications-Expense			893.99	2,466.75	6,700.00	4,233.25	0.37
Vehicles-Expense						0.00	
	District Vehicle Use		(951.86)	(3,239.10)	(6,500.00)		
	Fuel-Expense		265.94	991.78	2,500.00	1,508.22	

INCOME AND EXPENSE REPORT		GENERAL FUND	GENERAL FUND			
NV TAHOE CONSERVATION DIST.		October 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					
	Total Vehicles-Expense	(665.92)	(2,193.77)	(3,250.00)	(1,056.23)	0.68
	Wages					
	Payroll Clearing Account	2,569.20	3,420.04			
	Professional Engineer	317.84	1,128.62			
	Professional Engineer (2)		1,722.94			
	Wages-Senior PM-CPG	439.58	5,037.22			
	Wages-Senior PM-WRG	88.26	88.26			
	Wages-Administrator	6,065.12	23,383.58			
	Wages-ES II-CPG (1)					
	Wages-District Manager	4,672.82	17,591.80			
	Wages-ES III (1)-WRG	545.30	1,856.04			
	Wages-ES III (2)-WRG	628.38	2,896.54			
	Wages-ES III-WRG	1,241.00	3,453.62			
	Wages-Senior Engineer Technician	1,610.82	5,991.97			
	Wages - Other	1.76	18.08			
	Uncompensated Absence-Reimb Exp	(3,986.77)	(23,201.16)			
	Total Wages	14,193.31	43,387.75	142,000.00	98,612.25	0.31
	Wages-Overhead/Fringe				0.00	
	Long Term Disability	230.29	954.76	3,000.00		
	Total Wages-Overhead/Fringe	230.29	954.76		(954.76)	
	Total Wages/Ovrhead	14,423.60	44,342.51	142,000.00	97,657.49	0.31
	Revolving Account					
	TOTAL EXPENSES (No indirect included)	23,533.42	74,701.49	220,500.00	145,798.51	0.34
	NET REVENUE OVER/(UNDER) EXPENSES	(4,328.69)	(9,320.31)			
	Fund Balance	\$ 121,659				

Nevada Tahoe Conservation District
Balance Sheet
As of October 31, 2012

	Oct 31, 12
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	224,688.64
Total Checking/Savings	224,738.64
Accounts Receivable	
Accounts Receivable	270,934.01
Total Accounts Receivable	270,934.01
Total Current Assets	495,672.65
Other Assets	
Prepaid expenses	3,500.00
Total Other Assets	3,500.00
TOTAL ASSETS	499,172.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	294,666.96
Total Accounts Payable	294,666.96
Other Current Liabilities	
Deferred Income-Glenbrk Prposal	-15.45
Deferred Income-Moody donations	806.91
Deferred Income-USBOR #10	46,866.00
Deferred Income - Cave Rock Est	842.43
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	29,569.24
Payroll Liabilities	
457 Payable	701.62
CA withholding	320.29
Colonial Payable	153.84
Fed withholding	2,252.00
Medicare Company Payable	282.58
Medicare Employee Payable	282.58
NV Unemployment Payable	3.89
Payroll Liabilities - Other	33.73
Total Payroll Liabilities	4,030.53
Total Other Current Liabilities	82,846.50
Total Current Liabilities	377,513.46
Total Liabilities	377,513.46
Equity	
Opening Balance	11,724.59
Prior Earnings	126,875.63
Net Income	-16,941.03
Total Equity	121,659.19
TOTAL LIABILITIES & EQUITY	499,172.65

10:48 AM

12/11/12

Nevada Tahoe Conservation District
A/R Aging Summary
As of October 31, 2012

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
DC Load cost Est DC	2,745.50	0.00	2,630.76	3,202.67	0.00	8,578.93
Douglas Co - SEZ BRC	3,324.75	0.00	4,744.45	0.00	0.00	8,069.20
Douglas County - PLRM	457.78	0.00	389.79	457.78	0.00	1,305.35
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	1,902.92	0.00	2,827.84	1,799.27	0.00	6,530.03
NDEP 319 (03-07)	8,278.31	0.00	9,035.98	0.00	0.00	17,314.29
NDEP DC/NDOT	0.00	0.00	0.00	0.00	122.05	122.05
NDF	465.34	0.00	264.15	0.00	0.00	729.49
NDOT WCI	0.00	0.00	0.00	0.00	4,537.44	4,537.44
NDSL-Invasive Weeds	261.99	0.00	0.00	0.00	0.00	261.99
NDSL - Glenbrook	1,924.06	0.00	1,730.39	31,182.34	0.00	34,836.79
NDSL - Hybrid	2,629.58	0.00	4,086.55	0.00	479.40	7,195.53
NDSL - MPD	2,375.68	0.00	2,308.80	0.00	0.00	4,684.48
NDSL - WQ EC	1,899.09	0.00	1,224.17	0.00	0.00	3,123.26
NDSL RWC Construction	118,108.96	0.00	4,421.01	0.00	0.00	122,529.97
NDSL Sweeper	0.00	0.00	0.00	0.00	-60.01	-60.01
NRCS CPG	13,966.50	0.00	13,825.83	0.00	0.00	27,792.33
SLRP	10,322.04	0.00	0.00	0.00	0.00	10,322.04
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 - BRC	961.57	0.00	0.00	0.00	0.00	961.57
USFS R10 WCI	0.00	0.00	60.70	159.05	1,525.63	1,745.38
TOTAL	169,624.07	0.00	51,388.73	39,796.00	10,125.21	270,934.01

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	November 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
INCOME	General Fund						
Community Grants-Income							
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County				10,000.00	(10,000.00)	0%
	NV Division of Conser. District			2,500.00	2,500.00	0.00	100%
	Washoe County Community Grant					0.00	0%
Total Community Grants-Income			0.00	2,500.00	15,500.00	(13,000.00)	18%
Grants-Income						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
Total Grants-Income			0.00	0.00		0.00	
Income-Pass Thru Subcontractor						0.00	
	Interest					0.00	
Miscellaneous Income						0.00	
	Prior Year Income					0.00	
	Services Rendered						
	Vehicle Use Income					0.00	
	Wage Reimbursements					0.00	
	Indirect Cost Income-General (GL Shows In Expense Category)	8,751.41	71,632.59	205,000.00		(133,367.41)	0.35
TOTAL INCOME		8,751.41	74,132.59	220,500.00		(146,367.41)	0.34
EXPENSES							
Advertising-Expense			278.45	278.45		(278.45)	1.00
Building Expense							
	Building Repairs/Maint-Expense	180.00	990.00	2,340.00		1,350.00	
Total Building Expense		180.00	990.00	2,340.00		1,350.00	
Conference & Training-Expense							
	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
Total Conference & Training-Expense		0.00	0.00	1,360.00		1,360.00	0.00
Deposit Security		100.00	100.00			(100.00)	1.00
Donation-Expense						0.00	0.00
Dues and Subscriptions-Expense							0.00
	Membership/Dues District			200.00		(200.00)	1.00
	Membership/Dues Staff	115.00	115.00			(115.00)	1.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
Total Dues and Subscriptions-Expense		115.00	315.00	1,000.00		685.00	0.32
Equipment-Expense						0.00	
	Cell Phones						
	Computer Hardware & Software				500.00	500.00	
	Computer Maintenance & Repair			152.90	500.00	347.10	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment	391.86	2,979.73	6,500.00		3,520.27	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
Total Equipment-Expense		391.86	3,132.63	7,500.00		4,367.37	0.42

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
	NV TAHOE CONSERVATION DIST.	November 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
Indirect Cost	(See Excal Income Section)					
	Administrative Cost-Grants				0.00	
	Indirect Cost - Other				0.00	
Total Indirect Cost	See Revenues above	0.00	0.00	0.00	0.00	0.00
Insurance-Expense				5,000.00	5,000.00	
	E&O/Prop/ Liability Insurance				0.00	0.00
Total Insurance-Expense		0.00	0.00	5,000.00	5,000.00	0.00
Meetings Expense						
	Meals-Expense		22.95	500.00	477.05	0.05
Miscellaneous Expense						
Other Expenses				0.00		
Professional Fees-Expense						
	Audit		12,000.00	12,000.00	0.00	
	Bank fees		100.62	600.00		
	Professional Fees-Expense - Other	23.20	134.85	750.00	615.15	
Total Professional Fees-Expense		23.20	12,235.47	13,350.00	1,114.53	0.92
Rents and Leases						
	Office Space Lease	3,500.00	17,500.00	42,000.00	24,500.00	0.42
	Storage Rents		4.00			
	Rents and Leases-Other	(239.86)	(1,199.30)	(1,500.00)	(300.70)	0.80
Total Rents and Leases		3,260.14	16,304.70	40,500.00	24,195.30	0.40
Service Charges					0.00	0.00
Subcontractor Fees-Expense					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	
Total Subcontractor Fees-Expense		0.00	0.00	0.00	0.00	
Supplies-Expense						
	Office Supplies	111.36	814.30	2,000.00		
	Photocopies					
	Postage and Delivery	125.40	477.91	1,000.00		
	Publication/Printing					
	Supplies-Expense - Other			500.00	500.00	
Total Supplies-Expense		236.76	1,292.21	3,500.00	2,207.79	0.37
Telecommunications						
	Cell Phone	134.50	672.77	1,700.00	1,027.23	
	Internet Fees				0.00	
	Long Distance				0.00	
	Phone Services	383.82	2,312.30	5,000.00	2,687.70	
	Telephone-Expense - Other				0.00	
Total Telecommunications-Expense		518.32	2,985.07	6,700.00	3,714.93	0.46
Vehicles-Expense					0.00	
	District Vehicle Use	(419.59)	(3,658.69)	(6,500.00)		
	Fuel-Expense	290.84	1,282.62	2,500.00	1,217.38	

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND			
		NV TAHOE CONSERVATION DIST.	November 2012	YTD July 2012-June 2013	Budget	Variance Favorable (Unfavorable)	% of Budget
	License & Maintenance			53.55		596.45	
	Mileage Reimbursement Expense				100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
	Total Vehicles-Expense		(128.75)	(2,322.62)	(3,250.00)	(927.48)	0.71
	Wages						
	Payroll Clearing Account		(1,405.57)	2,014.47			
	Professional Engineer		1,328.26	2,456.88			
	Professional Engineer (2)			1,722.94			
	Wages-Senior PM-CPG		1,320.97	6,358.19			
	Wages-Senior PM-WRG			88.26			
	Wages-Administrator		6,073.57	29,457.15			
	Wages-ES II-CPG (1)						
	Wages-District Manager		3,298.47	20,890.27			
	Wages-ES III (1)-WRG		1,521.21	3,377.25			
	Wages-ES III (2)-WRG		986.38	3,882.92			
	Wages-ES III-WRG		1,054.47	4,508.29			
	Wages-Senior Engineer Technician		1,594.99	7,586.96			
	Wages - Other		2.59	20.67			
	Uncompensated Absence-Reimb Exp		(2,348.68)	(25,549.84)			
	Total Wages		13,426.66	56,814.41	142,000.00	85,185.59	0.40
	Wages-Overhead/Fringe					0.00	
	Long Term Disability		230.29	1,185.05	3,000.00		
	Total Wages-Overhead/Fringe		230.29	1,185.05		(1,185.06)	
	Total Wages/Ovrhead		13,656.95	57,999.46	142,000.00	84,000.54	0.40
	Revolving Account						
	TOTAL EXPENSES (No Indirect Included)		18,631.93	93,333.42	220,500.00	127,166.58	0.42
	NET REVENUE OVER(UNDER) EXPENSES		(9,880.62)	(19,200.83)			
	Fund Balance		\$ 119,769				

Nevada Tahoe Conservation District
Balance Sheet
 As of November 30, 2012

	Nov 30, 12
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	91,198.99
Total Checking/Savings	91,248.99
Accounts Receivable	
Accounts Receivable	253,918.58
Total Accounts Receivable	253,918.58
Total Current Assets	345,167.57
Other Assets	
Prepaid expenses	3,500.00
Total Other Assets	3,500.00
TOTAL ASSETS	348,667.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	151,334.86
Total Accounts Payable	151,334.86
Other Current Liabilities	
Deferred Income-Glenbrk Prposal	-15.45
Deferred Income-Moody donations	806.91
Deferred Income-USBOR #10	40,179.35
Deferred Income - Cave Rock Est	666.51
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	32,318.03
Payroll Liabilities	
457 Payable	346.14
CA withholding	186.71
Colonial Payable	98.21
Fed withholding	1,779.00
Medicare Company Payable	222.24
Medicare Employee Payable	222.24
NV Unemployment Payable	6.47
Total Payroll Liabilities	2,861.01
Total Other Current Liabilities	77,563.20
Total Current Liabilities	228,898.06
Total Liabilities	228,898.06
Equity	
Opening Balance	11,724.59
Prior Earnings	126,875.63
Net Income	-18,830.71
Total Equity	119,769.51
TOTAL LIABILITIES & EQUITY	348,667.57

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
DC Load cost Est DC	0.00	2,745.50	0.00	2,630.76	3,202.67	8,578.93
Douglas Co - SEZ BRC	4,037.18	3,324.75	0.00	0.00	0.00	7,361.93
Douglas County - PLRM	3,348.39	457.78	0.00	389.79	457.78	4,653.74
Douglas County - Stormwater	996.47	0.00	0.00	1,680.99	1,594.89	4,272.35
ENLC	0.00	0.00	0.00	84.14	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	1,519.00	1,902.92	0.00	0.00	0.00	3,421.92
NDEP 319 (03-07)	8,776.78	8,278.31	0.00	0.00	0.00	17,055.09
NDEP DC/NDOT	0.00	0.00	0.00	0.00	122.05	122.05
NDF	1,248.75	465.34	0.00	264.15	0.00	1,978.24
NDOT WCI	0.00	0.00	0.00	0.00	4,537.44	4,537.44
NDSL-Invasive Weeds	327.15	261.99	0.00	0.00	0.00	589.14
NDSL - Glenbrook	1,210.67	1,924.06	0.00	0.00	2,053.92	5,188.65
NDSL - Hybrid	1,825.11	2,629.58	0.00	0.00	0.00	4,454.69
NDSL - MPD	1,076.52	2,375.68	0.00	0.00	0.00	3,452.20
NDSL - WQ EC	2,791.15	1,899.09	0.00	0.00	0.00	4,690.24
NDSL RWC Construction	1,246.09	118,108.96	0.00	4,421.01	0.00	123,776.06
NDSL Sweeper	0.00	0.00	0.00	0.00	-60.01	-60.01
NRCS CPG	8,256.33	13,966.50	0.00	0.00	0.00	22,222.83
SLRP	9,942.89	10,322.04	0.00	0.00	0.00	20,264.93
SSWA	1,300.15	0.00	0.00	0.00	0.00	1,300.15
The Glenbrook Project	7,903.33	0.00	0.00	0.00	4,821.41	12,724.74
USFS - BRC	0.00	961.57	0.00	0.00	0.00	961.57
USFS R10 WCI	442.89	0.00	0.00	60.70	1,684.68	2,188.27
TOTAL	<u>56,248.85</u>	<u>169,624.07</u>	<u>0.00</u>	<u>9,531.54</u>	<u>18,514.12</u>	<u>263,918.58</u>

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12/13/12

**Nevada Tahoe Conservation District
A/R Aging Summary
As of December 13, 2012**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
DC Load cost Est DC	0.00	0.00	2,745.50	2,630.76	3,202.67	8,578.93
Douglas Co - SEZ BRC	0.00	4,037.18	3,324.75	0.00	0.00	7,361.93
Douglas County - PLRM	0.00	3,348.39	457.78	389.79	457.78	4,653.74
Douglas County - Stormwater	0.00	996.47	0.00	1,680.99	1,594.89	4,272.35
ENLC	0.00	0.00	0.00	84.14	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	1,519.00	0.00	0.00	0.00	1,519.00
NDEP 319 (03-07)	0.00	8,776.78	0.00	0.00	0.00	8,776.78
NDEP DC/NDOT	0.00	0.00	0.00	0.00	122.05	122.05
NDF	0.00	1,248.75	465.34	264.15	0.00	1,978.24
NDOT WCI	0.00	0.00	0.00	0.00	4,537.44	4,537.44
NDSL-Invasive Weeds	0.00	327.15	261.99	0.00	0.00	589.14
NDSL - Glenbrook	0.00	1,210.67	1,924.06	0.00	2,053.92	5,188.65
NDSL - Hybrid	0.00	1,825.11	2,629.58	0.00	0.00	4,454.69
NDSL - MPD	0.00	1,076.52	2,375.68	0.00	0.00	3,452.20
NDSL - WQ EC	0.00	2,791.15	1,899.09	0.00	0.00	4,690.24
NDSL RWC Construction	0.00	1,246.09	118,108.96	4,421.01	0.00	123,776.06
NDSL Sweeper	0.00	0.00	0.00	0.00	-60.01	-60.01
NRCS CPG	0.00	8,256.33	13,966.50	0.00	0.00	22,222.83
SLRP	0.00	9,942.89	10,322.04	0.00	0.00	20,264.93
SSWA	0.00	1,300.15	0.00	0.00	0.00	1,300.15
The Glenbrook Project	0.00	6,474.74	0.00	0.00	0.00	6,474.74
USFS - BRC	0.00	0.00	961.57	0.00	0.00	961.57
USFS R10 WCI	0.00	442.89	0.00	60.70	1,684.68	2,188.27
TOTAL	0.00	54,820.26	159,442.84	9,531.54	13,692.71	237,487.35