



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

BOARD MEETING AGENDA

December 19, 2013

10:00 AM (estimated duration 2 hours)

The Douglas County Library
Lake Tahoe Branch
Board Room
233 Warrior Way
Zephyr Cove, 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. **For Possible Action: Discussion/Possible Action regarding the dispute with Contractor on the Glenbrook Creek Restoration project.**

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

CONSENT CALENDAR

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

Motion to approve the Consent Calendar.

- | | <u>Page #</u> |
|--|---------------|
| 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 November 21, 2013. | 1 - 4 |
| b. For Possible Action: Approval of the NTCD financial reports for November 2013. As of 11/30/13, the District's Fund balance was \$88,300. This represents the District's available spendable resources, or assets less liabilities. November had a deficit of \$4,448. November's deficit was due to: 5.5 weeks of unbillable time (vacations, three holidays, and grant writing), NvACD meeting expenses, NACD annual dues, and a new computer purchase (all expenses were budgeted). | 5 - 10 |

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ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION:

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

| | <u>Page #</u> |
|--|----------------------|
| 8. For Possible Action: Approval of agreement with NHC for SLRP 2 project | 11 |
| 9. For Possible Action: Conservation District Evaluation Guide | 12 - 13 |
| 10. Supervisor's Comments | |
| 11. Public Interest Comments | |
| 12. Motion to Adjourn | |

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

NTCD Board Minutes
November 21, 2013
The Parasol, Trepp Room
948 Incline Way, Incline Village, NV
10:00 AM Start Time

Present:

Supervisor Smith
Supervisor Perlman-Whyman
Supervisor Sarnoff (10:10am – 11:45am)
Supervisor McCarthy
Supervisor Endicott (via telephone)
Supervisor D. Smith, Alternate for Supervisor Berkbigler
Supervisor Freeman
Supervisor Penzel (arrived 10:15am)

Staff/Others

D. Martin, District Manager
M. Thorpe, Administrator
K. Bailey, USFS
B. Farley, Kohn & Co.

Absent: None

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, seconded by Supervisor McCarthy, motion carried unanimously.
4. Public Interests Comments: None.
5. Discussion/Possible Action (Annual Audit)
 - a. For Possible Action: Approval of FY 2013 Annual Audit. The annual audit was presented by B. Farley, of Kohn & Company. There were some internal control findings/recommendations: the Indirect Cost Rate was incorrectly calculated on two invoices, a credit card had a former employee's name on it, and there were no notes in employee payroll files

for employees placed on unpaid furlough. There was one federal award finding: The Davis-Bacon Act requires weekly prevailing wage reporting, and the District received the reports monthly. Supervisor McCarthy thanked the Staff for the overall good audit result. Supervisor McCarthy moved to approve the FY 2013 audit, seconded by Supervisor Sarnoff, motion carried unanimously.

- b. For Possible Action: Approval of Kohn & Company (incorrectly listed on agenda as Kohn Colodny) as auditor for FY 2014. Kohn & Company's estimate/proposal for FY 2014 is \$12,600. Staff recommends approval of Kohn & Company as the District's auditor for FY 2014. Supervisor Sarnoff moved to approve Kohn & Company, seconded by Supervisor Freeman, motion carried unanimously.

- 6. Presentation: USFS prescribed burn practices and review of February 2013 burn along Glenbrook Creek Drainage. Presented by Kit Bailey of the USFS. The Glenbrook Canyon burn took three days and 135 acres, during February 2013. The fuel loading, 50 – 60 piles per acre, was a challenge. In three years, the landscape will look vastly different; the scorch probably won't be noticeable. The mortality is less than 8%, the goal was less than 15%. Retardants are not allowed during fuel reduction activities. Scorch is part of the process. Fire is good for forest health. The USFS tries to find a balance between short term costs vs. long term benefits. There was discussion regarding other methods, costs, restrictions, and air quality issues.

Note: Supervisor Freeman motioned to change the agenda (move items 9 and 10 prior to the Consent Calendar), seconded by Supervisor Perlman-Whyman, motion carried unanimously. Items 9 and 10 were presented at this time.

CONSENT CALENDAR

Items 7b, 7d, and 8d were pulled from the consent calendar for further discussion.

Supervisor Perlman-Whyman moved to approve the Consent Calendar (items 7a, 7c, 7e, 8a, 8b, and 8c with all other items pulled), seconded by Supervisor Freeman, motion carried unanimously.

- 7. Agency Reports, Discussion/Possible Action
 - a. For Possible Action: NRCS report. No report provided.
 - b. Moved to Administrative calendar.
 - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
 - d. Moved to Administrative calendar.
 - e. For Possible Action: Staff report. No report provided.

8. Discussion/Possible Action (Business)
- a. For Possible Action: Approval of the Board of Supervisors meeting minutes for September 19, 2013.
 - b. For Possible Action: Approval of the Board of Supervisors meeting minutes for October 24, 2013.
 - c. For Possible Action: Approval of the NTCD financial reports for September 2013. As of 9/30/13, the District's Fund balance was \$102,187. This represents the District's available spendable resources, or assets less liabilities. September had a deficit of \$5,596. September's deficit was due to a \$8,000 invoice for the annual audit, this expense is calculated into the annual operating budget. Without this expense, the District would have had a positive \$2,400 month.
 - d. Moved to Administrative calendar.

ADMINISTRATIVE CALENDAR

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

Item 7b) For Possible Action: NACD report. Supervisor Perlman-Whyman will be resubmitting the resolution on the Pinion Juniper project at the national meeting in Anaheim, CA, February 2014. Supervisor Perlman-Whyman attended the Southwest meetings in Durango, CO; where she worked on support for Biomass projects. The farm bill has not yet passed.

Item 7d) For Possible Action: NvACD report. Supervisor Perlman-Whyman and District Manager Martin both attended the annual meeting November 5 & 6 in Elko. Dave White, former Chief of NRCS, also attended the meeting. A full day was spent on Nevada issues. Supervisor Perlman-Whyman handed out a Supervisors' handbook and a Conservation Evaluation guide. The Conservation Evaluation guide will be added as an item on the next Board meeting agenda.

Item 8d) For Possible Action: Approval of the NTCD financial reports for October 2013. As of 10/31/13, the District's Fund balance was \$92,011. This represents the District's available spendable resources, or assets less liabilities. October had a deficit of \$9,889. Items of note for October: Staff leave time, use of general funds to support presentations for possible grant awards, and a \$4,000 invoice for the annual audit account for the deficit. Note: The audit expenses in Sept. and Oct. account for 77% of the deficit over the two months, and the general fund expenses to support grant applications presentations amount to a total of \$400,000 in grant funds. Administrator Thorpe stated year to date the District has a \$16,000 deficit, but the District is still projected to break

even by fiscal year-end (June 30, 2014). If the federal government shutdown had been any longer, it would have had a very negative effect on the District's cash flow. Supervisor Freeman moved to approve the October 2013 financial reports, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

9. For Possible Action: Approval of Interlocal Agreement with NDSL for the Stormwater Load Reduction Plans (SLRP 2) project. The agreement was presented by District Manager Martin. This is the NDSL portion of funding for SLRP 2. Supervisor Freeman moved to approve the agreement, seconded by Supervisor Penzel, motion carried unanimously.
10. For Possible Action: Review and Approval of NDSL Assurances for Zephyr Cove Project (note: item D is assigned to NDOT to perform maintenance via separate agreement). The District does not have a means for long term maintenance of the project; therefore, NDOT will maintain the project. We are waiting for a written statement from NDOT, stating NDOT will perform the maintenance required. Supervisor Freeman moved to approve the assurances pending receipt of NDOT's letter, seconded by Supervisor Sarnoff, motion carried unanimously.
11. Informational Item: Invoice Discrepancy at Glenbrook Stream Restoration. District Manager Martin reported there is a dispute between the District and the Contractor regarding excavation and backfill, the difference is approximately \$24,000. The dispute has been given to the District's attorney. The attorney will determine if the additional expenses are justified. If not resolved by next Board meeting, we will try to have the attorney attend the next Board meeting to give an update. There is no funding for these additional expenses, therefore, might have to request more funds from the funder.
12. Supervisor Comments: Supervisor McCarthy reported TRCD has a new District Manager, Kim Boyd. And recommends we have a joint meeting with the new District Manager in the near future. LTRA2 was reintroduced to Congress. There is a Great Basin Consortium Conference "The Great Basin: A Landscape Under Fire", December 9 – 10, at the University of Nevada.
13. Public Interest Comments: None.
14. Motion to Adjourn: Supervisor Freeman moved to adjourn, seconded by Supervisor Penzel, motion carried unanimously.

| | | INCOME AND EXPENSE REPORT | GENERAL FUND | GENERAL FUND | | | |
|--|--|-----------------------------|------------------|----------------------------|---------------------|--|-------------|
| | | NV TAHOE CONSERVATION DIST. | November 2013 | YTD July 2013-June 2014 | 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 | | | | 3,500.00 | (3,500.00) | 0% |
| | Washoe County Community Grant | | | | | 0.00 | 0% |
| Total Community Grants-Income | | | 0.00 | 0.00 | 16,500.00 | (16,500.00) | 0% |
| 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) | 15,370.21 | 72,896.44 | 197,000.00 | (124,103.56) | 0.37 | |
| TOTAL INCOME | | 15,370.21 | 72,896.44 | 213,500.00 | (140,603.56) | 0.34 | |
| EXPENSES | | | | | | | |
| Advertising-Expense | | | | | | 0.00 | 0.00 |
| Building Expense | | | | | | | |
| | Building Repairs/Maint-Expense | 270.00 | 1,080.00 | 2,340.00 | 1,260.00 | | |
| Total Building Expense | | 270.00 | 1,080.00 | 2,340.00 | 1,260.00 | | |
| Conference & Training-Expense | | | | 1,500.00 | | | |
| | Food | | | | 0.00 | | |
| | Lodging | 79.02 | 79.02 | | (79.02) | | |
| | Parking | | | | 0.00 | | |
| | Registration Fees | 276.72 | 425.72 | | (425.72) | | |
| | Travel/Transportation | | | | 0.00 | | |
| | Conference & Training-Expense - Other | | | 335.00 | (335.00) | 1.00 | |
| Total Conference & Training-Expense | | 355.74 | 839.74 | 1,500.00 | 660.26 | 0.56 | |
| Deposit Security | | | | 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 | 387.84 | 387.84 | 5,000.00 | 4,612.16 | | |
| | Computer Maintenance & Repair | | 71.95 | 500.00 | 428.05 | | |
| | Office Equipment & Furniture | | | | 0.00 | | |
| | Rental/Leasing Fees Equipment | 444.16 | 2,011.60 | 5,100.00 | 3,088.40 | | |
| | Repairs & Maintenance Equipment | | | | 0.00 | 0.00 | |
| | Telephone System | | | | 0.00 | | |
| | Equipment-Expense - Other | | | | 0.00 | 0.00 | |
| Total Equipment-Expense | | 832.00 | 2,471.39 | 10,600.00 | 8,128.61 | 0.23 | |

| | | INCOME AND EXPENSE REPORT | GENERAL FUND | GENERAL FUND | | | |
|---|------------------------------------|-----------------------------|---------------|----------------------------|------------|--|-------------|
| | | NV TAHOE CONSERVATION DIST. | November 2013 | YTD July 2013-June 2014 | 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 | | | | | 5,500.00 | 5,500.00 | |
| | E&O/Prop/ Liability Insurance | | | | | 0.00 | 0.00 |
| Total Insurance-Expense | | | 0.00 | 0.00 | 5,500.00 | 5,500.00 | 0.00 |
| Meetings Expense | | | | | | | |
| | Meals-Expense | | 15.17 | 187.36 | 500.00 | 312.64 | 0.37 |
| Miscellaneous Expense | | | | 1,635.15 | | | |
| Other Expenses | | | | | 0.00 | | |
| Professional Fees-Expense | | | | | | | |
| | Audit | | | 12,000.00 | 12,000.00 | 0.00 | |
| | Bank fees | | 28.20 | 152.77 | 660.00 | | |
| | Professional Fees-Expense - Other | | 24.00 | 120.50 | 750.00 | 629.50 | |
| Total Professional Fees-Expense | | | 52.20 | 12,273.27 | 13,410.00 | 1,136.73 | 0.92 |
| Rents and Leases | | | | | | | |
| | Office Space Lease | | 2,200.00 | 11,000.00 | 26,400.00 | 15,400.00 | 0.42 |
| | Storage Rents | | | 150.00 | 1,800.00 | | |
| | Rents and Leases-Other | | | | | 0.00 | 0.00 |
| Total Rents and Leases | | | 2,200.00 | 11,150.00 | 28,200.00 | 17,050.00 | 0.40 |
| Service Charges | | | | | | 0.00 | 0.00 |
| Supplies-Expense | | | | | | | |
| | Office Supplies | | 92.68 | 615.53 | 2,000.00 | | |
| | Photocopies | | | | | | |
| | Postage and Delivery | | 174.25 | 630.49 | 1,000.00 | | |
| | Publication/Printing | | | | | | |
| | Supplies-Expense - Other | | 3.74 | 3.74 | 500.00 | 496.26 | |
| Total Supplies-Expense | | | 270.67 | 1,249.76 | 3,500.00 | 2,250.24 | 0.36 |
| Telecommunications | | | | | | | |
| | Cell Phone | | 265.61 | 664.58 | 1,700.00 | 1,035.42 | |
| | Internet Fees | | | | | 0.00 | |
| | Long Distance | | | | | 0.00 | |
| | Phone Services | | 3.82 | 1,673.25 | 5,000.00 | 3,326.75 | |
| | Telephone-Expense - Other | | | | | 0.00 | |
| Total Telecommunications-Expense | | | 269.43 | 2,337.83 | 6,700.00 | 4,362.17 | 0.35 |
| Vehicles-Expense | | | | | | 0.00 | |
| | District Vehicle Use | | (129.96) | (1,534.10) | (6,500.00) | | |
| | Fuel-Expense | | 201.56 | 569.33 | 2,500.00 | 1,930.67 | |
| | License & Maintenance | | | 129.58 | 650.00 | 520.42 | |
| | Mileage Reimbursement Expense | | | 61.02 | 100.00 | | |
| | Vehicle Fuel Reimbursement Expense | | | | | | |
| | Vehicle | | | | | | |
| Total Vehicles-Expense | | | 71.60 | (774.17) | (3,250.00) | (2,475.83) | 0.24 |
| Wages | | | | | | | |
| | Payroll Clearing Account | | (973.33) | (51.86) | | | |
| | Professional Engineer | | 1,463.16 | 6,679.63 | | | |
| | Wages-Senior PM-CPG | | 2,225.73 | 9,522.06 | | | |
| | Wages-Administrator | | 7,187.44 | 36,913.49 | | | |

| INCOME AND EXPENSE REPORT | | GENERAL FUND | GENERAL FUND | | | |
|------------------------------------|--|-------------------|----------------------------|-------------------|--|-------------|
| NV TAHOE CONSERVATION DIST. | | November 2013 | YTD July 2013-June 2014 | Budget | Variance Favorable (Unfavorable) | % of Budget |
| | Wages-ES II-CPG (1) | | | | | |
| | Wages-District Manager | 3,460.11 | 16,997.52 | | | |
| | Wages-ES II-CPG (2) | 877.93 | 3,934.26 | | | |
| | Wages-ES III (1)-WRG | 1,192.96 | 4,970.05 | | | |
| | Wages-ES III (2)-WRG | 1,403.34 | 7,325.52 | | | |
| | Wages-ES III-WRG | 2,949.39 | 10,823.20 | | | |
| | Wages - Other | 5.68 | 23.64 | | | |
| | Uncompensated Absence-Reimb Exp | (4,733.59) | (37,612.80) | | | |
| Total Wages | | 15,058.82 | 59,524.71 | 143,500.00 | 83,975.29 | 0.41 |
| | | | | | | |
| Wages-Overhead/Fringe | | | | | 0.00 | |
| | Long Term Disability | 222.65 | 1,070.69 | 3,000.00 | | |
| Total Wages-Overhead/Fringe | | 222.65 | 1,070.69 | | (1,070.69) | |
| | | | | | | |
| | Total Wages/Ovrhead | 15,281.47 | 60,595.40 | 143,500.00 | 82,904.60 | 0.41 |
| | | | | | | |
| Revolving Account | | | | | | |
| | | | | | | |
| | TOTAL EXPENSES (No Indirect Included) | 19,818.28 | 93,245.73 | 213,500.00 | 120,254.27 | 0.44 |
| | | | | | | |
| | NET REVENUE OVER/(UNDER) EXPENSES | (4,448.07) | (20,349.29) | | | |
| | | | | | | |
| | Fund Balance | \$ 88,300 | | | | |

Nevada Tahoe Conservation District
Balance Sheet
 As of November 30, 2013

| | Nov 30, 13 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Petty Cash | 50.00 |
| Wells Fargo - General 2513204 | 25,222.79 |
| Total Checking/Savings | 25,272.79 |
| Accounts Receivable | |
| Accounts Receivable | 220,132.10 |
| Total Accounts Receivable | 220,132.10 |
| Total Current Assets | 245,404.89 |
| Other Assets | |
| Prepaid expenses | 2,200.00 |
| Total Other Assets | 2,200.00 |
| TOTAL ASSETS | 247,604.89 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 119,296.89 |
| Total Accounts Payable | 119,296.89 |
| Other Current Liabilities | |
| Deferred Income-Carson City SW | 84.65 |
| Deferred Income-Moody donations | 806.91 |
| Deferred Income - Demo garden | 750.00 |
| Liab.Uncompensated Absences | 34,512.54 |
| Payroll Liabilities | |
| 457 Payable | 502.99 |
| CA withholding | 283.74 |
| Colonial Payable | 42.58 |
| Fed withholding | 2,343.00 |
| Medicare Company Payable | 284.68 |
| Medicare Employee Payable | 284.68 |
| NV Unemployment Payable | 112.11 |
| Total Payroll Liabilities | 3,853.78 |
| Total Other Current Liabilities | 40,007.88 |
| Total Current Liabilities | 159,304.77 |
| Total Liabilities | 159,304.77 |
| Equity | |
| Opening Balance | 11,724.59 |
| Prior Earnings | 96,924.81 |
| Net Income | -20,349.28 |
| Total Equity | 88,300.12 |
| TOTAL LIABILITIES & EQUITY | 247,604.89 |

12:57 PM

12/13/13

Nevada Tahoe Conservation District
A/R Aging Summary
As of November 30, 2013

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|-----------------------------|------------------|------------------|-------------|------------------|------------------|-------------------|
| Douglas Co - Cave Rock | 219.01 | 0.00 | 0.00 | 1,384.78 | 1,252.65 | 2,856.44 |
| Douglas County - PLRM | 1,587.15 | 724.35 | 0.00 | 0.00 | 344.00 | 2,655.50 |
| ENLC | 132.30 | 0.00 | 0.00 | 0.00 | 0.00 | 132.30 |
| EPA CWP | 8,778.26 | 0.00 | 0.00 | 0.00 | 0.00 | 8,778.26 |
| Glenbrook Homeowners Assoc. | 0.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| Miscellaneous1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NDEP - MPD | 0.00 | 0.00 | 0.00 | 0.00 | 2,434.86 | 2,434.86 |
| NDEP 319 (03-07) | 10,062.10 | 6,763.85 | 0.00 | 0.00 | 0.00 | 16,825.95 |
| NDEP Hybrid | 0.00 | 0.00 | 0.00 | 0.00 | 66.41 | 66.41 |
| NDEP Road Operations | 13,380.28 | 7,746.04 | 0.00 | 0.00 | 0.00 | 21,126.32 |
| NDF TYC | 5,882.33 | 3,984.82 | 0.00 | 7,926.70 | 8,121.81 | 25,915.66 |
| NDOT BRC | 21,777.26 | 6,382.55 | 0.00 | 5,206.66 | 14,046.78 | 47,413.25 |
| NDSL-Invasive Weeds | 186.42 | 341.17 | 0.00 | 0.00 | 0.00 | 527.59 |
| NDSL - Glenbrook | 0.00 | 32,955.41 | 0.00 | 0.00 | 0.00 | 32,955.41 |
| NDSL - Hybrid | 2,132.86 | 3,762.23 | 0.00 | 0.00 | 0.00 | 5,895.09 |
| NDSL - MPD | 3,653.30 | 496.20 | 0.00 | 300.00 | 409.36 | 4,858.86 |
| NDSL RWC Construction | 1,267.23 | 815.76 | 0.00 | 0.00 | 0.00 | 2,082.99 |
| SLRP | 5,477.30 | 3,813.69 | 0.00 | 0.00 | 0.00 | 9,290.99 |
| SSWA | 2,230.14 | 0.00 | 0.00 | 1,143.19 | 0.00 | 3,373.33 |
| The Glenbrook Project | 0.00 | 0.00 | 0.00 | 0.00 | 6,231.25 | 6,231.25 |
| TRCD SNPLMA Monitoring | 770.52 | 804.07 | 0.00 | 675.52 | 0.00 | 2,250.11 |
| USBOR #10 | 294.99 | 0.00 | 0.00 | 0.00 | 0.00 | 294.99 |
| USBOR 10 Construct | 2,898.16 | 0.00 | 0.00 | 0.00 | 0.00 | 2,898.16 |
| USFS - BRC | 2,526.81 | 3,084.08 | 0.00 | 0.00 | 0.00 | 5,610.89 |
| USFS Cave Rock | 2,687.18 | 2,182.29 | 0.00 | 0.00 | 0.00 | 4,869.47 |
| USFS ZC GID | 5,499.53 | 10,193.49 | 0.00 | 0.00 | 0.00 | 15,693.02 |
| TOTAL | 91,443.13 | 86,550.00 | 0.00 | 16,636.85 | 32,907.12 | 227,537.10 |

Nevada Tahoe Conservation District
A/R Aging Summary
As of December 13, 2013

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|-----------------------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| Douglas Co - Cave Rock | 0.00 | 219.01 | 0.00 | 1,384.78 | 1,252.65 | 2,856.44 |
| Douglas County - PLRM | 0.00 | 1,587.15 | 724.35 | 0.00 | 344.00 | 2,655.50 |
| ENLC | 0.00 | 132.30 | 0.00 | 0.00 | 0.00 | 132.30 |
| EPA CWP | 0.00 | 8,778.26 | 0.00 | 0.00 | 0.00 | 8,778.26 |
| Glenbrook Homeowners Assoc. | 0.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| Miscellaneous1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NDEP - MPD | 0.00 | 0.00 | 0.00 | 0.00 | 2,434.86 | 2,434.86 |
| NDEP 319 (03-07) | 0.00 | 10,062.10 | 0.00 | 0.00 | 0.00 | 10,062.10 |
| NDEP Road Operations | 0.00 | 13,380.28 | 0.00 | 0.00 | 0.00 | 13,380.28 |
| NDF TYC | 0.00 | 5,882.33 | 3,984.82 | 7,926.70 | 8,121.81 | 25,915.66 |
| NDOT BRC | 0.00 | 21,777.26 | 0.00 | 0.00 | 7,856.06 | 29,633.32 |
| NDSL-Invasive Weeds | 0.00 | 186.42 | 341.17 | 0.00 | 0.00 | 527.59 |
| NDSL - Glenbrook | 0.00 | 679.97 | 0.00 | 0.00 | 0.00 | 679.97 |
| NDSL - Hybrid | 0.00 | 2,132.86 | 0.00 | 0.00 | 0.00 | 2,132.86 |
| NDSL - MPD | 0.00 | 3,653.30 | 496.20 | 300.00 | 409.36 | 4,858.86 |
| NDSL RWC Construction | 0.00 | 1,267.23 | 0.00 | 0.00 | 0.00 | 1,267.23 |
| SLRP | 0.00 | 5,477.30 | 3,813.69 | 0.00 | 0.00 | 9,290.99 |
| SSWA | 0.00 | 2,230.14 | 0.00 | 1,143.19 | 0.00 | 3,373.33 |
| The Glenbrook Project | 0.00 | 0.00 | 0.00 | 0.00 | 6,231.25 | 6,231.25 |
| TRCD SNPLMA Monitoring | 0.00 | 770.52 | 804.07 | 675.52 | 0.00 | 2,250.11 |
| USBOR #10 | 0.00 | 294.99 | 0.00 | 0.00 | 0.00 | 294.99 |
| USBOR 10 Construct | 0.00 | 2,898.16 | 0.00 | 0.00 | 0.00 | 2,898.16 |
| USFS - BRC | 0.00 | 2,526.81 | 3,084.08 | 0.00 | 0.00 | 5,610.89 |
| USFS Cave Rock | 0.00 | 2,687.18 | 2,182.29 | 0.00 | 0.00 | 4,869.47 |
| USFS ZC GID | 0.00 | 5,499.53 | 10,193.49 | 0.00 | 0.00 | 15,693.02 |
| TOTAL | 0.00 | 94,623.10 | 25,624.16 | 11,430.19 | 26,649.99 | 158,327.44 |



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

**STORMWATER LOAD REDUCTION PLANS (SLRP)
SUBCONTRACTOR AGREEMENT**

NTCD Program: Nevada Tahoe TMDL Implementing Agencies Stormwater Load Reduction Plan (SLRP)
Phase 2- Subcontractor Agreement

Contractual Parties: Nevada Tahoe Conservation District (NTCD), U.S. Forest Service, Nevada Division of State Lands, Northwest Hydraulic Consultants

Contract Amount: \$45,430 (NHC)

Effective Dates: January 1, 2014 – December 31, 2014

Contract Summary of Deliverables: It is necessary that Northwest Hydraulic Consultants (NHC) participate in this project.

NHC is the developer of the PLRM model, so they are uniquely situated to lead this modeling team, and the only entity that can further develop the model and its structure. Their involvement will lead to significant time and cost savings because of their expertise and involvement with other jurisdictions' PLRM modeling. NHC's involvement will ensure that a high level of consistency is retained between modeling methods and assumptions used in this Project to develop Nevada's Stormwater Load Reduction Plans relative to the work recently completed on the California side of the Tahoe Basin.

NHC involvement will ensure that a high level of consistency is retained between methods and assumptions used in this Project to develop Nevada's baseline pollutant load estimate and load reduction planning relative to the work recently completed on the California side of the Tahoe Basin. Continuity and consistency among the jurisdictions performing Lake Tahoe TMDL planning in the Tahoe Basin will be a key factor for the long-term success and defensibility of the overall Lake Tahoe TMDL program. NHC personnel will provide input, oversight, and quality assurance roles to NTCD and their support is deemed the most efficient approach for NTCD to provide cost effective and timely deliverables that satisfy the scope of work for the Project.

Contract Summary of Scope of Services: Tasks required include 1) distilling the modeling outputs from SLRP Phase 1 into load reduction strategies. Planning level cost estimates for each strategy for each jurisdiction will be identified. 2) Develop timeline for jurisdictions to meet 5-year targets. 3) Identify opportunities for cross-jurisdictional cooperation for cost-savings. 4) Assist in preparation of final Stormwater Load Reduction Plans.

Conservation District Evaluation Guide

The intent of this evaluation is to rate your Conservation District's effectiveness in accomplishing its objectives within the community.

To properly utilize this Conservation District Evaluation Guide, each Board Member and Conservation District Employee should rate your District's Program individually, then collectively and gain consensus on the overall Conservation District's evaluation ratings. This process allows for the Conservation District Board and its employees to become aware of the Conservation District's strengths and weaknesses, and to identify individual areas which may need to be addressed.

For each item rate your district's efforts from 0 (lowest) to 5 (highest)

| I. PLANNING FOR SERVICE | RATING (0-5) |
|--|--------------|
| A. Annual planning of district operations involves other agencies, organizations and/or individuals, and enlists their continuing participation beyond plan development. | _____ |
| B. The annual work plan is regularly reviewed and evaluated during the year. | _____ |
| C. The district long range plan is updated and details direction and priorities in such areas as programs, finances, facilities and equipment, staffing, community relations, board development, resource issues, potential solutions, objectives are readily identifiable in the district annual plan of work and correlate closely with actions to be taken. | _____ |
| D. The district annual plan of work includes a broad range of environmental concerns that reflect resource needs and issues within the district. | _____ |
| E. Current resource inventories are used in the district. | _____ |
| F. The use of communication vehicles such as district newsletters, TV and radio stations are clearly set forth. District has developed a public relations plan. | _____ |
| G. The annual plan of work clearly defines education activities with Schools, Churches, Civic Groups, and other organizations in the district. | _____ |
| H. The district board members annually discuss the various memorandums of understanding their district has with other governmental agencies. They identify activities requiring consideration and each year review at least one memorandum of understanding with an appropriate agency representative. | _____ |
| I. The annual plan of work includes budgeted funds for carrying out district goals | _____ |
| J. The district has prepared a work load analysis of hours required to carry out its annual plan activities. | _____ |
| II. ORGANIZING FOR SERVICE | RATING (0-5) |
| A. Members agree upon the basic mission/purposes of the board. | _____ |
| B. District has written goals which are identified by geographical distribution as they relate to location of problems and priorities. | _____ |
| C. The district has a structure of active working committees, subcommittees, and task forces (so that all work does not have to take place in full board meetings) | _____ |
| D. District needs (technical, educational and managerial from federal, state, and local sources) are analyzed and efforts made to secure staff as needed to effectively carry out district objectives. | _____ |
| E. District staff has job descriptions, annual performance reviews, and training plans. | _____ |
| F. The district officials and staff periodically assess their working relationship (respective roles and responsibilities) and redefine the relationship as necessary. | _____ |
| G. The service of other groups and individuals are used to assist in district operations: Youth; Associate District Officials; Citizens Committee Members. | _____ |
| H. At least one goal is set forth that will provide district officials in a working knowledge of state and federal legislation that may be of concern to the district. | _____ |
| I. The district makes contact with, or provides significant input into, activities of their public officials (local, state, federal) | _____ |
| J. District participates in national, regional and state funding or in available technical assistance programs. | _____ |

- K. Priorities for action are clearly defined and based on the district's long range program. _____
- L. The district plans for effective management of all its funds, facilities and equipment. _____
- M. Meetings are held on a defined schedule that fits the needs of the board and the program. (meetings are neither too frequent nor too infrequent) _____
- N. The district invites all cooperating agencies to meet regularly with the district governing body. _____
- O. The public is given notice of district meetings and open meeting laws are followed closely. _____
- P. Meeting design and procedures encourage full participation, active involvement, and personal leadership of members. _____
- Q. Members understand the board's responsibilities, limits of authority, and legal basis of operation. _____
- R. A written board member job description defines member roles and responsibilities. _____
- S. District members carry out their responsibilities – coming to meetings prepared, completing assignments, linking with other groups, etc. _____
- T. The district conducts a comprehensive orientation program for new members. _____
- U. Each year district officials participate in board training and education in order to improve their knowledge and skills in critical areas. _____
- V. The district has identified the information that its members need, the form/format for the information, the time schedule for providing it to members, and who is responsible for providing it. _____
- W. The district has clear operating rules or procedures to guide its operation. _____
- X. The district has up-to-date policies in essential areas. and policies are organized for easy reference. _____
- Y. The district uses problem-solving and decision-making tools and methods. _____
- Z. The district uses a wide variety of approaches (in addition to meetings) to ensure effective communication among members and staff. _____

III. MEASURING SERVICE

RATING (0-5)

- A. The district planned and implemented the following major projects this year: (0-5 points for each – maximum of ten major projects).
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
 - 6. _____
- B. District board activities and cooperative efforts are reflected in both the annual plan and report. _____
- C. Annual report was well planned and well distributed. _____
- D. District utilized civic leaders and organizations. _____
- E. State and National associations were budgeted for and paid. _____
- F. At least one board member represented the district regularly in state, area, and regional meetings. _____
- G. District newsletter was regular and well distributed. _____
- H. The district periodically evaluates the program that it operates (i.e. – defining the issues to be evaluated, the information it needs, and the stands for effectiveness) _____
- I. The district assesses board needs and addresses priority problems and issues that are identified. _____

If your district scored a 3 or less on any of the above service elements, this is an indication of specific areas that your Conservation District may need to address.