



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

## Board Meeting Minutes

July 20, 2017

10:00 AM

**Location:** The Parasol, 948 Incline Way, Incline Village, NV

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**Present:** Supervisor G. Smith M. Kelly, District Manager  
Supervisor Cook D. Olson, Asst. District Manager  
Supervisor Nelson  
Supervisor McCarthy  
Supervisor Sarnoff (vis telephone)

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

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### Agenda Item

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- 1 Call to Order by Supervisor Smith

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  - 2 Supervisor Roll Call (see above)

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  - 3 Pledge of Allegiance

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  - 4 Approval of the Agenda

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  - 5 Public Interest Comments (No Action): None
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**Possible Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Items listed in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.

**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 Dana Olson at PO Box 915, Zephyr Cove, NV 89448; or email [dolson@ntcd.org](mailto:dolson@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 8 and 9 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

## Agenda Items

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### 6 Agency Reports, Discussion/Possible Action

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**For Possible Action: Natural Resources Conservation Service (NRCS) report.**

No report provided

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**For Possible Action: National Association of Conservation Districts (NACD) report**

No report provided

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**For Possible Action: Department of Conservation and Natural Resources Conservation District Program report**

No report provided

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**For Possible Action: Nevada Association of Conservation Districts (NvACD) report**

No report provided

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### 7 Discussion/Possible Action (Business)

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**For Possible Action: Approval of the Board of Supervisors meeting minutes for May 18, 2017**

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**For Possible Action: Contract Amendment for Nevada Department of Transportation, Zephyr Cove**

District Manager Kelly signed an amendment with NDOT for Zephyr Cove increasing the contract total from \$350,000 to \$390,000 to cover change orders a low bid in excess of the construction budget.

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**For Possible Action: Contract Amendment for United States Forest Service, Zephyr Cove**

District Manager Kelly signed an amendment with NDOT for Zephyr Cove increasing the contract total from \$300,000 to \$315,000 to cover change orders a low bid in excess of the construction budget.

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**For Possible Action: New Contract for Wildscape**

District Manager Kelly signed a new contract for \$20,000 with Wildscape for Qualified SWPPP (Storm Water Pollution Prevention Plan) Developer and Practitioner (QSP/QSD) support services on May 4, 2017.

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**For Possible Action: Review of Dana Olson's Offer Letter and Job Description**

Dana Olson has been hired on as Assistant District Manager with the base Salary Range of: \$56,602 to \$2,452 (Employee-Paid PERS Plan). This is equal to the ES III salary range.

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**For Possible Action: Approval of the NTCD financial reports for May 2017**

As of 5/31/17, the District's Fund balance was \$113,115. This represents the District's available spendable resources, or assets less liabilities. May had a surplus of \$4,557. May included extra billing to the General Fund to train Asst. District Manager Olson but still ended with a surplus do to minimal General Fund spending by the rest of the staff and minimal other expenditures. Year-to-date the District has a surplus of \$12,474.15. FY2017 is still projected to end near the annual goal of break-even.

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## ADMINISTRATIVE CALENDAR

### Agenda Items

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**8 Consent Calendar items pulled for further discussion**

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

None. Approved by Supervisor Nelson, seconded by Supervisor McCarthy, motion carried unanimously.

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**9 For Possible Action: Approval of the NTCD financial reports for June 2017.**

As of 6/30/17, the District's Fund balance was \$112,483. This represents the District's available spendable resources, or assets less liabilities. June had a deficit of \$632. June included extra billing to the General Fund to train Asst. District Manager Olson but the rest of the billable staff did not bill much time to the General Fund. The District is closing the Fiscal Year with a surplus of \$11,842.

Approved by Supervisor Cook, seconded by Supervisor Nelson, motion carried unanimously.

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**10 For Possible Action: Review and Reapprove District Manager Signing Authority**

This item is to revisit and update the Signing Authority that was given to the District Manager in 2009. As of September 3, 2009, the District Manager was given the signing authority of:

- New Contracts: \$20,000 and up to one year in duration
- Contract Amendments: \$50,000 and up to 2 years in duration

To account for inflation and needs of District Manager Kelly, it is being requested that the New Contract limit be raised to \$25,000.

District Manager Kelly presented and reviewed the items on the consent calendar that it had been used for.

Any such above actions shall be summarized and presented to the Board at the next regularly scheduled meeting.

Approved by Supervisor Cook, seconded by Supervisor McCarthy, motion carried unanimously.

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**11 For Possible Action: Update of Herbicide use in the Tahoe Keys**

Supervisor Glen Smith discussed in the May 18<sup>th</sup> board meeting the potential of the use of herbicides in Lake Tahoe. There was a motion to discuss potential NTCD action on this matter during the next board meeting.

Supervisor Smith talked about writing a letter to Nevada Division of Environmental Protection Bureau of Safe Drinking Water and Lahontan Regional Water Quality Control Board stating that the District is against using herbicides in Lake Tahoe until all other methods are exhausted. He discussed the hazardous byproducts that the herbicides break down and that the Tahoe Water Suppliers association is against the use also. The Tahoe Keys submitted a permit for herbicide

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use for spring 2018. Supervisor Smith will draft a letter and bring it to the board for approval. Will vote when Supervisor Smith presents letter.

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**12 For Possible Action: Moody Donations**

There is a balance of \$806.91 of donations giving to the district. Discussion is needed on what action should be taken to disburse these funds.

There was discussion regarding using the funds to do upkeep on the demo garden in front of the office. This item has been put on hold till next board meeting since Supervisor Martin was not present and he knows the most about these funds.

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**13 For Possible Action: Board of Supervisors Pictures for New Website**

The District is designing a new website, and with that a new Board of Supervisor's page. The District is asking for either individual pictures or a group photo of the Board for this page.

Each board member will provide their own picture for the website.

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**14 For Possible Action: Staff Report**

The District received the National Association of Conservation District's Urban Agriculture grant.

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**15 Supervisor's Comments**

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**16 Public Interest Comments**

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**17 For Possible Action: Motion to Adjourn**

Approved by Supervisor Cook, seconded by Supervisor Nelson, motion carried unanimously.

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