



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

# Board Meeting Agenda

July 20, 2017

10:00 AM (estimated 2 hour duration)

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

**Call in Information:** (515) 739-1034, code 341249# **(Please note this is a new number!!)**

## Agenda Item

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**Call to Order**

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**Supervisor Roll Call**

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**Pledge of Allegiance**

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### 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 any time.

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### Public Interest Comments (No Action)

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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Changes to Agenda Order and Timing.** Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of another later meeting; moved to or from the Consent section, or they may be voted on in a block.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in the Consent section of the agenda are voted on as a block and will not be read or considered separately unless withdrawn from the Consent agenda.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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### Agency Reports, Discussion/Possible Action

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

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

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

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

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### Discussion/Possible Action (Business)

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

5

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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**

8

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**

12

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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### Consent Calendar items pulled for further discussion

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

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

18

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.

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### For Possible Action: Review and Reapprove District Manager Signing Authority

24

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 an 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.

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### 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.

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### 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.

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### 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.

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### For Possible Action: Staff Report

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### Supervisor's Comments

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### Public Interest Comments

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### For Possible Action: Motion to Adjourn

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

**NTCD Board Minutes**  
May 18, 2017, 10:00 AM  
The Parasol  
948 Incline Way  
Incline Village, Nevada

**Present:**

Supervisor G. Smith  
Supervisor Cook (via telephone 10:30 - 11)  
Supervisor Martin  
Supervisor Nelson  
Supervisor Perlman-Whyman  
Supervisor McCarthy (via telephone)

**Staff/Others**

M. Kelly, District Manager  
M. Thorpe, Administrator  
D. Olson, Asst. District Mgr  
L. Coe, NRCS

**Absent:** Supervisor Sarnoff and Supervisor Berkbigler

1. Call to Order by Chair Smith.
2. Supervisor Roll Call: see above
3. Pledge of Allegiance
4. Approval of the Agenda: Supervisor Nelson moved to approve the Agenda, seconded by Supervisor Martin, motion carried unanimously.
5. Public Interest Comments (No Action): None.
6. For Possible Action: Approval of District Manager's Annual Merit Increase  
Impact analysis of 4% and 6% merit increases to general fund and grant expenditures. Adm. Thorpe presented the analysis, which showed minimal impact to the general fund and an annual cost to the grants of \$4814 for a 4% increase and \$7221 for a 6% increase. It was noted this was Merit based not COLA based, and the salary is in line with other agencies. Per DM Kelly's review, the 6% increase was deemed warranted. Supervisor Martin moved to approve a merit increase of 6%, seconded by Supervisor Perlman-Whyman, motion carried unanimously. Supervisor Martin moved to make the merit increase effective June 1<sup>st</sup> 2017, seconded by Supervisor Nelson, motion carried unanimously.

7. For Possible Action: Approval of Collection Agreement with US Forest Service (USFS) for Burke Creek Restoration Project, \$45,180  
DM Kelly presented the project/agreement and there was some discussion on the funding of this project. Supervisor Nelson moved to approve the collection agreement, seconded by Supervisor Perlman-Whyman, motion carried unanimously.

### **CONSENT CALENDAR**

Supervisor Martin moved to approve the Consent Calendar with item 8a and 8b pulled for further discussion, seconded by Supervisor Nelson, motion carried unanimously.

8. Agency Reports, Discussion/Possible Action
  - a. Moved to the Administrative calendar.
  - b. Moved to the Administrative calendar.
  - c. For Possible Action: Department of Conservation and Natural Resources Conservation District Program report. No report provided.
  - d. For Possible Action: Nevada Association of Conservation Districts (NvACD) report. No report provided.
9. Discussion/Possible Action (Business)
  - a. For Possible Action: Approval of the Board of Supervisors meeting minutes for April 11, 2017.
  - b. For Possible Action: Approval of Proposed Budget FY 2018 and Annual Work Plan FY 2018 for submittal to the Department of Conservation and Natural Resources Conservation District Program  
Work Plan will be distributed at meeting.
  - c. For Possible Action: Approval of the NTCD financial reports for March 2017.  
As of 3/31/17, the District's Fund balance was \$109,575. This represents the District's available spendable resources, or assets less liabilities. March had a surplus of \$6,146. March's surplus was due to minimal General Fund activity by the District Manager. This is in stark contrast to January 2017, which had a \$10,000 deficit because of the District Manager's General Fund activity. Year-to-date the District has a surplus of \$8934.

### **ADMINISTRATIVE CALENDAR**

#### **CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION**

Item 8a) For Possible Action: Natural Resources Conservation Service (NRCS) report. L. Coe discussed the use of beaver analog dams which are similar to the District's use of willow debris structures and that the 2 agencies should share their findings. There was discussion between District Manager Kelly and L. Coe to tour each other's project areas.

Item 8b) For Possible Action: National Association of Conservation Districts (NACD) report. Supervisor Perlman-Whyman said Agriculture Secretary Perdue is reorganizing the USDA and is housing NRCS under Farm Production and Conservation. This may have potential impact on the District. She also stated that she will be going to the summer NACD meetings in Iowa.

10. For Possible Action: Approval of the NTCD financial reports for April 2017.  
As of 4/30/17, the District's Fund balance was \$108,268. This represents the District's available spendable resources, or assets less liabilities. April had a deficit of \$1,307. April included a Pact/POOL quarterly payment which is what caused the deficit. Year-to-date the District has a surplus of \$7,627. Cash is of slight concern due to outstanding NDOT invoices. FY2017 is still projected to end near the annual goal of break-even. There was some discussion on improving NDOT's payment efficiency. Supervisor Martin moved to approve the financials, seconded by Supervisor Nelson, motion carried unanimously.
11. For Possible Action: Approval of Proposal of Tahoe Community Gardens Grant through the National Association of Conservation Districts Urban Agriculture Conservation Initiative, \$19,868  
Presented by D. Olson. This grant would provide funding for coordination of the urban agriculture movement in South Tahoe and install a greenhouse at the Tahoe Family Resource Center. The Board stated that this proposal would provide good public awareness and bi-state cooperation and are excited about this opportunity. Martin moved to approve the proposal and acknowledged there is no conflicts of interest, seconded by Supervisor Nelson, motion carried unanimously.
12. For Possible Action: Staff report.  
District Manager Kelly discussed current projects. One item of note is Burke Creek project was damaged by a snow removal company. Douglas County and NTCD are working to have the repairs completed or compensated for.
13. Supervisor Comments:  
Supervisor McCarthy thanked District Manager Kelly and D. Olson regarding the NACD proposal and mentioned potential helpful contacts.  
Supervisor Martin reported LTFAC had its last meeting. The current charter has expired. Discussed the possibility of renewal.  
Supervisor Perlman-Whyman plans to attend the NACD summer meetings in July.  
Supervisor Smith discussed the possibility of herbicide use in Lake Tahoe. He has been attending local meetings regarding this issue and the Round Hill GID Board voted to send a letter to Lahontan Regional Water Quality Control Board stating that they object to the herbicide use until all other means of eradication have been exhausted.
14. Public Interest Comments: None.
15. Motion to Adjourn: Supervisor Martin moved to adjourn, seconded by Supervisor Perlman-Whyman, motion carried unanimously.



PO Box 915  
400 Dorla Court  
Zephyr Cove, NV 89448  
Phone (775) 586-1610  
Fax (775) 586-1612  
www.ntcd.org

April 26<sup>th</sup>, 2017

Dana Olson  
1427 Bozeman Dr  
South Lake Tahoe, CA 96150

Dear Dana Olson:

Based on your interview and discussions with staff, I am pleased to offer you a position as Assistant District Manager at Nevada Tahoe Conservation District (NTCD). In this capacity, you will be working for Meghan Kelly at a starting annual salary of \$56,701.22 to be paid on a bi-monthly basis. This position is a regular full-time, position. We would like you to start work on or before May 1<sup>st</sup> 2017.

The terms and conditions of this employment offer are contained in the following paragraphs:

As a condition of employment, all new employees are required to present authentic documentation providing satisfactory evidence of their identity and legal authority to work in the United States.

Nevada Tahoe Conservation District provides individuals with disabilities reasonable accommodation necessary for successful job performance. If you believe that you require reasonable accommodation to perform the essential functions of this position now or at any time during your employment, please contact Meghan Kelly.

You are being employed as an "at-will" employee. This means that you may be terminated from employment at any time, with or without cause. An employee in an at-will status has no property right or a right to continued employment. While employment policies or procedures may change from time to time, only a written agreement signed by the District Manager can change your at-will status.

I believe that you will find the benefit program at Nevada Tahoe Conservation District to be very competitive. You have the option of enrolling in a health insurance program that provides medical, vision, dental, and life insurance coverage. As a public employer, NTCD is able to provide retirement benefits through the Public Employees Retirement System (PERS). NTCD provides 11 paid holidays per year. In addition, you will accrue 6.68 hours of annual leave and 6.68 hours of sick leave for each regularly scheduled month on paid status. Please be aware that the types and levels of benefits provided to you may change from time to time by action of the governing board.

The current job description for your position is also attached. Your specific job assignment be changed from time to time at the discretion of NTCD. All changes in your status and/or rights and benefits as an NTCD employee will be made in writing. Initially, your work schedule is Monday through Friday. Your work hours will be 8 a.m. to 4:30 p.m.

We look forward to your early acceptance of this offer and to a mutually beneficial association.

Sincerely,

Meghan Kelly  
District Manager

**I hereby acknowledge that I have received a copy of this letter and I accept the terms and conditions contained herein.**

Signature

Date

5/27/17

Mission Statement: To promote the conservation and improvement of the Lake Tahoe Basin's natural resources by providing leadership, education and technical assistance to all basin users.





## JOB DESCRIPTION

Assistant District Manager

## DEFINITION

The Assistant District Manager is a grant-funded position supervised by the District Manager. This position is a multidisciplinary position. The position is a year-round, full-time, salary non-exempt position with full benefits. The position is "at will".

## DISTINGUISHING CHARACTERISTICS

This position involves several academic disciplines or professional specializations which may include but not limited to: accounting, grant management, environmental science, and human resources.

## ESSENTIAL FUNCTIONS:

*Duties listed below are examples of the work typically performed by an employee in this position. An employee may or may not be assigned all duties listed below, and may be assigned additional duties as necessary.*

1. Perform all accounting and administrative functions, including but not limited to: accounts payable, accounts receivable, general ledger, and payroll.
2. Perform cash management, including bank deposits and reconciliations.
3. Calculate/create annual Indirect Rate Cost Proposal for submittal to the Department of Interior.
4. Establish and maintain accounting systems and procedures which provide necessary documentation and audit trails for fiscal transactions, classification of expenditures, and current fund balances.
5. Perform timely reporting requirements of the Conservation Districts Program (CDP).
6. Perform Board meeting duties: posting agendas including Board packets, creating minutes, and coordination of Supervisor elections.
7. Schedule and coordinate audits; discuss audit findings with agency management and implement audit recommendations.
8. Work cooperatively with Local, State, and Federal partners.
9. Provide executive-level assistance to the District Manager.
10. Perform a variety of human resources and budgeting assignments that require application of accounting and human resources principles, practices and theories.
11. Assist with identifying, writing, and managing grants.

## **QUALIFICATIONS FOR EMPLOYMENT: KNOWLEDGE, SKILLS, AND ABILITIES**

### *Knowledge of*

- Lake Tahoe's ecological and environmental issues;
- Spreadsheet and word processing software;
- Correct English usage including grammar, punctuation, and vocabulary;
- Organization policies and procedures;
- Techniques of record-keeping and reporting;
- Alphabetical and subject matter filing systems;

### *Skill to*

- Compile and tabulate data and information to complete and maintain accurate records; and write concise and accurate narrative reports;
- Function as the financial officer of the organization, generating monthly and quarterly financial reports for fiscal decision-making;
- Work with the District Manager to prepare financial reports for the Governing Board and the Conservation Districts Program (CDP) and develop annual organizational budget and cash flow projections, and analyze program/project financial reports.

### *Ability to*

- Communicate orally in a clear, concise manner;
- Perform accounting activities and prepare financial statements;
- Maintain confidentiality of data and information;
- Comply with all generally accepted accounting principles;
- Prepare employee payroll semimonthly, and track employee leave time;
- Read and understand policy and procedure; and
- Exercise discretion and independent judgment.

## **REQUIRED CERTIFICATION AND LICENSES:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, or Business Administration, or a closely related field plus three years of conservation experience **OR** an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** Must possess a valid driver's license or alternative means of travel.

**WORKING CONDITIONS:** Work is performed at a desk and in the field. Office environment has natural and artificial lighting. Field work is conducted in a rugged alpine environment with elevations exceeding 6,000 feet. Snow can accumulate at lake level throughout the year and exceed 10 feet in depth during the winter. Limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities will occur. Position will require flexible work hours when needed (occasional evenings and weekends). May be required to use personal vehicle for work duties. NTCDC will reimburse mileage at the federal rate.

**PHYSICAL AND MENTAL/ INTELLECTUAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 50 lbs and travel on foot through rugged terrain; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination and vision to operate a personal computer and view video display terminal for frequent periods; Strength and stamina to bend, stoop, squat, reach on a frequent basis; ability to communicate on a telephone, via email, and in person.

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**FLSA Status:** Salary Non-Exempt

**Base Salary Range:** \$56,602 - \$72,452 (Employee-Paid PERS Plan)

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	92%
		NV TAHOE CONSERVATION DIST.	May 2017	YTD July 2016-June 2017	Budget	Variance Favorable (Unfavorable)	% of Budget
<b>INCOME</b>	<b>General Fund</b>						
<b>Community Grants-Income</b>							
	Carson City				3,000.00	(3,000.00)	0%
	Douglas County			25,000.00	25,000.00	0.00	100%
	NV Division of Conser. District			4,000.00	4,000.00	0.00	100%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>0.00</b>	<b>29,000.00</b>	<b>32,000.00</b>	<b>(3,000.00)</b>	<b>91%</b>
<b>Grants-Income</b>						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
<b>Total Grants-Income</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
<b>Income-Pass Thru Subcontractor</b>						0.00	
<b>Interest</b>						0.00	
<b>Miscellaneous Income</b>			85.32	(633.80)		(633.80)	
<b>Prior Year Income</b>						0.00	
<b>Services Rendered</b>							
<b>Vehicle Use Income</b>						0.00	
<b>Wage Reimbursements</b>						0.00	
<b>Indirect Cost Income-General Fund (GL Shows in Expense Category)</b>			14,687.83	127,016.46	140,500.00	(13,483.54)	0.90
<b>TOTAL INCOME</b>			<b>14,773.15</b>	<b>155,382.66</b>	<b>172,500.00</b>	<b>(17,117.34)</b>	<b>0.90</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>				356.65		(356.65)	1.00
<b>Building Expense</b>							
	Building Repairs/Maint-Expense		180.00	1,085.00	1,680.00	595.00	0.65
<b>Total Building Expense</b>			<b>180.00</b>	<b>1,085.00</b>	<b>1,680.00</b>	<b>595.00</b>	
<b>Conference &amp; Training-Expense</b>							
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees			161.50		(161.50)	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other					0.00	0.00
<b>Total Conference &amp; Training-Expense</b>			<b>0.00</b>	<b>161.50</b>	<b>2,000.00</b>	<b>1,838.50</b>	<b>0.08</b>
<b>Deposit Security</b>						0.00	0.00
<b>Donation-Expense</b>						0.00	0.00
<b>Dues and Subscriptions-Expense</b>							0.00
	Membership/Dues District			800.00		(800.00)	1.00
	Membership/Dues Staff			116.00		(116.00)	1.00
	Dues and Subscriptions-Expense - Other				1,000.00	1,000.00	
<b>Total Dues and Subscriptions-Expense</b>			<b>0.00</b>	<b>916.00</b>	<b>1,000.00</b>	<b>84.00</b>	<b>0.92</b>
<b>Equipment-Expense</b>						0.00	
	Cell Phones						
	Computer Hardware & Software			1,883.72	6,610.00	4,726.28	
	Computer Maintenance & Repair		10.00	10.00	500.00	490.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	3,918.60	5,000.00	1,081.40	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>401.86</b>	<b>5,812.32</b>	<b>12,110.00</b>	<b>6,297.68</b>	<b>0.48</b>
<b>Indirect Cost (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>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	92%
		NV TAHOE CONSERVATION DIST.	May 2017	YTD July 2016-June 2017	Budget	Variance Favorable (Unfavorable)	% of Budget
<b>Insurance-Expense</b>						0.00	
	E&O/Prop/ Liability Insurance			4,995.37	5,000.00	4.63	1.00
<b>Total Insurance-Expense</b>			<b>0.00</b>	<b>4,995.37</b>	<b>5,000.00</b>	<b>4.63</b>	<b>1.00</b>
<b>Meetings Expense</b>			<b>10.18</b>	<b>380.98</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
<b>Miscellaneous Expense</b>							
<b>Other Expenses</b>					<b>0.00</b>		
<b>Professional Fees-Expense</b>							
	Audit			10,000.00	12,500.00	2,500.00	
	Bank fees	29.64		302.85	600.00		
	Computer/Software Maintenance			565.00			
	Professional Fees-Expense - Other	27.00		193.25	300.00	106.75	
<b>Total Professional Fees-Expense</b>		<b>56.64</b>		<b>11,061.10</b>	<b>13,400.00</b>	<b>2,338.90</b>	<b>0.83</b>
<b>Rents and Leases</b>							
	Office Space Lease	1,250.00		13,750.00	15,000.00	1,250.00	0.92
	Storage Rents						
	Rents and Leases-Other					0.00	0.00
<b>Total Rents and Leases</b>		<b>1,250.00</b>		<b>13,750.00</b>	<b>15,000.00</b>	<b>1,250.00</b>	<b>0.92</b>
<b>Service Charges</b>						<b>0.00</b>	<b>0.00</b>
<b>Supplies-Expense</b>							
	Office Supplies	196.98		1,651.04	2,000.00		
	Photocopies						
	Postage and Delivery			677.18	1,200.00		
	Publication/Printing			110.86			
	Supplies-Expense - Other			77.60	500.00	422.40	
<b>Total Supplies-Expense</b>		<b>196.98</b>		<b>2,516.68</b>	<b>3,700.00</b>	<b>1,183.32</b>	<b>0.68</b>
<b>Telecommunications</b>							
	Cell Phone					0.00	
	Internet Fees			30.00	150.00	120.00	
	Long Distance					0.00	
	Phone Services	278.97		3,904.88	5,000.00	1,095.12	
	Telephone-Expense - Other					0.00	
<b>Total Telecommunications-Expense</b>		<b>278.97</b>		<b>3,934.88</b>	<b>5,150.00</b>	<b>1,215.12</b>	<b>0.76</b>
<b>Vehicles-Expense</b>						0.00	
	District Vehicle Use	(541.43)		(1,829.95)	(2,500.00)		
	Fuel-Expense	116.13		624.25	2,000.00	1,375.75	
	License & Maintenance			967.28	1,500.00	532.72	
	Mileage Reimbursement Expense			306.92	100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
<b>Total Vehicles-Expense</b>		<b>(425.30)</b>		<b>68.50</b>	<b>1,100.00</b>	<b>1,031.50</b>	<b>0.06</b>
<b>Wages</b>							
	Payroll Clearing Account	(995.38)		215.60			
	Wages-Administrator	5,959.53		63,023.76			
	Wages - Asst. Dist. Mgr (DO)	4,626.42		4,626.42			
	Wages-ES III (DF)	351.63		14,513.80			
	Professional Engineer (MG)	427.85		15,188.24			
	Professional Engineer (MK)	1,136.61		30,619.34			
	Wages-Staff Engineer	460.38		1,376.97			
	Wages-ES III (MP)			8,596.75			
	Wages - Other	0.04		(0.41)			
	Uncompensated Absence-Reimb Exp	(3,849.13)		(41,808.67)			
<b>Total Wages</b>		<b>8,117.95</b>		<b>96,351.80</b>	<b>110,000.00</b>	<b>13,648.20</b>	<b>0.88</b>
<b>Wages-Overhead/Fringe</b>						0.00	

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	92%
	NV TAHOE CONSERVATION DIST.	May 2017	YTD July 2016-June 2017	Budget	Variance Favorable (Unfavorable)	% of Budget
	Long Term Disability	148.69	1,517.73	1,860.00		
	<b>Total Wages-Overhead/Fringe</b>	<b>148.69</b>	<b>1,517.73</b>		<b>342.27</b>	
	<b>Total Wages/Ovrhead</b>	<b>8,266.64</b>	<b>97,869.53</b>	<b>110,000.00</b>	<b>13,990.47</b>	<b>0.88</b>
	<b>Revolving Account</b>					
	<b>TOTAL EXPENSES (No Indirect included)</b>	<b>10,215.97</b>	<b>142,908.51</b>	<b>172,500.00</b>	<b>29,591.49</b>	<b>0.83</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>	<b>4,557.18</b>	<b>12,474.15</b>			
	<b>Fund Balance</b>	<b>\$ 113,115</b>				

**Nevada Tahoe Conservation District**  
**Balance Sheet**  
 As of May 31, 2017

	May 31, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	50.00
Wells Fargo - General 2513204	-1,950.73
<b>Total Checking/Savings</b>	-1,900.73
Accounts Receivable	
Accounts Receivable	454,500.38
<b>Total Accounts Receivable</b>	454,500.38
<b>Total Current Assets</b>	452,599.65
<b>Other Assets</b>	
Prepaid expenses	1,250.00
<b>Total Other Assets</b>	1,250.00
<b>TOTAL ASSETS</b>	<b>453,849.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	310,420.95
<b>Total Accounts Payable</b>	310,420.95
<b>Other Current Liabilities</b>	
Deferred Income-Moody donations	806.91
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	24,082.11
<b>Payroll Liabilities</b>	
457 Payable	276.10
CA withholding	460.44
Fed withholding	1,821.00
Medicare Company Payable	222.67
Medicare Employee Payable	222.67
NV Unemployment Bond Factors Pa	377.50
NV Unemployment Payable	1,294.38
<b>Total Payroll Liabilities</b>	4,674.76
<b>Total Other Current Liabilities</b>	30,313.78
<b>Total Current Liabilities</b>	340,734.73
<b>Total Liabilities</b>	340,734.73
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	88,916.18
Net Income	12,474.15
<b>Total Equity</b>	113,114.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>453,849.65</b>

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
As of May 31, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Cal Trans Task #3	2,284.21	0.00	2,094.41	0.00	0.00	4,378.62
Cal Trans Task Order #5	3,951.00	0.00	2,302.05	329.21	88.61	6,670.87
NDEP Green Infrastructure	7,680.93	0.00	0.00	0.00	0.00	7,680.93
NDEP ZC	33.85	80,337.42	3,025.64	0.00	0.00	83,396.91
NDOT BCX	0.00	0.00	0.00	7,458.61	43,356.91	50,815.52
NDOT LCCP Reg & Imp	154.35	0.00	0.00	0.00	0.00	154.35
NDOT Pittman	1,756.93	0.00	0.00	0.00	0.00	1,756.93
NDOT ZC	15,442.67	207,893.88	11,109.07	4,507.88	4,041.02	242,994.52
NDSL Green St Infrastructure	0.00	0.00	3,097.43	3,120.24	1,886.14	8,103.81
NDSL HIWAY RAM	0.00	0.00	0.00	0.00	4,675.94	4,675.94
NDSL Pittman	0.00	0.00	1,146.77	6,466.25	0.00	7,613.02
NRCS	2,405.19	0.00	3,488.69	0.00	0.00	5,893.88
TRCD SNPLMA Monitoring	410.31	0.00	608.96	215.74	4,477.34	5,712.35
USBOR RWC Continuation	950.00	0.00	0.00	0.00	0.00	950.00
USFS BCX	5,439.90	0.00	0.00	0.00	0.00	5,439.90
USFS ZC GID	0.00	0.00	0.00	0.00	28.00	28.00
Washoe Co LCCP Reg TRPA	7,064.44	0.00	5,470.08	0.00	0.00	12,534.52
Washoe Co. 100% Parcel BMPs	1,235.16	0.00	0.00	0.00	0.00	1,235.16
Wildscape CalTrans Y-Trout	2,209.79	0.00	0.00	0.00	0.00	2,209.79
Wildscape Hassett Marinas	1,004.54	0.00	0.00	0.00	0.00	1,004.54
Wildscape TKM	1,250.82	0.00	0.00	0.00	0.00	1,250.82
<b>TOTAL</b>	<b><u>53,274.09</u></b>	<b><u>288,231.30</u></b>	<b><u>32,343.10</u></b>	<b><u>22,097.93</u></b>	<b><u>58,553.96</u></b>	<b><u>454,500.38</u></b>



**Nevada Tahoe Conservation District**  
**A/P Aging Summary**  
As of May 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2nd Nature	0.00	0.00	0.00	0.00	3,829.75	3,829.75
Fellers, Dominique	0.00	23.54	0.00	0.00	0.00	23.54
Kingsbury GID	0.00	0.00	0.00	0.00	12,922.31	12,922.31
Kingsbury Hardware	0.00	5.99	0.00	0.00	0.00	5.99
MAPCA Surveys, Inc.	0.00	0.00	2,780.00	0.00	0.00	2,780.00
MKD Construction Inc.	0.00	288,231.30	0.00	0.00	0.00	288,231.30
Monica Grammenos AP	0.00	102.07	0.00	0.00	0.00	102.07
Staples	0.00	176.64	0.00	0.00	0.00	176.64
Turner & Associates, Inc	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Wells Fargo Business Card Kelly	139.07	0.00	0.00	0.00	0.00	139.07
Wells Fargo Business Card Thorpe	711.35	0.00	0.00	0.00	0.00	711.35
Western Nevada Supply	0.00	0.00	0.00	0.00	-1.07	-1.07
<b>TOTAL</b>	<b>2,350.42</b>	<b>288,539.54</b>	<b>2,780.00</b>	<b>0.00</b>	<b>16,750.99</b>	<b>310,420.95</b>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	100%
		NV TAHOE CONSERVATION DIST.	June 2017	YTD July 2016-June 2017	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			25,000.00	25,000.00	0.00	100%
	NV Division of Conser. District			4,000.00	4,000.00	0.00	100%
	Washoe County Community Grant					0.00	0%
<b>Total Community Grants-Income</b>			<b>0.00</b>	<b>29,000.00</b>	<b>32,000.00</b>	<b>(3,000.00)</b>	<b>91%</b>
<b>Grants-Income</b>						0.00	
	Administration Fee Income					0.00	
	Personnel Cost Income					0.00	
	Wages Weighted Rate-Grant Income					0.00	
	Grants-Income - Other					0.00	
<b>Total Grants-Income</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
<b>Income-Pass Thru Subcontractor</b>						0.00	
<b>Interest</b>						0.00	
<b>Miscellaneous Income</b>			(0.05)	(633.85)		(633.85)	
<b>Prior Year Income</b>						0.00	
<b>Services Rendered</b>							
<b>Vehicle Use Income</b>						0.00	
<b>Wage Reimbursements</b>						0.00	
<b>Indirect Cost Income-General Fund (GL Shows in Expense Category)</b>			13,125.49	140,141.95	140,500.00	(358.05)	1.00
<b>TOTAL INCOME</b>			<b>13,125.44</b>	<b>168,508.10</b>	<b>172,500.00</b>	<b>(3,991.90)</b>	<b>0.98</b>
<b>EXPENSES</b>							
<b>Advertising-Expense</b>				356.65		(356.65)	1.00
<b>Building Expense</b>							
	Building Repairs/Maint-Expense		90.00	1,175.00	1,680.00	505.00	0.70
<b>Total Building Expense</b>			<b>90.00</b>	<b>1,175.00</b>	<b>1,680.00</b>	<b>505.00</b>	
<b>Conference &amp; Training-Expense</b>							
	Food					0.00	
	Lodging					0.00	
	Parking					0.00	
	Registration Fees			161.50		(161.50)	
	Travel/Transportation					0.00	
	Conference & Training-Expense - Other					0.00	0.00
<b>Total Conference &amp; Training-Expense</b>			<b>0.00</b>	<b>161.50</b>	<b>2,000.00</b>	<b>1,838.50</b>	<b>0.08</b>
<b>Deposit Security</b>						0.00	0.00
<b>Donation-Expense</b>						0.00	0.00
<b>Dues and Subscriptions-Expense</b>							0.00
	Membership/Dues District		600.00	1,400.00		(1,400.00)	1.00
	Membership/Dues Staff		534.00	650.00		(650.00)	1.00
	Dues and Subscriptions-Expense - Other		33.75	33.75	1,000.00	966.25	
<b>Total Dues and Subscriptions-Expense</b>			<b>1,167.75</b>	<b>2,083.75</b>	<b>1,000.00</b>	<b>(1,083.75)</b>	<b>2.08</b>
<b>Equipment-Expense</b>						0.00	
	Cell Phones						
	Computer Hardware & Software		343.87	2,227.59	6,610.00	4,382.41	
	Computer Maintenance & Repair			10.00	500.00	490.00	
	Office Equipment & Furniture					0.00	
	Rental/Leasing Fees Equipment		391.86	4,310.46	5,000.00	689.54	
	Repairs & Maintenance Equipment					0.00	0.00
	Telephone System					0.00	
	Equipment-Expense - Other					0.00	0.00
<b>Total Equipment-Expense</b>			<b>735.73</b>	<b>6,548.05</b>	<b>12,110.00</b>	<b>5,561.95</b>	<b>0.54</b>
<b>Indirect Cost (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>

		INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	100%
		NV TAHOE CONSERVATION DIST.	June 2017	YTD July 2016-June 2017	Budget	Variance Favorable (Unfavorable)	% of Budget
<b>Insurance-Expense</b>						0.00	
	E&O/Prop/ Liability Insurance			4,995.37	5,000.00	4.63	1.00
<b>Total Insurance-Expense</b>			<b>0.00</b>	<b>4,995.37</b>	<b>5,000.00</b>	<b>4.63</b>	<b>1.00</b>
<b>Meetings Expense</b>			<b>86.43</b>	<b>467.41</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
<b>Miscellaneous Expense</b>							
<b>Other Expenses</b>					<b>0.00</b>		
<b>Professional Fees-Expense</b>							
	Audit			10,000.00	12,500.00	2,500.00	
	Bank fees	84.62		387.47	600.00		
	Computer/Software Maintenance			565.00			
	Professional Fees-Expense - Other	21.00		214.25	300.00	85.75	
<b>Total Professional Fees-Expense</b>		<b>105.62</b>	<b>11,166.72</b>	<b>13,400.00</b>	<b>2,233.28</b>	<b>0.83</b>	
<b>Rents and Leases</b>							
	Office Space Lease	1,250.00		15,000.00	15,000.00	0.00	1.00
	Storage Rents						
	Rents and Leases-Other					0.00	0.00
<b>Total Rents and Leases</b>		<b>1,250.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>1.00</b>	
<b>Service Charges</b>						<b>0.00</b>	<b>0.00</b>
<b>Supplies-Expense</b>							
	Office Supplies	119.28		1,770.32	2,000.00		
	Photocopies						
	Postage and Delivery	99.87		777.05	1,200.00		
	Publication/Printing			110.86			
	Supplies-Expense - Other			77.60	500.00	422.40	
<b>Total Supplies-Expense</b>		<b>219.15</b>	<b>2,735.83</b>	<b>3,700.00</b>	<b>964.17</b>	<b>0.74</b>	
<b>Telecommunications</b>							
	Cell Phone					0.00	
	Internet Fees			30.00	150.00	120.00	
	Long Distance					0.00	
	Phone Services	636.80		4,541.68	5,000.00	458.32	
	Telephone-Expense - Other					0.00	
<b>Total Telecommunications-Expense</b>		<b>636.80</b>	<b>4,571.68</b>	<b>5,150.00</b>	<b>578.32</b>	<b>0.89</b>	
<b>Vehicles-Expense</b>						0.00	
	District Vehicle Use	(139.12)		(1,969.07)	(2,500.00)		
	Fuel-Expense			624.25	2,000.00	1,375.75	
	License & Maintenance	8.00		975.28	1,500.00	524.72	
	Mileage Reimbursement Expense			306.92	100.00		
	Vehicle Fuel Reimbursement Expense						
	Vehicle						
<b>Total Vehicles-Expense</b>		<b>(131.12)</b>	<b>(62.62)</b>	<b>1,100.00</b>	<b>1,162.62</b>	<b>(0.06)</b>	
<b>Wages</b>							
	Payroll Clearing Account	(995.40)		(779.80)			
	Wages-Administrator	6,155.04		69,178.80			
	Wages - Asst. Dist. Mgr (DO)	4,968.90		9,595.32			
	Wages-ES III (DF)	544.74		15,058.54			
	Professional Engineer (MG)	1,656.54		16,844.78			
	Professional Engineer (MK)	1408		32,027.34			
	Wages-Staff Engineer	1,375.21		2,752.18			
	Wages-ES III (MP)			8,596.75			
	Wages - Other	0.62		0.21			
	Uncompensated Absence-Reimb Exp	(5,665.52)		(47,474.19)			
<b>Total Wages</b>		<b>9,448.13</b>	<b>105,799.93</b>	<b>110,000.00</b>	<b>4,200.07</b>	<b>0.96</b>	
<b>Wages-Overhead/Fringe</b>						0.00	

	INCOME AND EXPENSE REPORT	GENERAL FUND	GENERAL FUND		Percent of year =	100%
	NV TAHOE CONSERVATION DIST.	June 2017	YTD July 2016-June 2017	Budget	Variance Favorable (Unfavorable)	% of Budget
	Long Term Disability	148.69	1,666.42	1,860.00		
	<b>Total Wages-Overhead/Fringe</b>	<b>148.69</b>	<b>1,666.42</b>		<b>193.58</b>	
	<b>Total Wages/Ovrhead</b>	<b>9,596.82</b>	<b>107,466.35</b>	<b>110,000.00</b>	<b>4,393.65</b>	<b>0.96</b>
	<b>Revolving Account</b>					
	<b>TOTAL EXPENSES (No Indirect included)</b>	<b>13,757.18</b>	<b>156,665.69</b>	<b>172,500.00</b>	<b>15,834.31</b>	<b>0.91</b>
	<b>NET REVENUE OVER/(UNDER) EXPENSES</b>	<b>(631.74)</b>	<b>11,842.41</b>			
	<b>Fund Balance (total equity)</b>	<b>\$ 112,483</b>				

## Nevada Tahoe Conservation District

07/12/17

## Balance Sheet

Accrual Basis

As of June 30, 2017

	<u>Jun 30, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	0.86
Wells Fargo - General 2513204	27,312.35
<b>Total Checking/Savings</b>	<u>27,313.21</u>
Accounts Receivable	
Accounts Receivable	474,420.87
<b>Total Accounts Receivable</b>	<u>474,420.87</u>
<b>Total Current Assets</b>	501,734.08
<b>Other Assets</b>	
Prepaid expenses	5,766.93
<b>Total Other Assets</b>	<u>5,766.93</u>
<b>TOTAL ASSETS</b>	<b><u>507,501.01</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	368,264.11
<b>Total Accounts Payable</b>	<u>368,264.11</u>
<b>Other Current Liabilities</b>	
Deferred Income-Moody donations	806.91
Deferred Income - Demo garden	750.00
Liab.Uncompensated Absences	23,050.24
<b>Payroll Liabilities</b>	
NV Unemployment Bond Factors Pa	484.67
NV Unemployment Payable	1,661.90
<b>Total Payroll Liabilities</b>	<u>2,146.57</u>
<b>Total Other Current Liabilities</b>	<u>26,753.72</u>
<b>Total Current Liabilities</b>	<u>395,017.83</u>
<b>Total Liabilities</b>	395,017.83
<b>Equity</b>	
Opening Balance	11,724.59
Prior Earnings	88,916.18
Net Income	11,842.41
<b>Total Equity</b>	<u>112,483.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>507,501.01</u></b>

**Nevada Tahoe Conservation District**  
**A/R Aging Summary**  
As of June 30, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Cal Trans Task #3	330.82	2,284.21	0.00	2,094.41	0.00	4,709.44
Cal Trans Task Order #5	316.53	3,951.00	0.00	2,302.05	88.61	6,658.19
NDEP Green Infrastructure	3,448.91	7,680.93	0.00	0.00	0.00	11,129.84
NDEP ZC	0.00	33.85	0.00	0.00	0.00	33.85
NDOT LCCP Reg & Imp	10,579.34	154.35	0.00	0.00	0.00	10,733.69
NDOT Pittman	0.00	1,756.93	0.00	0.00	0.00	1,756.93
NDOT ZC	4,234.82	133,995.91	207,893.88	11,109.07	0.00	357,233.68
NDSL HIWAY RAM	0.00	0.00	0.00	0.00	4,675.94	4,675.94
NDSL Pittman	1,629.05	0.00	0.00	1,146.77	6,466.25	9,242.07
NRCS	7,050.01	0.00	0.00	0.00	0.00	7,050.01
TRCD SNPLMA Monitoring	0.00	410.31	0.00	608.96	4,693.08	5,712.35
USBOR RWC Continuation	9,442.40	0.00	0.00	0.00	0.00	9,442.40
USFS BCX	8,970.25	-3,560.10	0.00	0.00	0.00	5,410.15
USFS ZC GID	0.00	19,783.21	0.00	0.00	28.00	19,811.21
Washoe Co LCCP Reg TRPA	0.00	7,064.44	0.00	5,470.08	0.00	12,534.52
Washoe Co. 100% Parcel BMPs	55.64	0.00	0.00	0.00	0.00	55.64
Wildscape CalTrans Y-Trout	1,641.70	2,209.79	0.00	0.00	0.00	3,851.49
Wildscape Hassett Marinas	1,273.40	1,004.54	0.00	0.00	0.00	2,277.94
Wildscape TKM	850.71	1,250.82	0.00	0.00	0.00	2,101.53
<b>TOTAL</b>	<b><u>49,823.58</u></b>	<b><u>178,020.19</u></b>	<b><u>207,893.88</u></b>	<b><u>22,731.34</u></b>	<b><u>15,951.88</u></b>	<b><u>474,420.87</u></b>

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07/13/17

**Nevada Tahoe Conservation District**  
**A/P Aging Summary**  
As of June 30, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
2nd Nature	0.00	0.00	0.00	0.00	3,829.75	3,829.75
Desert Research Institute	0.00	2,432.68	0.00	0.00	0.00	2,432.68
Fellers, Dominique	0.00	0.00	23.54	0.00	0.00	23.54
Kingsbury Hardware	0.00	1.39	0.00	0.00	0.00	1.39
MAPCA Surveys, Inc.	0.00	0.00	0.00	2,780.00	0.00	2,780.00
Marvin Davis & Associates	0.00	2,236.75	0.00	0.00	0.00	2,236.75
MKD Construction Inc.	0.00	136,099.70	207,893.88	0.00	0.00	343,993.58
Monica Grammenos AP	247.91	0.00	102.07	0.00	0.00	349.98
PERS, State of Nevada	8,883.05	0.00	0.00	0.00	0.00	8,883.05
Turner & Associates, Inc	0.00	1,500.00	0.00	0.00	0.00	1,500.00
Village Ace Hardware	0.00	55.92	0.00	0.00	0.00	55.92
Wells Fargo Business Card Kelly	647.69	0.00	0.00	0.00	0.00	647.69
Wells Fargo Business Card Thorpe	1,530.85	0.00	0.00	0.00	0.00	1,530.85
Western Nevada Supply	0.00	0.00	0.00	0.00	-1.07	-1.07
<b>TOTAL</b>	<b><u>11,309.50</u></b>	<b><u>142,326.44</u></b>	<b><u>208,019.49</u></b>	<b><u>2,780.00</u></b>	<b><u>3,828.68</u></b>	<b><u>368,264.11</u></b>



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

**NTCD Board Minutes**  
September 3, 2009  
Nevada Tahoe Conservation District  
Conference Room  
2:00 PM Start Time

**Present:**

Supervisor Smith  
Supervisor Freeman (via telephone)  
Supervisor Endicott (via telephone)  
Supervisor Sarnoff (via telephone)  
Supervisor Perlman-Whyman (via telephone)

**Staff/Others**

D. Martin, District Manager  
M. Thorpe, Administrator  
S. Brown, SPM WRG

**Absent:**

Supervisor McDermid  
Supervisor St. John

1. Call to Order by Chair Smith.
2. Supervisor Roll Call:
  - a. Present: Supervisor Smith, Supervisor Endicott, Supervisor Freeman, Supervisor Sarnoff, and Supervisor Perlman-Whyman.
  - b. Absent: Supervisor McDermid and Supervisor St. John.
3. Public Interests Comments: None.



4. Discussion/Possible Action (Approval of Amendment to USFS R7 Rosewood Creek monitoring)

Amendment, for \$15,000, presented by Program Manager Brown.  
Supervisor Freeman moved to approve the amendment, seconded by Supervisor Endicott, motion carried unanimously.

5. Discussion/Possible Action (Increase the signing authority for District Manager)

Proposed revision:

- New contracts to \$20,000 and up to one year in duration (existing authority is \$5,000 and 6 months).
- Contract amendments to \$50,000 and up to 2 years in duration (existing authority is \$10,000 and 6 months).
- Any such actions above shall be summarized and presented to the Board at the next regularly scheduled meeting

Supervisor Sarnoff moved to approve the revisions, seconded by Supervisor Freeman, motion carried unanimously.

6. Chair Smith adjourned the meeting.