

Washoe-Storey Conservation District

1365 Corporate Blvd.
Reno, NV 89502
(775) 857-8500 ext. 131

Board of Supervisors Meeting
Minutes of May 4, 2011

Present:

Ernest Nielsen, WSCD Chairman
Bret Tyler, WSCD Vice-Chairman
James Shaffer, WSCD Secretary
Kevin Roukey, WSCD Treasurer - Absent
Austin Osborne, WSCD Supervisor - Absent
Kerrie Herring-Bird, Grant Writer

I. Call to Order

A. Determination of Board Quorum and Introduction of Guests

- It was determined there was a Quorum
- Ernie called the meeting to order at 5:18 PM

B. Determination of agenda order – *Agenda items may be taken out of order or deleted for lack of time*

- Bret must leave @ 6:30pm
- Item V was deleted as Jim Gifford was not present at the meeting
- Item VI B was not heard as two Board members were absent
- Items IX, B, C & D were deleted for lack of time

II. Review, Amendment and Approval of Minutes – Action

March 23, 2011 Minutes

- Bret made a motion, Jim 2nd, motion passed to approve the minutes w/ Jim's changes that will be given to Kerrie at a later date

III. Public Comments (three (3) minutes per comment)

The public is encouraged to comment and limited to three (3) minutes

- There were on public comments

IV. Supervisor, Staff and Consultant Items

A. Announcements

- Jim noted work w/ Xeripave has resulted in the NDEP grant being noted in their newsletter
- Ernie noted the excerpt should be put in WSCD portfolio
- Bret noted the excerpt should put on WSCD website
- Ernie asked about progress of website and stated that by law the agenda and minutes need to be posted on the site
- Kerrie stated that she has not been able to access the site and has a call into NVDoIt help desk and will give them another call to check on the progress on accessing the website



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CONSERVATION – DEVELOPMENT – SELF-GOVERNMENT

- Bret noted he has been working on website so that all the Board members can have access and make any necessary changes

B. Report by Kerrie Herring-Bird

- Kerrie reported that Unitex has requested a refund for the rental deposit on behalf of Doug Ford
- It was agreed that as the current Financial Policies state Kerrie is authorized to make transactions up to \$1500.00 w/out a Board vote and she will write the check and return the deposit amount of \$400.00
- Kerrie gave an update on the WSCD Well Fargo Account Reconciliation stating there is currently \$5,441.29 in the account
- Kerrie brought to the Board's attention a possible grant and partnership opportunity for the RTC SE Connector project with the "Pulling Together Initiative" which is a weed abatement grant
- Kerrie stated she was not sure it was appropriate for this year's grant cycle as the pre-proposal deadline is July 15, 2011 and RTC is still in the early stages of planning and has not yet solidified their plans but it may be a good idea to keep it in mind for next year and the date for construction gets closer
- Ernie suggested Kerrie call Kristine Hansen to see what type of weed abatement plan the USACE will require for the RTC SE Connector project.
- Kerrie agreed to do so
- Kerrie stated she found the Articles of Incorporation for the Nevada Conservation and Restoration Corporation, however, she was not able to find a 501 (C)3 application
- Kerrie agreed to scan the documents and email them to Ernie

V. External Agency Reports

USDA – Natural Resource Conservation Service – District Conservationist
Jim Gifford

- This Item was deleted because Jim Gifford was not present at the meeting

VI. Internal District Issues

A. Fiscal

1. Extend Kerrie's Pay, Mileage & Mobile Reimbursement –**Action**

- Jim made a motion, Bret 2nd, motion passes to extend Kerrie's pay at \$18.00/hour for 12 hours/week and Reimburse Mobile phone at \$36.00/month and Mileage at the state approved rate of \$0.51 until the next Board Meeting on May 25, 2011

2. Update on accounting system –**Action**

- Ernie has not done any work although he did agree at the last meeting to contact the Human Service Network
- He stated he will call Julie Ratti, a current city council member, executive direct of the Girl Scouts & as Jim noted, a member of the District Board of Health
- Ernie stated she and her husband James used to operate Human Service Network
- Ernie stated he will try to get their Human Service Network contact list
- Kerrie will call Ernie to remind to call Julie and he will give an update the next meeting
- Kerrie will call Tracy Turner of the Community Foundation and try to get Chris Askaeu's contact info to find out if he knows any accountants to help set up the WSCD accounting system
- There was no action taken on this item



3. Status Certificate of Revival, IRS form 8743 & 501(c)3 – **Update**

- Kerrie stated the check has been mailed and she is awaiting word from the Secretary of State regarding the Revival
- It was discussed that Kerrie will work w/ Ernie to get the IRS form 8743 & 501(c)3 completed and sent to the IRS
- Ernie stated there has been no income or expenses for the Nevada Conservation and Restoration Corporation that needs to be reported on the 8743 and that in the 501(c)3 there is a question on how we will raise funds
- Ernie stated we will need to amend articles of Incorporation
- Ernie stated he is confused as to why we need to fill out the 8743 if the IRS has no record that there was a 501(c)3 application filed with the IRS as they stated to Kerrie on the phone
- Kerrie will call IRS to clear up the matter and get exact instruction on what the next steps are in order to get the non-profit status

B. Amendment/Approval of By-Laws and Financial Policies and Procedures –**Action**

- Bet made a motion, Jim 2nd motion passes to hold this item over until next meeting as two Board Members were absent from this meeting

VII. District Projects

A. RTC - SE Connector Project – **Update**

- Kerrie gave an update on the RTC Resource Team meeting held on 4/25/11, stating RTC has hired T.Y. Lin as the design team for the bridge from Greg St. to Clear Water Way on Lower Steamboat and that construction is scheduled to start in the 1st Quarter of 2012
- Kerrie stated that there was a meeting to discuss the Hidden Meadows Pond and that another meeting is scheduled for mid June to discuss the HOA's opinions on the filling of the pond
- Ernie asked how the filling of the Hidden Meadows pond has been integrated into the conversation at the meetings
- Jim stated there has been a reversal of opinions and stated that Jean Stone said this is the only opportunity to fill the pond and there will never be any NDEP funds to fix the problem he also stated there will be a meeting in June and Jim, Kerrie and Jean Stone will be in attendance
- Ernie asked if Jim Arden is around to get involved in the discussion and stated that he thinks it is appropriate to bring him into the meeting because he knows history, the HOA and is familiar with the issue regarding the Hidden Meadows pond
- Jim stated that Ralph walker, chairman of HOA board, said he will support whatever the homeowners will want to do
- Jim also stated that the Board may need to make the decision for the greater good of the community because homeowners will change and opinions may change and this is the only opportunity there will be to make and execute a plan for the pond
- Jim stated he made it clear at the meeting that they cannot come to WSCD at a later date because the money to make changes will not be there
- Ernie will call Jim Arden to see if he is willing to get involved in the discussion/meetings
- Kerrie will call Ernie to remind him to call Jim Arden
- Kerrie stated that Garth Oskol of RTC said they will not move forward to do anything about the Hidden Meadows Pond w/out a consensus from the homeowners/HOA board



- Jim stated RTC will develop 20 acres of wetlands & trail system however, they cannot use any bond money for maintenance and therefore, RTC is looking for a partnership(s) to handle the short and long term maintenance of the wetlands, trail system, and stream restoration when the SE Connector road project is finished
 - Jim stated this may be a great opportunity for WSCD to do some perpetual work in the area
 - Ernie asked how do we get money to help support this
 - Jim stated perhaps the in lieu fee program may be appropriate with RTC banking the funds for maintenance
 - Ernie stated he wasn't sure that was possible because USACE has very stringent rules about in lie fees and that it will be an issue for WSCD to discuss with USACE
 - Ernie stated there needs to be some creative financing in order to see this project's maintenance issues worked out and that the important questions to ask are, "who will benefit & how will they benefit"
 - Ernie stated this is an avoided cost issue and that there needs to be package put into place of different money's from different sources
 - Jim stated he mentioned a possible special assessment or drainage assessment at the April RTC meeting
 - Ernie asked who will be assessed?
 - Bret stated everyone from Spanish Springs to Mt. Rose Hwy is benefiting from the road
 - Kerrie stated we need to move on due to time
- B. Approval of MOU between Storey County, WSCD, & DVCD for abatement of noxious plant species in Gold Hill, Gold Canyon, and American Flat, Storey County– **Action**
- Kerrie stated that Austin sent her an email stating that DVCD and Storey County have approved and signed the MOU and that due to Austin's absence from this meeting, he will be in Reno on Friday May 6, 2011 and will contact Ernie to set up a meeting for Ernie to sign the MOU
 - Jim stated he spoke with Austin and instructed him to call Ernie on his cell phone when he is free and available to meet Ernie at the Senior Center and Jim will also meet them there in order to sign the MOU
 - Kerrie gave a brief synopsis of the responsibilities of WSCD – Bret & Kerrie will do GPS plotting and weed mapping for the project - Storey County has agreed to pay WSCD \$1000.00 for work on the project and WSCD will donate \$400.00 in travel/mileage
 - Ernie asked how it will all work, ie., hours, mileage donation, etc.
 - Ernie stated he would like to see a 1 page abstract for every agreement/contract presented to the Board
 - Bret stated he & Kerrie will do a total of 40 hours of weed mapping and GPS plotting for the project
 - Kerrie stated that Austin said Bret's mileage will be donated and that Kerrie's mileage will be reimbursed by WSCD as is usual for the month
 - It was discussed whether Kerrie's hours will be extra hours or part of her 12 hours/ week she is already committed to the WSCD



- Jim stated he would like to see the project hours included in her 12 hours/week as the \$1000.00 will be able to be used to extend her time with the District
- Kerrie stated she was comfortable with that decision that she would leave it to the Board members to decide
- Bret made a motion, Jim 2nd, motion passed to approve and sign the MOU and that Kerrie's work on the project will be part of the 12 hours/week that she has committed to the District

C. Washoe and Storey County Community Development Projects – **Update**

- Kerrie stated she hasn't seen any plans
- Jim stated Sky Tavern is putting in water tank and Tallic Group South Wind Commons is putting in cell phone tower
- Kerrie will call Washoe Community Development to find out why she is not receiving emails with the electronic plans and to get copies of these projects

VIII. New Business

Review of activities not otherwise included in other agenda items

- No other activities were presented

IX. Old Business

A. Determination of an appropriate fee for site visit(s) for reveg on new Washoe County Community Development projects. –**Action**

- Kerrie stated she has called Eva Kraus and is awaiting a response
- Ernie asked if they are looking for 3rd party verification
- Jim stated yes and WSCD can develop plan and he likes Kerrie's flat fee per acre suggestion
- Kerrie stated she and Jim are waiting to hear from Community Development to see where they are in the process
- Ernie stated WSCD shouldn't wait to hear from them but should develop a plan and bring it to Community Development
- Ernie suggested to write something out and bring to next meeting, like an abstract and then go back to Community Development to tell them this is a component we think might work
- Jim stated he and Kerrie can work on the plan
- Kerrie stated with the Vector season starting, weed mapping this month, the workplan and budget due to the Conservation Commission, she was not sure something will be ready for the next meeting
- Bret made a motion to continue discussion of this item until the next meeting, Jim 2nd, motion passed

B. Status of In Lieu Fee Program and Nationwide 27 Permit with USACE – **Update**

- This item was deleted due to time constraints

C. Project examples of how the \$3,500 yearly grant from NVACD leverages with outside funding sources in a PowerPoint presentation to Ways & Means Committee – **Update**

- This item was deleted due to time constraints

D. Discussion of NV Conservation Districts, in unison, communicating to the Legislature to raise taxes to pay for Supervisors' Liability & Worker's Compensation Insurance – **Action**

- This item was deleted due to time constraints



X. Next District Meeting

A. Set time and Place –

- Time and place was set at the March 23, 2011 meeting for Wednesday, May 25, 2011 4:30 PM - NRCS

B. Agenda items for next and future meetings. – **Action**

- Ernie stated the workplan and budget needs to be written for Board approval in order to meet the June 1, 2011 deadline
- No action was taken on this item

XI. Adjourn – **Action**

- Bret made a motion, Jim 2nd, motion passed – meeting was adjourned 6:32 PM

