

LANDER COUNTY CONSERVATION DISTRICT

DRAFT PUBLIC MEETING MINUTES

WEDNESDAY, MAY 10TH, 2017, 5:30 PM

University of Nevada Cooperative Extension Office-Lander County,
815 North 2nd Street, Battle Mountain, NV 89820.

Supporting Material for the meeting described herein is available and can be requested by contacting: Shannon Berumen, LCC District Clerk, 815 N 2nd Street, Battle Mountain NV 89820, 775-635-5565, berumens@unce.unr.edu

I. CALL TO ORDER

- A. Meeting start time-6:10pm
- B. Determination of Quorum-*quorum in attendance*
- C. Introductions of those in attendance-*those in attendance introduced for the record*
 - 1. Sign In Sheet-Supervisors: Paul Tomera, Jerry Annis, CAR-Shawn Mariluch, Suzann Lemaire. CD Board District Clerk/Exec. Sec- Shannon Berumen. Others in attendance: Bobby Jones, Bettina Scherer, Andy Laca, Andi Porreca, Frederick Fabian, Anna Obrien, Molly Wright, Lisa Taylor.

II. PUBLIC COMMENTS-Please avoid repetition and limit comments to 5 minutes. Comments restricted to items on the current agenda and discussion and action will not be taken until specific agenda item is addressed. *None.*

III. REVIEW AND APPROVAL OF 05/10//2017 AGENDA- **FOR POSSIBLE ACTION** *Motion to approve agenda Shawn M., 2nd Jerry, none opposed.*

IV. OATHS, SWEARING IN, OFFICER ELECTIONS-As per NRS at the first regular scheduled meeting of the new calendar year (2017) the supervisors elected in November 2016, Suzann Lemaire and Gerrit Bakker must sign and verbally take the oath of office. The Board Supervisors may designate or vote to keep or change Chairman and Vice Chair. **FOR POSSIBLE ACTION**

Suzann read oath and signed. Board discussed and agreed to keep chair and vice chair the same, Paul- Chair, Suzann- Vice Chair.

V. REVIEW, AMEND, AND/OR APPROVE MINUTES-

Review and discussion for possible approval of Board Meeting Minutes from meeting dates: Election Meeting 11/09/2016, and regular meetings 11/09/2016 and 02/23/2017. **FOR POSSIBLE ACTION**

Paul said he was asked by someone if the minutes could be given to the board within 2 weeks for their review. He asked Shannon if that was something, she could do. She said yes if that is what they direct her to do.

***Motion** to approve minutes for 11/9/16 election meeting by Jerry, 2nd Suzann.*

***Motion** to approve minutes for 11/9/16 regular meeting by Suzann, 2nd Jerry.*

***Motion** to approve minutes for 2/23/17 regular meeting by Shawn M. 2nd Suzann.*

None opposed.

VI. REPORTS TO THE DISTRICT-

A. District Clerk/Treasurer

- 1) Finance/Treasurer Report-Clerk/Treasurer will summarize finances for review, discussion, and possible approval of the report to include the following bills.
 - a) Bills/Invoices/Payments-Review and possible approval of payment
 - i. Xerox-Payment 2of 4 FY2016-17 \$212.21
 - ii. Xerox-Payment 3of 4 FY2016-17 \$193.01

iii. AT&T phone conference fee \$ 29.40

FOR POSSIBLE ACTION

Motion to approve treasurer's report as is Jerry, 2nd Shawn. None opposed
Motion to approve payment of ATT bill for \$29.40 by Shawn, 2nd Jerry. None opposed.

- 2) Grants- updates and review of current grants, introduction of new grants
a) BLM Weed Treatment and Inventory Project Grant- Discussion of current grant including review of performance report submitted and possible discussion and approval of new grant opportunity.

FOR POSSIBLE ACTION

Shannon updated on status of grant and end date of July 30th. Anna provided information on upcoming grant and that will hopefully be available in next two weeks.

- b) Update on operating and Sage Grouse Grants submitted to Lander County. *Shannon updated on what County Commissioners approved, \$23,175.90 for operating grant and \$50k for sage grouse grant.*
c) Discussion, review, and possibly approve submitting BLM grant opportunity for BLM Nevada 2017 Youth Opportunities to Work on Conservation Projects on Nevada Public Lands.

FOR POSSIBLE ACTION

Shannon gave brief information of grant, item tabled to next meeting.

- 3) Workshops/Meetings/Training-Discussion/Notification/Attendance
a) Supervisor Training-Review and discussion of the Blueprint for Locally Led Conservation, A strategy for District Success and Sustainability, and the supplement to the Resource.

Shannon provided that this information was for supervisor training purposes.

- b) Briefing on the 2016 NvACD Annual Meeting, Las Vegas including but not limited to registration of anyone to NRCS Conservation Client Gateway for CD to receive up to \$1,000.

FOR POSSIBLE ACTION

Shannon provided brief information about the meeting and that all presentations on agenda provided are available if anyone wants them. Andi provided that they are on the NvACD website as well. Shannon also provided brief information about client gateway and Andy L provided more detailed information including the deadline is September 30th.

- c) 2017 NvACD Annual Meeting, Minden November 6-8, 2017

FOR POSSIBLE ACTION

CD board will address closer to time of meeting.

- d) Nevada Leadership Program, Reno, May 17th and/or Elko June 19th

FOR POSSIBLE ACTION

Shannon provided brief information on flyers in packet regarding trainings.

- 4) CD Website- for review and discussion

FOR POSSIBLE ACTION

Shannon updated on website information.

- 5) Mailings- Update and review

- a) Note Cards-update of possible changes

FOR POSSIBLE ACTION

Shannon explained card and board asked to have additional information added.

- 6) Audit-update, discussion, review of, and possible approval of Fiscal Year End June 30, 2015 final audit representation letter, finding letter, and financial statement, including any recommendations, conducted by Rife, Sylva Inc., and approval of signature on recommendations letter

FOR POSSIBLE ACTION

Motion to approve audit representation letter, signature on, finding letter, and financial statement by Shawn M., 2nd Jerry. Board will review further and discuss at next meeting.

- a) Clerk/Treasurer to introduce QuickBooks information for possible use in CD Board Bookkeeping including possible use and purchase of checks for use with the software. **FOR POSSIBLE ACTION**

Board asked for further information on Quickbooks including pricing. Andi said to check Tech Supe site for better price. Shannon will bring back to board for further discussion.

- B. NACD
- C. NDOW
- D. NVDCNR
- E. NVACD

- 1) Email from President Maggie Orr including discussion on providing anything to NvACD to use on their website. **FOR POSSIBLE ACTION**

Board discussed having pictures submitted by Paul on slavin project and provided to Maggie.

- F. BLM-Information provided by Anna.
- G. NRCS-Andrew Laca, District Conservationist- Winnemucca
- H. IWJV- Duane Coombs
- I. UNCE- Lisa Taylor, Extension Educator

VII. OPEN ISSUES-

A. District Projects

- 1) Sage Grouse Initiative –

- a) Lander County Grant Sage Grouse

- i. Working Document-Sage Grouse Priority Area Population Stabilization and/or Increase Project Application of Interest and Proposal & Ranking –possible changes, updates, review, for possible approval **FOR POSSIBLE ACTION**

No discussion no action

- ii. Project Funding

- a. Application of Interest-Review and Request Proposal No applications of interest received at time of posting however any received by date of meeting will be discussed and for possible approval **FOR POSSIBLE ACTION**

No applications. No discussion. No action.

- b. Proposal Submissions-Review, Hear Presentations, and Possible Approval of funding for projects. No proposals received at time of posting however any received by date of meeting will be discussed and for possible approval.

FOR POSSIBLE ACTION

No proposals. Paul will talk to son-in-law when starts at Bugle to put information into paper on projects. No action.

- iii. New Board Projects- Review and discussion for possible approval

- a. Update and discussion on the Nevada Conservation Districts Program Funding Opportunity for Sage-Grouse Competitive Grant that was submitted. **FOR POSSIBLE ACTION**

Shannon provided brief summary of Tim Rubald email that project not funded, there were many applications, only \$75K in funding and they used a ranking system to choose the top projects.

Italian Creek Thinning and Fuel Breaks Project and Application Form- Review and Discussion of email from Vaughn Cork of BLM for consideration of involvement and level of in project and cooperative agreement including possibly contacting and working with private landowner involved for possible approval. **FOR POSSIBLE ACTION**
Paul summarized email from Vaughn Cork at BLM. Board discussed what the BLM/NDOW project will be accomplishing and Shawn M. offered to be the contact for property owners in the Italian Creek area; Inchauspies to see if they would be interested in participating in the project. Brief discussion on the application for fuel breaks. No action. Board will discuss further at next meeting.

- b. Fire Creek water improvement project-Robert Browne-update, discussion, review, and possible approval of further project involvement **FOR POSSIBLE ACTION**
Shannon gave brief summary of why this is on agenda, Bob Browne had contacted her prior to the agenda posting to see if board knew anything regarding fencing project. After posting, he emailed her copy of email just received from Klondex that the fencing project had cleared all processes and would proceed.

2) Noxious Weeds-update and discussion

- a) Introduction of email regarding NV Department of Ag Weed department to reexamine Nevada's Weed List for suggestions and input from CD specifically for Central Nevada and offer ideas of a representative or possibly appoint a CD supervisor to be on the committee-Sean Gephardt, NV Dept of Ag will be calling in **FOR POSSIBLE ACTION**
Shannon contacted Sean Gephardt via phone as he requested. He provided a summary of the email he sent that he is looking for someone in Central Nevada to be on the committee to reexamine and update the noxious weed list for all of Nevada and requested that the Board appoint or offer ideas of a representative. The board discussed those that they thought may be valuable to the committee and will contact Denny Cawrse to see if he is interested. They will revisit this at the next meeting. Sean Gephardt also provided information and summary of the 3 RFP's that he had emailed to Shannon after the agenda had been posted. The board will address them at a later meeting.
- b) Discussion and review of Noxious Weed Identification and Control Methods Handbook and Revegetation Guide with possible approval of corrections, changes, and collaboration with other agencies to update.

FOR POSSIBLE ACTION

Shannon explained that a question had been asked about whether the binder was still correct and therefore put it on the agenda for the board to discuss. The board will take it home and review it, Andi P will forward email to Shannon from Brad in Humboldt County that has some updates that may be useful and the board will readdress it at another meeting. Suzann offered that perhaps it should wait until the weed list from previous agenda item is updated.

c) BLM Weed Grant

- i. Projects-Ideas, Updates, Discussion for possible approval

- a. Indian Creek/Ferris Creek – updates and discussion on continued spraying including update and discussion on the funds allotted to CD from Lander County Road and Bridge department for chemical purchase.

FOR POSSIBLE ACTION

*Paul stated that Jeff/ron said that if going to spray needs to be done end of may beginning of June, Anna is going to work on info from Trimble and update, Board discussed having someone spray, **Motion** to obtain quote from Ron's seed and supply for spraying ..., 2nd Jerry. None opposed. Paul to call for quote.*

- b. Crum/Hilltop Canyon-update on regrowth, discussion and possible approval of spraying **FOR POSSIBLE ACTION**
*Paul provided information regarding regrowth in crum canyon. Board discussed spraying it and having it included in quote with Indian creek. **Motion** to spray in crum, have quote from Rons include quote for crum by Jerry, 2nd Shawn, none opposed.*

- B. Water Resource Issues- Jerry gave brief summary of issue with the Saval and Gimmer Ranch in Jersey Valley and their adjudication with Ormat for 3 natural water sources being dried up. Asked to have put on next meeting agenda for board to discuss possible letter to NvDepartment of water Resources.

- C. Stewardship-ideas, discussion

- 1) Conservation Poster Contest-discussion to possibly promote and participate

FOR POSSIBLE ACTION

Shannon gave brief summary of poster contest through NACD and that board has participated before. Shannon took information to school art classes several years ago. Jr High art class participated. Suzann state that perhaps she or other science teachers could put it into their teaching and obtain participants that way. Shannon to contact schools in fall and provide more information then.

- 2) FY 17 Awards-Discussion for possible awards including purchase of plaques or other award items.

FOR POSSIBLE ACTION

No current nominations. Will discuss again later in year.

VIII. NEW BUSINESS-

- A. Planning Reports- Due to State office by June 1st

- 1) Proposed Budget for FY 2017-2018

Review, Discuss, and make possible changes to the proposed budget for fiscal year 2017-2018.

FOR POSSIBLE ACTION

*Board discussed proposed budget that Shannon had prepared, asked about expenditures being more than receipts, Shannon explained that the board is required to put in money of their own as well for expenditures not solely rely on funding received from grants. **Motion** to approve and submit proposed budget for fy 17-18 as prepared Suzann, 2nd Jerry. None opposed.*

- 2) Annual Work Plan for FY 2017-2018

Review, discuss, and make possible changes to the annual work plan for fiscal year 2017-2018

FOR POSSIBLE ACTION

*Shannon provided brief summary of what she had changed in work plan. Board discussed small changes to show completion of items, Anna offered that the contract number should be taken out of the BLM section since it will change with new grant. **Motion** to approve and submit workplan with small changes as noted by Shannon Shawn M, 2nd Suzann. None opposed.*

- B. 2016 and 2017 Cost Share Applications review and discuss possible approval of applications received for payment
- 1) Beverly Reichert, Austin possible approval of 50% cost share of \$1,870.00 in the amount of \$935.00 depending on board approval of qualifying items.
FOR POSSIBLE ACTION
Board reviewed report noting no use report was included and asked that ...contact them and request use report and to put application onto next meeting if use report received prior to.
- 2) Jeanne King, Battle Mountain possible approval of 50% cost share of \$1,233.25-\$1,974.50 in the amount of \$616.62-\$987.25, depending on board approval of qualifying items.
FOR POSSIBLE ACTION
Board discussed application including qualifying items and amounts, Board would like Shannon to research minutes to find out what they discussed regarding labor on cost share payments, Jerry started motion, Suzann abstained, no quorum. Item to be put onto next meeting agenda for review and possible approval.
- 3) Flying W Land and Livestock-James Wadsworth, Austin possible approval of 50% cost share of \$3,024.00 in the amount of \$1,000.00 depending on board approval of qualifying items.
FOR POSSIBLE ACTION
*Board discussed application, **Motion** to approve payment of \$1,000 Shawn M, 2nd Suzann. None opposed.*
- C. Fall 2017 Scholarship Awards- for discussion and possible approval, none received at time of posting but any received before meeting time of 5:30pm will be considered.
FOR POSSIBLE ACTION
No scholarships received prior to meeting.
- D. 2017 Range Camp Fee Scholarship
Review, discussion and possible approval of camp fee scholarship for applicants in the amount of \$200 each.
FOR POSSIBLE ACTION
- 1) Lyle Whitten- board discussed application, **Motion** to approve camp fee payment Suzann, 2nd Shawn. None opposed.
- 2) Adrian Berumen-to be put back on meeting if he decided to go and submits application.
- E. Discussion on 300 Gallon Spray Tank to include changes and upgrades to and possible reimbursement to Supervisor Jerry Annis on past and current repairs and maintenance items as well as approval of payment on old invoice from Ron's Seed and Supply for accessories.
FOR POSSIBLE ACTION
*Shannon provided information regarding old invoice from Ron's and receipts for reimbursement for Jerry. Jerry asked that his be tabled for discussion in the interest of time to next meeting as he would like to also discuss upgrades to the sprayer but that the board take care of the invoice from Ron's now. **Motion** to approve payment of old invoice for \$125.70 to Ron's Seed and supply Suzann, 2nd Shawn, none opposed.*
- F. Austin Cemetery Tree project request for funding for purchase of trees-review of emails from Frank Whitman, discussion and possible approval of support.
FOR POSSIBLE ACTION
Shannon phones Dee Helming who had called prior to meeting to be included in this discussion. Shannon provided information regarding Frank's emails and what she learned regarding county budget for cemetery and other issues. Dee from Austin Chamber offers that she was just handed the situation but explained what the issues had been and are currently. Board asks that she obtains bid on trees, contact road and bridge regarding budget, and that this be put on next meeting agenda to discuss further if that information is obtained and that they will consider

at that time possible funding of purchase of trees.

- G. Discussion on possibly sponsoring and offering a Pesticide Applicator Certification workshop including discussing topics/subjects and work in conjunction with Nevada Department of Agriculture representatives Chuck Moses and Bret Allen. District Clerk will provide information obtained from Chuck Moses.

FOR POSSIBLE ACTION

Shannon provided information regarding requests for training and what she had obtained from Chuck Moses. Board discussed possible date of June 6 that Chuck had offered. Lisa offered to assist with setting up training. Shannon to contact civic center for possible availability. Item to be put back on next meeting agenda with updates.

- H. LCCD Meeting Schedule- review of the Conservation District Annual Calendar by Fiscal Year Quarters for Discussion and possible approval of setting scheduled meetings.

FOR POSSIBLE ACTION

*Paul provided that this had been discussed at last meeting and that it has been requested by others to possibly have a meeting schedule set. Shannon provided that the calendar enclosed shows what is due or needs to be done in certain months. Discussion that if the meeting were held every odd month, Suzann offered possibly having July, September, November, January, march, and may would cover important times and then others could be scheduled if necessary. Board discussed further. **Motion** to approve scheduling meetings every other month n the 2nd Wednesday with the next tentative date July 12th by Shawn, 2nd Jerry. None opposed.*

- I. Review, Discuss, and make possible changes to the job description for the District Clerk/Executive Secretary including but not limited to title and duties.

FOR POSSIBLE ACTION

Paul stated he was in a meeting with Lisa and Keith regarding the job description and asks that the board discuss what they thing should be on it. Paul said it should probably line up with the UNCE description and final approval will have to be by UNCE and the County. Shannon offered that regardless of what the descriptions say, and whether UNCE or the County approves them that it is ultimately up to whether the Union and the Union Representative approve them.

Lisa stated that if there was a possibility that the CD's business could be done in two, four hour days per week rather than spread out whenever and the possibility of a separate phone line and answering machine be put it to field calls. Paul asked if that was possible, Shannon asked how it would be handled if something came up or someone called that it would be okay to tell them that she could not do anything at that time but that it would have to wait until the day set aside for the 4 hours of work. There was further discussion regarding this and possibly having a trial period.

Suzann and Shawn offered that Shannon should be the one putting the job description together since she knows everything she does. Paul said it could be left as a working document to make changes to and to be put on next meeting agenda for further discussion.

- J. MOU/Inter-local Agreements

Paul stated that the County told him that he or the board could not proceed with creating any kind of agreement, that it was the county's place to do that. Shannon explained that the board could as long as they follow the proper agreement guidelines but that the County does have the option to negotiate and/or not, she explained that they are probably still considering the CD as an advisory board when they are not. Shannon stated that she printed the Inter-local agreement NRS for the supervisors if they would like a copy. The board discussed putting this on

another agenda, that they will review the documents provided in the packet, and Paul took the NRS to review.

- 1) Discussion and possible creation of a written agreement with UNCE to reflect and possibly make changes to the current status to include, but not limited to, sharing of the office space located at 815 N 2nd St Battle Mountain Nevada, clarification of the position of the District Clerk/Executive Secretary III for 8 hours per week as well as possibly add specific costs such as the current 4 payments for the Xerox machine. **FOR POSSIBLE ACTION**
- 2) Discussion and possible creation of the following two written agreements to reflect and possibly make changes to the current status of, with Lander County
 - a) Commissioners for the continued payment of the District Clerk's wages through the annual Grant submitted in February of each year, as a county employee, title of Executive Secretary III at 8 hours/week to be included and be at the same rate with her wages as a county employee for Executive Secretary III for the UNCE office, that allows her to be considered a full time county employee for all rights and benefits as other full time county employees, including being considered under the Union Contract which she currently is considered. **FOR POSSIBLE ACTION**
 - b) Road and Bridge, Burt Ramos, for \$15,000 in their annual budget for purchase of chemical that is used in weed spraying throughout the county in conjunction with the BLM Weed Grant that pays for contract and/or labor of the spraying. **FOR POSSIBLE ACTION**

IX. SUPERVISOR ONLY ITEMS-*none*

- X. PUBLIC COMMENTS-** Restricted to introduction of items not on current agenda, 5 minute introduction time limit, no discussion will take place at this time, item will be added to the next meeting agenda if so requested and approved by CD Supervisors for further discussion and/or possible action. **FOR POSSIBLE ACTION**

none

XI. ADJOURNMENT-

FOR POSSIBLE ACTION

Motion to adjourn at 10:10 pm by Suzann, 2nd Jerry. *None opposed.*