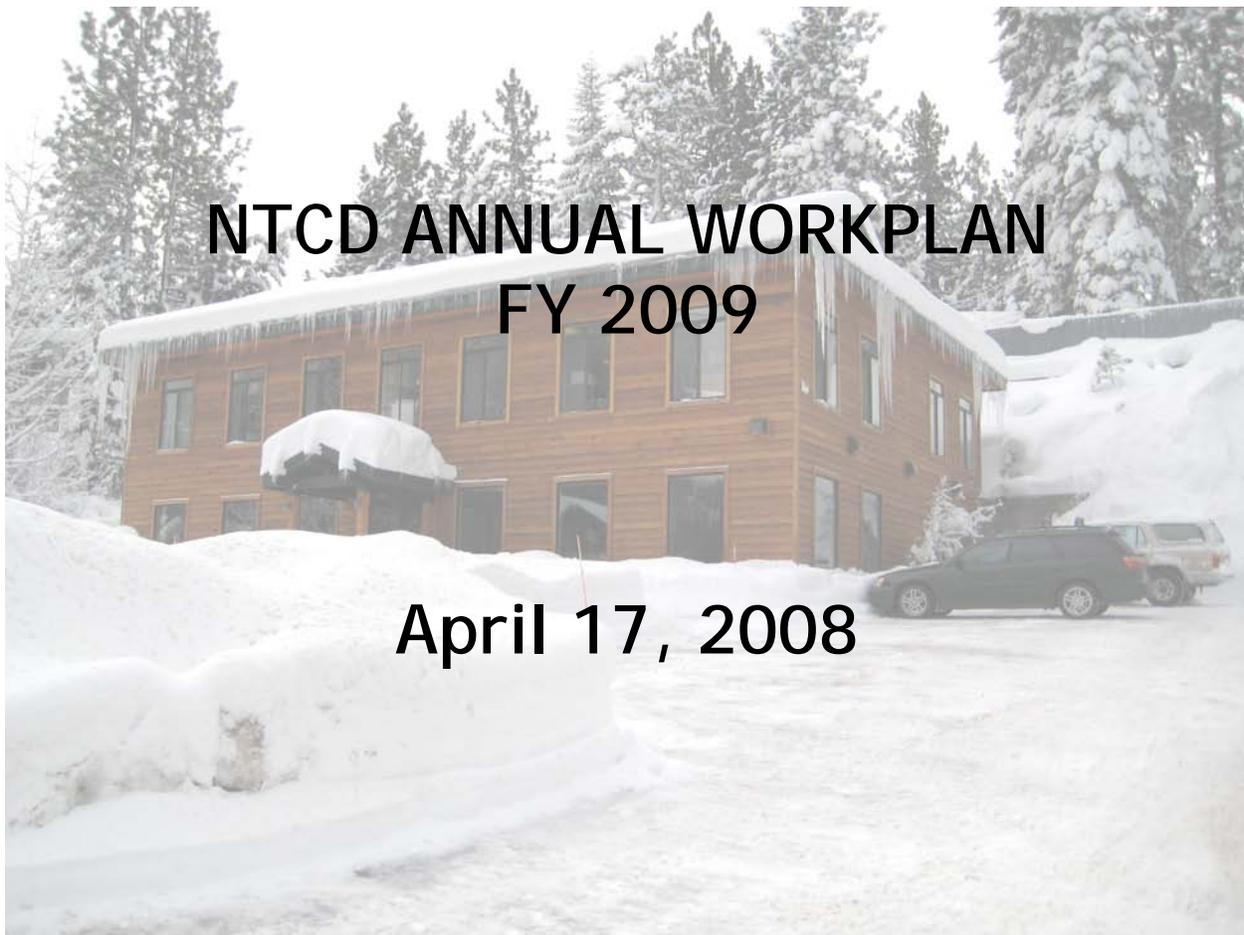




**Nevada Tahoe
Conservation District**



**NTCD ANNUAL WORKPLAN
FY 2009**

April 17, 2008

INTRODUCTION

The Nevada Tahoe Conservation District (NTCD) is one of approximately 3,000 Conservation Districts functioning in all 50 States and U.S. Territories. Conservation Districts are sub-divisions of State government and are unique locally led conservation agencies. Districts provide resource management and technical assistance to land occupiers (owners, renters, and producers) as well as work cooperatively with Federal, State, and Local governments in the delivery of conservation programs.

The Nevada Tahoe Conservation District is one of 28 Conservation Districts functioning under the auspices of Nevada Revised Statute, Chapter 548. The District is a Governmental Subdivision of the State of Nevada and a public body corporate created in 1976. Prior to July 1st, 1976 the land area that now makes up the NTCD was part of a larger Conservation District known as the Tahoe Verdi Conservation District. Local leaders realized the unique natural resource issues of the Lake Tahoe Basin and realigned District boundaries to create the NTCD. They believed the realignment would allow for more effective conservation management of Lake Tahoe's natural resources. Now the District encompasses all of the land in the Lake Tahoe Basin residing in the State of Nevada including portions of Douglas and Washoe Counties and the Carson City Rural Area.

The Nevada Tahoe Conservation District (NTCD) is Nevada Lake Tahoe's local conservation agency and source for technical assistance. The District is a non-regulatory and grant funded agency that works closely with its Federal, State, and Local partners to deliver conservation programs to the Nevada Lake Tahoe Community. The District is guided by a Board of Supervisors made up of elected and appointed community leaders. The Board of Supervisors provides direction to the District's full time staff in carrying out the District's mission statement, vision, and guiding principals. As described in our mission statement, the District seeks to provide its constituents with superior technical assistance, educational resources, and conservation leadership with the goal of protecting Lake Tahoe's natural resources.

NTCD OPERATIONS AND ADMINISTRATION

1. Continue community, state and government awareness of NTCD and its programs by continually updating the NTCD Website quarterly and giving approximately 10 public presentations within the community.
2. Continuing review and update of comprehensive District policies and procedures adopted by NTCD Board of Supervisors.
3. Continue a training program with funding to support technical, professional, human resource training for all District staff.
4. Continue to revise and adopt job descriptions for all current and future positions for the District
5. Continue to review and implement new administrative procedures that:
 - a. Improve reporting formats
 - b. Payroll interface
 - c. Increase efficiency
 - d. Decrease costs while maintaining or enhancing benefits
 - e. Bring payroll in-house to streamline posting process
6. Development of a comprehensive finance/funding plan for FY 2010 for review and approval by the NTCD Board of Supervisors.
7. Maintain an operational budget of 12 months and operational reserve two months in advance.
8. Update the records retention and rotate out files and information no longer viable.
9. Coordinate budget responsibilities between the District Manager to the Administrator.
10. Coordinate the Annual Audit in compliance with State and Federal statutes.

PROGRAMS

NTCD is actively involved in several conservation programs and projects with our partners in the Lake Tahoe Basin. Several of our programs continue efforts that have been ongoing for many years while, others are just beginning. The following information outlines the program objectives for NTCD during the upcoming work year.

WATER QUALITY AND EROSION CONTROL PROGRAM

1. Negotiate new deliverables and contract with Nevada Division of State Lands for a two year period.
2. NTCD Board and Staff to work with NDEP, NDSL, and TRPA to identify current programmatic and project effectiveness issues and develop or propose revised and improved WQEC Program process.
3. Provide technical oversight for the design and/or construction projects as part of the NDSL water quality improvement program.
4. Implement NTCD Water Quality and Erosion Control Matching Funds program. Provide grant administration, project management, and technical oversight for Round Hill Phase III water quality improvement project.
5. Implement a stormwater planning and finance project in Douglas County, Nevada.
6. Obtain funding to finish Middle Rosewood Creek design and implement Phase I construction.
7. Research innovative technologies for water treatment and erosion control using the scientific and engineering literature, trade shows, and conferences.
8. Implement jointly with Desert Research Institute a monitoring program on dust particulates associated with road systems basin wide.
9. Assuming funding is completed; commence a three year study of the Burke Creek Watershed in relation to the benefits of enhanced maintenance, improved sweeping and functionality of the Rabe Meadow system. Benefits will provide basin stormwater implementers with technical data to support TMDL implementation.
10. Work closely with the Monitoring Program to identify data gaps pertaining to the effectiveness of water quality and erosion control projects and use that information to design more effective projects.

BACKYARD CONSERVATION PROGRAM

1. Complete and Implement the NTCD-BCP Annual Work Plan.
2. Complete Phase II of implementation at the North Lake Tahoe Demonstration Garden.
3. Plan and hold Green Thumb Thursday education classes at North Lake Tahoe Demonstration Garden.
4. Train all BCP staff in noxious weed identification and control methods.
5. Train all BCP staff in defensible Space evaluation techniques in collaboration with the fire protection districts of Nevada Tahoe.
6. Train all BCP staff in native and adapted plant identification.
7. Provide property owners with water quality technical assistance through Best Management Practices (BMPs) site evaluations and facilitation of BMP implementations.
8. Develop a water conservation technical assistance component to provide technical assistance in relation to BMPs.
9. In cooperation with NRCS, develop comprehensive water quality technical assistance materials.
10. Commence new watershed approach project jointly with NRCS to provide watershed conservation technical assistance including:
 - a. Stormwater Management
 - b. Water Conservation
 - c. Noxious Weed Abatement
 - d. Defensible Space
 - e. Nutrient Management, etc.
11. Participate in outreach and education opportunities to present BMP retrofit and the Backyard Conservation Program.
12. Coordinate with the TRPA to utilize the enforcement process to facilitate the implementation of BMPs.
13. Distribute defensible space educational materials and handouts.

BIOMASS, FOREST HEALTH AND VEGETATION MANAGEMENT PROGRAM

1. Complete Forest Health and Vegetation Management annual work plan.
2. Collaborate with the Skyland and Round Hill Fire Safe Council Chapter and other chapters on workshops emphasizing the integration of defensible space and best management practices.
3. Assuming Funding, commence data gathering for biomass financial joint project with UNR and Nevada Fire Safe Council.
4. Integrate our effort with the Fuel and Forest Management Group.
5. Earmark appropriate funding to support part time staff dedicated to the Forest Health and Vegetation Management Program.

MONITORING PROGRAM

1. Continue Placer County Lake Forest Monitoring- This project will provide information regarding the infiltration characteristics and pre-development phases of planned improvements. The monitoring sites were installed in FY 08 and are currently collecting pre-project storm-based data.
 - a. Maintain Equipment - Ongoing
 - b. Collect Samples and Data - Ongoing
2. Continue Glenbrook monitoring project- This project will support the efforts of the District's Backyard Conservation Program to implement residential BMPs in the Glenbrook HOA. The goals of the monitoring are to provide quantitative information about infiltration and season groundwater fluctuations in the Stream Environment Zone.
 - a. Collect data - through 2008
 - b. Report to funder- Quarterly through 2008
 - c. Photograph implementations - Ongoing
3. Collect and maintain comprehensive library of current research information- This is a long-term project to create a library of the most relevant research about Basin resource management issues for use by district staff. The information will be collected from key research institutions and then stored in paper format at the District. We will also create an electronic database with search functions to facilitate staff use of the library resource.
 - a. Update MS Access database of all reports and metadata - Ongoing
 - b. Update the physical storage system in the monitoring program office.
4. Develop proposals to answer Nevada water quality questions- This effort will inform future EIP water quality/erosion control projects for Nevada implementers and funders.
 - a. Submit to appropriate funders (NDEP, NDSL, BOR, and FS) - ongoing
5. Assuming project funding, install equipment and commence collection of field data for the three year Burke Creek study. This project examines non-point sources of nutrients and sediments and seeks to compare loads above and below the Rabe Meadow complex, as well as enhanced maintenance and sweeping activities.
6. Finish support for the cultured ecology study. Run the system and collect data during 2008. Ensure final reports and grant deliverables are complete by winter, 2009.

Continue the sampling plan for the Stateline Stormwater Project.

PUBLIC OUTREACH

Public Outreach is extremely important to the District's ability to engage and inform our outreach stakeholder constituency in Nevada Lake Tahoe consisting of Regulators, Funders, Implementers, property owners, General Improvement Districts (GIDs) and Homeowner Associations (HOAs). All of our staff and programs are responsible for outreach, including the four main functions: Advocacy, Outreach, and Environmental Policy.

Advocacy is an umbrella term for organized activism related to a particular set of issues. Advocacy is expected to be unaffiliated and in good faith. It is almost always organized into or by an advocacy group or special interests. In other instances, an individual may act as a proponent, on their own account, or on behalf of a corporation or organization.

At NTCD we advocate for our partners with and among our Basin partners via technical working groups, coalitions and public meetings. The District expressly intends to advocate for residents of Douglas and Washoe counties in Nevada Lake Tahoe.

1. Encourage public participation during public comment periods and local policy activities
2. Provide public record of discussion and decision-making of local stakeholders, local policy makers and local elected officials
3. Act as liaison between NTCD, our partners and Local, State and Federal agencies

Outreach is an effort by an organization or group to connect its ideas or practices to the efforts of other organizations, groups, specific audiences or the general public.

At NTCD Outreach often takes on an educational component (i.e., the dissemination of ideas), but it is not uncommon for NTCD to conceive of our outreach strategy as a two-way street. In this case outreach is also framed as engagement, rather than simple dissemination/education.

1. Representing NTCD, participate in Lake Tahoe Basin coalitions, work groups and special events
2. As appropriate, act as coordinator for NTCD w/ media and other public outreach coordinators for Basin agencies and organizations
3. Maintain and upgrade District's website
4. Create and maintain NTCD media archive
5. Prepare and deliver multimedia presentations to a variety of audiences
6. Assist DM plan and coordinate annual staff and/or Board retreats

Environmental policy refers to the laws, regulations, and other policy mechanisms concerning environmental issues. These issues generally include air and water pollution, solid waste management, the protection of natural resources, wildlife and endangered species.

NTCD often acts a liaison between and among Nevada Lake Tahoe stakeholders and Basin policy makers. NTCD participates in a number of policy-making working groups (EIP 16 Outreach, Technical Working Groups of Pathway 2007, and SWQIC).

1. Ensure for scientifically accurate information and a clear rationale is used for decision-making and publication of information both internally and externally
2. Provide support for existing and assist with development of new stakeholder groups
3. Provide facilitation, training and leadership development for stakeholder groups
4. Work collaboratively with NTCD staff to assist with identification of and to address needs of stakeholders (i.e. fuels reduction and forest health, urban lots, stormwater maintenance, etc...)