

CARSON CITY OPEN SPACE ADVISORY COMMITTEE

Minutes of the July 28, 1997 Meeting

Page 1

A regular meeting of the Carson City Open Space Advisory Committee was held on Monday, July 28, 1997 in the Community Center Sierra Room, 851 East William St., Carson City, NV at 6:00 p.m.

PRESENT: Chairperson Steve Hartman
Vice Chairperson Deborah Uhart
Mike Fischer
Don Quilici
Bruce Scott
Robin Williamson

STAFF: Walter Sullivan, Community Development Director
Steve Kastens, Parks and Recreation Director
Juan Guzman, Senior Planner
Fran Smith, Recording Secretary
(OSAC 7/28/97 1-0000.5)

NOTE - Unless otherwise indicated each item was introduced by Chairperson Hartman. Individuals speaking are identified following the heading of each item. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

A. CALL TO ORDER - Chairperson Hartman called the meeting to order at 6:00 p.m. A roll call was taken and a quorum was present although Member Henry was absent and Member Uhart had not yet arrived. (Arrived at 6:45 p.m.)

B. APPROVAL OF MINUTES - None.

C. MODIFICATION OF AGENDA - Item F-2 was moved to be heard first.

D. PUBLIC COMMENT - None.

E. DISCLOSURES - None.

F. PUBLIC HEARINGS

2. DISCUSSION AND POSSIBLE ACTION REGARDING THE CITY'S GIS SYSTEM WITH SCOTT ROYALE OF THE CITY'S INFORMATION SERVICES DEPARTMENT AND OTHER MATTERS RELATED THERETO - (1-0031.5) Mr. Royale stated the Committee could put any information they desired into their data base and cited an example of planting a tree, its age, type, maintenance, pruning dates, etc. Member Scott said the Committee was getting ready to go out for proposals for a consultant and wanted to be sure the open space element of the Master Plan is compatible with the GIS system. He added the Committee was looking for cooperation and coordination with the Information Services Department as the City's base develops without the Committee's consultant being too expensive. Mr. Royale felt that anything the Committee gives his department should fit into the system. Member Fischer asked that Mr. Royale explain the system so that any of the public watching would understand what is being discussed.

(1-0081.5) Mr. Royale said the GIS is basically a data base which allows the group to graphically represent what they want to discuss about anything within the City. Member Quilici noted that U. S. Forestry and BLM have their own GIS system and can talk to one another with it and asked if this system can do that. Mr. Royale felt this system should be able to share information. Member Fischer then asked about the cost to implement the OSAC information. Mr. Royale felt the software should be approximately \$1,000. Member Scott felt that OSAC would ask the consultant to provide the Information Services Department with the proper information. He asked what type of information OSAC should represent to the consultant as being what they want and also asked about a timetable on developing the base. Mr. Royale said the City is in the beginning stage of this and he will be working on the data base to update the City's information. However, he said he does have data he can provide to the

CARSON CITY OPEN SPACE ADVISORY COMMITTEE

Minutes of the July 28, 1997 Meeting

Page 2

Committee to give to the consultant. Mr. Guzman said staff has received comments from groups planning on submitting a proposal and one has asked if it is possible to start contacting City personnel on the development of the GIS system so that they can inventory what is available. This would enable their proposal to be more complete. He added they have also asked if the City has been talking to BLM and the forest service in trying to coordinate the data bases. Mr. Royale said he did not have a problem sharing data with external agencies, Federal or local. Chairperson Hartman felt that as time passes data can be input into the City system. Mr. Royale said he would work with the Committee and help them in any way he can. No formal action was taken.

F-1 DISCUSSION AND POSSIBLE ACTION REGARDING THE FINALIZATION OF THE CONTENTS AND SCOPE OF WORK OF THE REQUEST FOR PROPOSALS (RFP) FOR THE OPEN SPACE MASTER PLAN ELEMENT AND OTHER MATTERS RELATED THERETO - (1-0346.5)

Mr. Guzman stated that a list had been provided to the Members detailing the information which was to be included in the RFP. (The clerk did not get a copy.) An extensive discussion ensued during which the Committee added/deleted/changed what they felt it should encompass. Mr. Sullivan suggested that the successful consultant would need to see the location of the base mapping and this could possibly alter the cost in certain areas. Member Fischer expressed his hope that the groups submitting proposals understood what is required. Chairperson Hartman also noted they should know what capability Mr. Royale has so that their job can be made easier. Member Quilici cautioned that the successful bidder has to have the knowledge and equipment needed so that there is no need for them to make costly adaptations. Mr. Sullivan also suggested writing to the prospective bidders advising of the City's system so that they can contact Mr. Royale so see what is being used. Mr. Guzman then commented on the schedule and it was agreed that the Committee recommendation needs go to the Board of Supervisors on September 19 so that the consultant can be hired by October 1. It was noted that the contract should be a standard City boilerplate contract which would include the information pertinent to this project. Mr. Sullivan commented that the timeframe for this is ambitious but felt it could be done. He encouraged the Committee to meet with each of the three companies separately to ask a standard list of questions. However, he noted it would be an open meeting where anyone can attend but hoped that the participants would show professionalism and not attend the sessions of the other bidders. He added that the Committee and selected staff members would rank each candidate and would then meet with the successful bidder to discuss the specifics of the contract. Member Scott reviewed the schedule as August 18 being the due date for proposals, and August 25 for interviews and a decision.

Member Uhart arrived at 6:45 p.m.

(1-0775.5) Member Fischer expressed the hope that the August 25th meeting would be televised so that the Board of Supervisors could watch the process. Mr. Sullivan said the August 18 meeting would be in the Northgate Complex Conference Room and the August 25 meeting would be in the Sierra Room. Member Williamson said she would be out of town and unable to attend the August 25 meeting. At this point Chairperson Hartman noted that the Members and staff had talked to the candidates at the July 14 meeting, had read their brochures, and agreed to keep each interview to 15 - 20 minutes. Member Uhart expressed the hope that the Members could use the time between the 18th and 25th to review the information submitted and check references. Member Quilici asked if the questions should be developed before or after the Committee has seen the proposals. Mr. Guzman felt a standard group of questions needed to be developed. He added his belief that each candidate would try to get an edge over the others and would probably emphasize what they feel are their strengths. Chairperson Hartman asked staff to develop eight questions and that the Members could each develop one of their own, this being after they had seen the proposals. Mr. Sullivan stated that his staff would check the references between the 18th and 25th. Member Scott noted that Member Williamson might have time before she leaves to submit any any thoughts or questions she might have. Member Uhart said she would concentrate on past performance of the companies. More discussion ensued which concentrated on changes in language and details of tasks that need to be clarified. Member Fischer then moved that the Committee accept the Request for Proposals with the editorials that were discussed at this meeting. Member Quilici seconded the motion. Motion carried 6-0.

3. DISCUSSION AND POSSIBLE ACTION REGARDING THE OPEN SPACE ADVISORY COMMITTEE'S MEETING SCHEDULE AND OTHER MATTERS RELATED THERETO - (1-1543.5)

Chairperson Hartman noted that the Committee had previously discussed changing the schedule from weekly

CARSON CITY OPEN SPACE ADVISORY COMMITTEE

Minutes of the July 28, 1997 Meeting

Page 3

meetings. He asked what items are scheduled in the near future that the Committee needs to consider. Mr. Sullivan noted they still needed to meet with the Carson Ranger District, NDOT, and State Prisons and State Lands. He said the meeting of August 4 is in the Sierra Room and that he has arranged for meetings on Mondays the rest of the year except for Labor Day. Member Quilici commented that the Sierra Room was the preferred location because of the telecasting capability. Chairperson Hartman agreed and said it is important for the public to be aware of what the Committee is trying to do. It was then agreed a short term meeting schedule would be no meeting on August 11, August 18 in the City Hall, August 25 in the Sierra Room, September 1 off for Labor Day, September 8 in Room 59, no meeting August 15, and September 22 in the Sierra Room. The schedule for the rest of the year is to be determined later. No formal action was taken.

G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (NON-ACTION)

1. Committee Member Reports (Non-Action)

2. **Staff Reports (Non-Action)** - (1-1719.5) Mr. Guzman explained the no camping edict from BLM relating to certain areas.

Mr. Sullivan said he and Mr. Kastens had met with BLM people and the City Manager to take a more comprehensive look at open space especially along the river. He noted that they would provide the Committee and the Carson River Advisory Committee with information on the progress.

3. **Future Committee Items** - Discussed earlier.

H. ADJOURNMENT - There being no further business Chairperson Hartman entertained a motion to adjourn. Member Quilici seconded the motion. Motion carried 6-0. Chairperson Hartman adjourned the meeting at 7:50 p.m.

The Minutes of the July 28, 1997 meeting of the Carson City Open Space Advisory Committee

ARE SO APPROVED _____, 1997

Steve Hartman, Chairperson