

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Open Space Advisory Committee**  
**Monday, April 17, 2017 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

<b>Chair – Bruce Scott</b>	<b>Vice Chair – Alan Welch</b>
<b>Member – Margie Evans</b>	<b>Member – Jeremy Hall</b>
<b>Member – Donna Inversin</b>	<b>Member – Gerald Massad</b>
<b>Member – JoAnne Michael</b>	

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
Ann Bollinger, Open Space Administrator  
Lindsay Boyer, Senior Natural Resources Specialist  
Iris Yowell, Deputy District Attorney  
Tamar Warren, Deputy Clerk

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and are available for review during regular business hours.

An audio recording of this meeting is available on [www.CarsonCity.org/minutes](http://www.CarsonCity.org/minutes).

**CALL TO ORDER**

(5:30:35) – Chairperson Scott called the meeting to order at 5:30 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:30:54) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Bruce Scott	Present	
Alan Welch	Present	
Margie Evans	Present	
Jeremy Hall	Present	
Donna Inversin	Present	
Gerald Massad	Present	
JoAnne Michael	Present	

**PUBLIC COMMENTS**

(5:31:13) – There were no public comments.

**1. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – (February 27, 2017).**

(5:31:28) – Chairperson Scott introduced the item entertained comments or corrections, and when none were forthcoming, he suggested a motion.

**(5:31:50) – MOTION: I move to approve the Open Space Advisory Committee meeting minutes for Monday, February 27, 2017.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Hall
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad, Michael
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**2. MODIFICATIONS TO THE AGENDA**

None.

**3. MEETING ITEMS**

**A. FOR POSSIBLE ACTION: TO PROVIDE RECOMMENDATIONS ON FUTURE PROJECTS AT THE TRAILHEADS LOCATED ALONG SIERRA VISTA LANE AT THE EXPENSE OF THE QUALITY OF LIFE – OPEN SPACE BUDGET.**

(5:32:13) – Chairperson Scott introduced the agenda item. Ms. Bollinger presented the agenda materials, consisting of a Staff Report and PowerPoint slides, and responded to clarifying questions by the Committee members. Chairperson Scott believed the Committee could choose one of two paths: moving forward with planning for something that complements the area, or “take a passive role...and do some management of where people can drive and not do quite so much”. Member Inversin inquired about the availability of additional funds and suggested turning the first parking area into a trailhead and provide river access, as she believed that once the area is under control and crime is “cleaned up” many more families will access the area in the summer, especially when joining the two parking areas by a trail.

(5:46:31) – Vice Chair Welch was informed by Ms. Bollinger that mountain biking was allowed and the conservation easement would allow having trails, trailheads, and amenities, including benches and shade structures. Member Evans suggested a curved trail for aesthetic reasons, and wanted “to take the time to do it well” and not just “bulldoze a road”. Member Hall inquired about budget to close the “extra roads” and Ms. Bollinger noted that the barricades along the river would be outside the project area; however, some of the road treatments might impact vehicle access. Member Massad was in favor of surveillance and developing a plan. Member Michael also wished to see a plan; however, she suggested taking advantage of the Federal Lands Access Program (FLAP) grant for at least constructing the two trailheads and wished to review the design of the road. She also recommended additional parking availability and “overall site protection”. Chairperson Scott entertained public comments.

**PUBLIC COMMENT**

(5:58:42) – Dan Greytak introduced himself and thanked the Committee for the opportunity to participate in the tour and considered the environmental damage to the [Carson] River corridor significant. He also was in favor of the FLAP grant with the hope that the drainage treatments will alleviate some of the sediment from entering the river; however, he was concerned that “we’re getting stuff that we won’t know what it is until it’s a done deal”. Mr. Greytak believed that additional visibility and patrols will be helpful, because “we’re diligent in correcting it [the problem] as soon as it’s broken”, adding that barricades that are knocked down, must be put back as soon as possible. He also believed that a new trail should not be built at Silver Saddle Ranch without public input. Mr. Greytak wished “to do something immediately to stop the access into the riparian zone”. Member Massad was informed that the area was about 80 acres and only the areas along the river were considered riparian. Ms. Bollinger noted that having a plan could lead to finding relevant funding sources.

(6:07:10) – Chairperson Scott suggested having a preliminary discussion with the Parks and Recreation Commission to determine how to move forward. Ms. Budge suggested receiving a set of priorities from the Committee to identify a scope of work for the consultant. Member Inversin recommended “[to] add that second parking lot, north of the current one, and close the roads in between” as a starting point, and place “whatever barriers we can along the river”. Vice Chair Welch proposed having a well-drained area between the parking lot and the launch area to avoid slipping and falling into the river. Chairperson Scott was informed by Ms. Budge that an abbreviated RFQ process was a possibility to obtain a conceptual plan. Member Evans was in favor of “taking what they [the FLAP grant] have to offer” to help develop a plan. She also wished to continue with the concept of adopting a “living river”, practiced by all the counties along the Carson River Corridor. Chairperson Scott entertained additional member and public comments, and when none were forthcoming, a motion.

**(6:19:50) – MOTION: I move that we provide recommendations on future projects at the trailheads located along Sierra Vista Lane, at the expense of the Quality of Life – Open Space Budget.**

(6:20:17) – Chairperson Scott requested additional detail on the motion and Member Evans elaborated on the motion, noting that she “would like to see staff move forward to get someone on point as quickly as possible, to help us with an operation with a preliminary design”. It was agreed to revisit this item during the Future Agenda Items discussion.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Evans
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad, Michael
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**B. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS TO INTRODUCE ON FIRST READING AN ORDINANCE AMENDING CARSON CITY MUNICIPAL CODE CHAPTER 13.06 IN ORDER TO INCORPORATE CERTAIN REGULATIONS APPLICABLE TO THE OPEN SPACE PROGRAM.**

(6:24:23) – Chairperson Scott introduced this item. Ms. Yowell gave background and presented the agenda materials, incorporated into the record, and responded to member questions and comments. Ms. Bollinger clarified that hunting regulation on Open Space properties will be consistent with those of the surrounding owners such as the Forestry Department, and with the current Carson City Municipal Code. In response to a question by Vice Chair Welch, Ms. Yowell explained that all listed violations are considered misdemeanors. Member Hall provided edits regarding the protection of cultural resources. He also offered to provide language defining cultural materials to Ms. Yowell. Member Michael suggested specifically calling out the prohibition of dumping automobiles, furniture, etc. Chairperson Scott pointed out that areas such as Silver Saddle Ranch are not typical Open Space properties due to the existence of livestock and meeting rooms. Chairperson Scott entertained public comments.

**PUBLIC COMMENT**

(6:35:50) – Mr. Greytak noted that bow fishing is allowed under the fishing regulations. Ron Mo introduced himself and inquired about the motorized vehicles allowed on Prison Hill. Chairperson Scott believed that motorized vehicles will not be completely eliminated from the area; however, he believed that the proposed ordinance would provide regulation to protect resources and provide protection against litter and “other destructive actions”. Member Hall pointed out to the language addressing motorized vehicles to Mr. Mo. Ms. Yowell clarified that a misdemeanor penalty consisted of an up to \$1,000 fine, 6-month jail time, possibly both, or community service.

**(6:3) – MOTION: I move to recommend to the Board of Supervisors to introduce an ordinance amending the Carson City Municipal Code Chapter 13.06 in order to incorporate certain regulations applicable to the Open Space Program.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad, Michael
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

(6:42:22) – Ms. Bollinger noted that Carson City did not require residential garbage pickup, and believed that some of the dumping is a result of those who do not pay for their trash pickup. Member Massad applauded Carson Connect for promptly handling reported issues.

**C. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE ANNUAL ACTIVITIES REPORT OF THE OPEN SPACE ADVISORY COMMITTEE FOR CALENDAR YEAR 2016.**

(6:43:19) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report which is incorporated into the record and noted that an acknowledgement list had been added to the report. Chairperson Scott entertained public comments, and when none were forthcoming, a motion.

(6:45:27) – MOTION: I move to recommend to the Board of Supervisors approval of the annual activities report of the Open Space Advisory Committee for calendar year 2016.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Massad
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad, Michael
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

(6:46:09) – Vice Chair Welch suggested adding a cumulative total of received grants, to ensure the public is aware.

**D. FOR POSSIBLE ACTION: TO ADD A NON-VOTING SEAT FOR A HIGH SCHOOL STUDENT ON THE OPEN SPACE ADVISORY COMMITTEE.**

(6:46:40) – Chairperson Scott introduced the item. Vice Chair Welch and Ms. Bollinger reviewed the agenda materials which are incorporated into the record and responded to the members’ clarifying questions. Member Evans wished to see the students participating in more than three meetings. Ms. Bollinger believed that the intent was to have a student participate in a project, as well as serve on the Committee. Member Inversin noted that many juniors have already started thinking about and planning their senior project, adding that she believed the student should serve for a period of one year. Member Hall suggested having the students review the minutes from the past year and meet with Ms. Bollinger or the Chair. He also inquired about the interview process and was informed by Vice Chair Welch that the candidates would be interviewed and appointed by this Committee. There were no public comments. Chairperson Scott suggested having one or two Committee members interview the candidates and make a recommendation.

(6:55:04) – MOTION: I move to add a non-voting seat for a high-school student on the Open Space Advisory Committee to serve for a term of one year, and to continue forward with the program.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Evans
<b>SECONDER:</b>	Hall
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad, Michael
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**E. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS IN SUPPORT OF THE PARKS RECREATION AND OPEN SPACE DEPARTMENT’S FISCAL YEAR 2018 BUDGET, WHICH INCLUDES A PARKS MAINTENANCE COORDINATOR POSITION FOR THE OPEN SPACE DIVISION; AND POSSIBLE DIRECTION TO AUTHORIZE THE CHAIRMAN TO SIGN A LETTER OF SUPPORT ON BEHALF OF THE OPEN SPACE ADVISORY COMMITTEE.**

(6:55:54) – Chairperson Scott introduced the item. Ms. Budge presented the agenda materials which are incorporated into the record, and responded to clarifying questions. Chairperson Scott confirmed his availability to attend the Parks and Recreation and Open Space budget portion of the Board of Supervisors meeting. Ms. Budge iterated that infrastructure and deferred maintenance were the current priorities for her Department. She also wished to encourage the Board of Supervisors to approve the FY 18 Capital Improvement Program (CIP) requests identified in Exhibit B of the Staff Report. Chairperson Scott explained that although Open Space had its own budget, it was “a key part of the Parks and Recreation Department”.

(7:02:11) – Member Inversin cited examples of Parks and Recreation Departments in other cities that were funded by property taxes. She also questioned the \$50,000 request for FY 2020 to irrigate, mow, and fertilize a cemetery in the desert. Member Massad was informed by Ms. Budge that the increase in facility reservations was for City, non-profit, and general use, adding that all the generated revenue would go into the General Fund. She also noted that a few structure reviews by the Parks and Recreation Commission and the Open Space Advisory Committee was scheduled for this summer. There were no public comments.

**(7:06:29) – MOTION: I move to approve a letter of support for future consideration by the Board of Supervisors in support of the Parks, Recreation and Open Space Department’s Fiscal Year 2018 budget; and authorize the Chairman to sign the letter on behalf of the Open Space Advisory Committee.**

(7:06:55) – Member Massad received clarification that the FY18 budget will be the one approved at the April 20, 2017 Board of Supervisors meeting.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Evans
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad, Michael
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**4. STAFF UPDATES – DISCUSSION ONLY**

**A. WORKING GROUPS: 1) ORDINANCES, 2) SIGNAGE PLAN, 3) WEBSITE, 4) CULTURAL RESOURCES, AND 5) CARSON HIGH SCHOOL SENIOR PROJECTS.**

(7:07:50) – Chairperson Scott introduced this item. Ms. Bollinger stated that Member Evans had completed her draft regarding signage and that the project will be managed by newly-hired Trails Coordinator Gregg Berggren. She also noted that Recreation Superintendent Dan Earp had taken the lead to develop the website and that she had already updated the Prison Hill Recreation page. Ms. Bollinger explained that she had been meeting with Member Hall and Mike Drews regarding a stewardship plan, and announced an upcoming field trip with the State Historic Preservation Office (SHPO).

(7:10:16) – Ms. Bollinger formally introduced Mr. Berggren and Lindsay Boyer, Senior Natural Resource Specialist. Ms. Budge noted that Mr. Earp will incorporate an online activity guide into the new website and noted that he would be happy to meet with Members Inversin and Hall to discuss their website suggestions.

Discussion ensued regarding next steps and Ms. Bollinger offered to provide a timeline at the next OSAC meeting.

**B. REVIEW AND DISCUSSION REGARDING THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT STRATEGIC PLAN.**

(7:15:49) – Chairperson Scott introduced the item. Ms. Budge presented the agenda materials which are incorporated into the record. Chairperson Scott noted that the recent floods had also had a major impact on Staff and budgets. There were no public comments.

**C. DIRECTORS REPORT: NON-SUBSTANTIVE UPDATE ON STAFF RECRUITMENT; LEGISLATIVE ACTIVITIES; ARBOR DAY CELEBRATION APRIL 28; 2017 FLOOD MITIGATION AND DAMAGE ASSESSMENT; AND BOARD OF SUPERVISORS ACTION ITEMS.**

(7:21:18) – Chairperson Scott introduced the item. Ms. Budge updated the Committee on recent activities and announced that the Park Maintenance Coordinator position was still vacant, and noted that she had been following department-related legislation. She also gave an update on the Arbor Day Celebration to be held on April 28, 2017 at Mills Park, at 1:00 p.m., beginning with a tree planting followed by a tree walk, and offered to send an invitation to the members once the timelines are finalized. Ms. Budge stated that meetings with FEMA were taking place on a regular basis and cautioned against spring flooding and potential mudslides in Ash and Kings Canyons, especially in May and June. In response to a question by the Chair, Ms. Budge clarified that FEMA would cover 75 percent of flood-related costs and the City would be responsible for 25 percent, which she hoped will be covered by the City's insurance carrier, and believed that the damage so far was around \$2.5 million. However, she cautioned that reimbursements from FEMA will take time. There were no public comments.

**D. ACTIVITIES, PROJECTS, AND GRANTS LOCATED ON OPEN SPACE PROPERTIES WITHIN THE CARSON RIVER AREA.**

(7:27:42) – Chairperson Scott introduced the item, and Ms. Bollinger highlighted items from the Staff Report which is incorporated into the record and responded to clarifying questions. There were no public comments.

**E. ACTIVITIES, PROJECTS, AND GRANTS THROUGHOUT OTHER AREAS MANAGED BY THE OPEN SPACE DIVISION.**

(7:31:27) – Chairperson Scott introduced the item, and Ms. Boyer presented the Staff Report which is incorporated into the record. Ms. Bollinger noted that the full damage on Ash Canyon is not yet clear due to the presence of snow and the unstable soil. Discussion ensued regarding motorized versus pedestrian access and Ms. Budge urged caution when walking or biking in the area. There were no public comments.

**F. NON-SUBSTANTIVE UPDATE ON PROPERTY ACQUISITIONS.**

(7:37:21) – Ms. Bollinger reported that the Nevada Division of Forestry grant for Michael Fagan had cleared the regional and state levels and had been recommended to the Washington office, at the national level, a first for Nevada. She also stated that the Land and Water Conservation grant had been denied for the same acquisition. Ms. Bollinger noted that the next round of submittal for the Fourth Legacy Program for a conservation easement on the Old Woods Ranch will be submitted in June, 2017. There were no public comments.

**5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.**

(7:40:20) – Chairperson Scott entertained committee announcements and requests for information; however, none were forthcoming.

**6. FUTURE AGENDA ITEMS – DISCUSSION ONLY.**

(7:40:29) – Member Evans inquired about discussion items for the joint Parks and Recreation Commission and Open Space Advisory Committee meeting and noted “we don’t want to compete with parks as far as picnic benches, shade structures...but we do want to make it comfortable for people to come to open space” and wished to cooperate with the Commission on help with picnic benches and shade structures. Ms. Budge clarified that the upcoming meeting was about Sierra Vista Lane; however, the item could be included in the Director’s Report. There were no public comments.

**7. PUBLIC COMMENTS**

(7:43:45) – None.

**8. FOR POSSIBLE ACTION ON ADJOURNMENT**

(7:44:06) – **MOTION: Member Massad moved to adjourn. The motion was seconded by Vice Chair Welch. Chairperson Scott adjourned the meeting at 7:44 p.m.**

The Minutes of the April 17, 2017 Carson City Open Space Advisory Committee meeting are so approved this 18th day of September, 2017.

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BRUCE SCOTT, Chair