

DRAFT MINUTES
Regular Meeting
Carson City Open Space Advisory Committee
Monday, September 18, 2017 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

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

Staff

Jennifer Budge, Parks and Recreation Department Director
Ann Bollinger, Open Space Administrator
Lindsey 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.

CALL TO ORDER

(5:31:38) – Chairperson Scott called the meeting to order at 5:31p.m.

ROLL CALL AND DETERMINATION OF QUORUM

(5:31:59) – Roll was called and a quorum was present.

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

PUBLIC COMMENTS

(5:32:20) – There were no public comments.

1. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES

(5:32:35) – Chairperson Scott introduced the item.

FOR POSSIBLE ACTION ON APPROVAL OF MINUTES (Open Space Advisory Committee Meeting April, 17, 2017)

(5:34:09) – MOTION: I move to approve [the Open Space Advisory Committee meeting minutes for Monday, April 17, 2017].

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

FOR POSSIBLE ACTION ON APPROVAL OF MINUTES (Joint Open Space Advisory Committee and Parks and Recreation Commission joint meeting May 2, 2017).

(5:34:45) – Member Inversin noted two corrections to the minutes.

(5:35:05) – MOTION: I move to approve the Open Space Advisory Committee and Parks and Recreation Commission joint meeting minutes for May 2, 2017 as corrected.

RESULT:	APPROVED (6-0-1)
MOVER:	Inversin
SECONDER:	Massad
AYES:	Welch, Evans, Hall, Inversin, Massad, Michael
NAYS:	None
ABSTENTIONS:	Scott
ABSENT:	None

2. MODIFICATIONS TO THE AGENDA

(5:35:31) – There were no modifications to the agenda.

3. MEETING ITEMS

A. FOR DISCUSSION ONLY: UPDATES ON THE DEPARTMENT’S NEW ORGANIZATIONAL STRUCTURE INCLUDING DISCUSSION ON STAFF RECRUITMENT AND THE PARK RANGER PROGRAM.

(5:35:53) – Chairperson Scott introduced the agenda item. Ms. Budge presented the agenda materials including an updated Parks, Recreation and Open Space Department’s organizational chart and reviewed the roles of the staff members. She also introduced David Navarro, Park Operations Superintendent who presented the park ranger program and referenced a report from Park Ranger John Costello.

(5:47:10) – Member Evans was informed that Open Space will continue to fund the salary of one park ranger. Chairperson Scott thanked Mr. Navarro and expressed the Committee’s support. He also expressed concern over “shared positions” where Open Space had not seen “the full benefits of what was originally anticipated”, and wished to ensure “that our limited staff isn’t stretched too thin”. Chairperson Scott stated that he was pleased with Mr. Costello’s work. Member Michael inquired about coordinating the needs of Open Space and Mr. Navarro explained that he had received input from both park rangers about their roles and had coordinated with Open Space Administrator, Ann Bollinger, to ensure open channels of communication. Member Evans was concerned that the over 7,000 acres of Open Space property would not receive the full-time attention of the park ranger. Mr. Navarro believed that the park ranger program will continue to grow. Chairperson Scott advised that the position should stay in the Parks, Recreation, and Open Space Department and not become part of the Sherriff’s Office. Discussion ensued regarding fire support and Ms. Budge noted that the Park Ranger could be a member of the command team as needed, along with the Fire Department and the Sherriff’s Office. Member Massad wished to see a better response time from the park rangers and Ms. Budge noted that now there are two persons to respond, and advised to call non-emergency dispatch for issues that need immediate attention. Member Inversin relayed her positive experiences when calling non-emergency dispatch. Ms. Budge also wished to see a growing outreach and education program.

(6:03:42) – There were no public comments.

(:03:51) – Chairperson Scott entertained public comment regarding a [non-voting] position on the Committee filled by a Carson High School (CHS) student. Charlie Mann introduced himself as the Agricultural Science Teacher and the FFA Advisor at CHS, who also taught Environmental Science in the General Science Department. Mr. Mann noted that a student will be joining the Committee. Vice Chairperson Welch noted that Member Hall will be the liaison between CHS and the Committee. Member Evans was informed that the potential student is a junior and planned on serving on the Committee for two years.

B. FOR DISCUSSION ONLY: CONSERVATION EASEMENTS 101: DISCUSSION ON THE USE OF CONSERVATION EASEMENTS AS A LAND PROTECTION TOOL AND THE PROCESS OF CREATING A CONSERVATION EASEMENT.

(6:09:33) – Chairperson Scott introduced this item. Ms. Bollinger gave background, presented the Staff Report, and introduced Alicia Reban, Executive Director, Nevada Land and Trust. Ms. Raban presented an overview of conservation easements and responded to clarifying questions. A more detailed version of the presentation on conservation easements is available on http://www.uvm.edu/rsenr/nr378/Feb14/CE_Drafting_lo.pdf. There were no public comments. Ms. Bollinger noted that Ms. Raban’s presentation will be helpful when discussing item 3-C, adding that BLM had several conservation easements of City properties, such as the Silver Saddle Ranch.

C. FOR DISCUSSION ONLY: REVIEW OF THE FIELD TOUR TO THE OLD WOODS RANCH LLC PROPERTIES.

(6:43:28) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff report regarding a visit by several Committee members of the Old Woods Ranch, LLC. Chairperson Scott recognized the “beautiful meadow” and praised the ongoing partnership between the Nevada Division of Forestry (NDF) on the management of the timber resources. There were no public comments.

D. FOR POSSIBLE ACTION: TO APPOINT THE CHAIR OR VICE-CHAIR TO REPRESENT THE OPEN SPACE ADVISORY COMMITTEE IN NEGOTIATIONS ON A POTENTIAL CONSERVATION EASEMENT WITH THE OLD WOODS RANCH LLC.

(6:46:00) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report and supporting materials which are incorporated into the record. He also noted that after conversations with Ms. Bollinger, he was informed that the item had been discussed with the property owners; however, not in great detail. Chairperson Scott indicated that it was more efficient to have [non-quorum] discussions offline and bring a progress report and a draft easement to the Committee. He noted that, he was unable to “do an effective job given his current schedule”, and recommended that Vice Chair Welch and Member Michael represent the Committee in the conservation easement negotiations.

(6:48:57) – Member Evans indicated that the task was “pretty big” and wondered if the Chair, Vice Chair, and Member Michael would be willing to “share the responsibility”. Chairperson Scott explained that he was unable to meet the time requirements and entertained an additional Committee Member’s offer to volunteer. Member Inversin suggested funneling Committee members’ wishes and opinions through Vice Chair Welch and Member Michael. There were no public comments and Chairperson Scott entertained a motion; however, Ms. Bollinger requested a discussion of the Horsecreek Ranch conservation easement in case the Committee had recommendations for it prior to making a motion.

(6:52:06) – Ms. Bollinger reviewed the Staff Report and highlights of the conservation easement of the William Michael Fagan 2005 Trust., incorporated into the record, and responded to clarifying questions. She also informed Member Michael that Mr. Fagan had donated \$50,000 to the Open Space Program, adding that neither the easement nor the endowment identify how the donated funds shall be used. Ms. Bollinger noted that the Staff time to monitor the easement had not been subtracted from the donated funds.

PUBLIC COMMENT

(7:04:54) – Heather Giger, Nevada Division of Forestry’s (NDF) Forest Stewardship & Legacy Program, explained that “part of the requirement to apply for the Forest Legacy Program (presentation incorporated into the record) is that they have to be active in the Stewardship Program”. Therefore both property owners, through a cost-share agreement, funded through federal grants, with the NDF could fund some of the improvements of both conservation easements being discussed, in order to maintain forest health. Ms. Budge acknowledged the need for alternative ways to invest the funding “to create on-going maintenance responsibility, and not [make it] the responsibility of the taxpayers in the long run”. In response to a question by Vice Chair Welch, Ms. Giger stated that the NDF’s preference would be to have Carson City or Nevada Land and Trust hold the easement, and to transfer grants to them. Chairperson Scott noted that his preference was to “look very hard at where [the conservation easement] ends up and that it should be as close to Carson [City] as it can be.” Chairperson Scott entertained additional comments; and when none were forthcoming, a motion.

(7:13:04) – MOTION: I move to appoint [Member] JoAnne Michael and [Vice Chair] Alan Welch to represent the Open Space Advisory Committee in negotiations on a potential conservation easement with the Old Woods Ranch LLC.

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

E. FOR POSSIBLE ACTION: REVIEW AND DISCUSSION OF THE STATUS ON PROPERTY ACQUISITIONS AND REQUEST A FUTURE AGENDA ITEM ON THE WASHOE HILLVIEW PROPERTIES LLC LOCATED IN THE GONI CANYON AREA.

(7:13:51) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report which is incorporated into the record. She also noted that she would request the swearing-in of an appraiser, by the Board of Supervisors, and bring the value of the Michael Fagan property to the Committee, in the hope of “full funding to close on this purchase”, and highlighted the benefits of owning the property. Ms. Bollinger inquired whether the Committee wished to have additional information on the Washoe Hillview property. If so, detailed Open Space valuation criteria would be needed. She also responded to clarifying questions from the Committee members. Discussion ensued regarding the acquisition and Member Hall wished to hear from the OHV community; however, both he and Member Inversin did not see “much value” in the acquisition for connectivity with other trails. Member Massad expressed concern regarding acquiring “properties that showed lots of problems” and stressed the fact that Staff “is overstretched to the max”. Member Inversin was in favor of the evaluation to have “definite criteria...if we were to say we are not interested, but maybe we will help BLM acquire it”. Ms. Bollinger believed that the evaluation could take up a full day on site and another day to look up other resources and to write a report. She also informed Member Massad that the project could not be done immediately, but could be undertaken as a winter project. Chairperson Scott entertained additional comments, and when none were forthcoming, a motion. There were no public comments

(7:33:25) – MOTION: I move that Staff designates two days to evaluate the acquisition of [the Washoe Hillview Properties LLC located in the Goni Canyon area] and that they report back to us in February [2018].

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

F. FOR POSSIBLE ACTION: TO APPROVE SUBMITTAL OF A GRANT APPLICATION TO THE NEVADA COMMISSION ON OFF-HIGHWAY VEHICLES FOR ROAD MAINTENANCE AND SIGNAGE FOR KINGS CANYON ROAD.

(7:33:56) – Chairperson Scott introduced the item. Ms. Boyer presented the Staff Report which is incorporated into the record and responded to clarifying questions. Member Evans was informed that the first phase of the repairs and mitigation of the first two-to-three mile stretch of the road may cost up to \$30,000, adding that to make the road passable, to Highway 50, would be part of the second phase. Chairperson Scott suggested looking into the Nevada Department of Transportation (NDOT) funding for the second phase. Member Hall noted that NDOT was involved, and that his firm had won the bid for archaeology services. There were no public comments. Chairperson Scott entertained a motion.

(7:44:08) – MOTION: I move to approve submittal of a grant application to the Nevada Commission on Off-Highway Vehicles and/or the Nevada Department of transportation for road maintenance and signage for Lincoln Highway – Kings Canyon Road.

(7:44:50) – Member Hall inquired about the proposed plan for Ash Canyon Road. Ms. Bollinger explained that the Ash Canyon repairs would be funded by FEMA.

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

4. STAFF UPDATES – DISCUSSION ONLY

A. WORKING GROUPS: 1) SIGNAGE PLAN, 2) WEBSITE, 3) CULTURAL RESOURCES, 4) NON-VOTING SEAT FOR A HIGH SCHOOL STUDENT.

(7:46:54) – Chairperson Scott introduced the item. Ms. Bollinger reported that a firm was selected through an RFQ process to assist with a Sign Master Plan, and a stakeholder workshop was planned for Friday, September 22, 2017 which would be attended by Member Evans. She also anticipated completion between December 2017 and February 2018, after which a joint meeting between this Committee and the Parks and Recreation Commission would be held.

(7:48:09) – Ms. Bollinger stated that the updates to the website are led by an AmeriCorps volunteer, and that they are underway. She also stated that a stewardship plan required for the conservation easement for Silver Saddle Ranch was stalled due to a requirement to have an architectural historian help with the baseline plan for the stewardship. She also noted that the non-voting seat for a high school student had been previously addressed.

(7:49:41) – Member Massad suggested reaching out to the Comstock Historic Society and Member Hall recommended Architectural Historian Michelle Schmitter. Member Inversin offered to work closely with the website coordinator. There were no public comments.

B. DIRECTORS REPORT: 2017 FLOOD REPAIRS AND MITIGATION, REGIONAL SMOKE FREE ACTION GROUP, AND BOARD OF SUPERVISORS ACTION ITEMS.

(7:51:12) – Chairperson Scott introduced the item. Ms. Budge reported over \$2 million in damages to the City’s park system due to the flooding earlier this year. She also announced that the Fuji Park repairs had been completed by the park maintenance staff and with no FEMA funding. Ms. Budge explained that the first phase of Riverview Park, Long Ranch Park, the trail between Hells Bells and Lepire Roads, and two damaged playgrounds will be repaired this fall. She also clarified for Member Massad that the roads, such as the Prison Hills project, were being handled by the Public Works Department and offered to report back after checking with Public Works. In response to Chairperson Scott’s question, Ms. Budge indicated that all the assessments with FEMA have been completed; however, she believed that a six-month extension may be requested to complete the projects due to resource constraints and insufficient construction labor force.

(7:57:11) – Ms. Budge announced that Carson City is being represented by Parks and Recreation Commission Chair Lee-Ann Keever, who is working with the Regional Smoke Free Action Group, comprising Reno, Washoe County, City of Sparks, and, Carson City. She noted that the health department will present the group’s efforts at the next Committee meeting and will collect feedback and direction regarding Open Space properties. Chairperson Scott was informed that the group’s objective was to create smoke-free public areas such as parks and to have a healthy community. There were no public comments.

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

(7:58:35) – Chairperson Scott introduced the item. Ms. Boyer presented the Staff Report which is incorporated into the record and responded to clarifying questions. Chairperson Scott inquired about the Prison Hill Recreation Area’s trail head and Ms. Budge offered to discuss the item with City Engineer Dan Stucky. Chairperson Scott also noted that he is “working with Carson City, Lyon County and others on the potential for bringing other water to Buzzy’s Ranch from transfers of Carson River rights”, since its water rights may be moving to Dayton. Member Evans was informed by Ms. Bollinger that a Public Lands’ Day was not being planned by the City this year. There were no public comments.

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

(8:12:08) – Chairperson Scott introduced the item. Ms. Boyer presented the Staff Report which is incorporated into the record and responded to clarifying questions. There were no public comments.

E. ACTIVITIES RELATED TO TRAIL PROJECTS MANAGED BY THE OPEN SPACE DIVISION.

(8:20:27) – Chairperson Scott introduced the item. Ms. Bollinger referenced a memo from Trails Coordinator Gregg Berggren, incorporated into the record. There were no public comments.

5. MEMBERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(8:21:41) – Chairperson Scott entertained committee announcements and requests for information; however, none were forthcoming. There were no public comments.

6. FUTURE AGENDA ITEMS – DISCUSSION ONLY.

(8:22:20) – Chairperson Scott introduced the item and inquired about the Sierra Vista Lane project. Ms. Bollinger stated that the project would go out to bid by the Public Works Department and construction will begin in Spring 2018.

7. PUBLIC COMMENTS

(8:23:18) – None.

8. FOR POSSIBLE ACTION ON ADJOURNMENT

(8:23:24) – **MOTION: Member Massad moved to adjourn. The motion was seconded by Vice Chair Welch. Chairperson Scott adjourned the meeting at 8:23 p.m.**

The Minutes of the September 18, 2017 Carson City Open Space Advisory Committee meeting are so approved this 16th day of October, 2017.

BRUCE SCOTT, Chair