

## **CARSON CITY OPEN SPACE ADVISORY COMMITTEE**

### **Minutes of the August 25, 1997 Meeting**

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A regular meeting of the Carson City Open Space Advisory Committee was held on Monday, August 25, 1997 in the Community Center Sierra Room, 851 East William Street, Carson City, NV at 6:00 p.m.

**PRESENT:** Chairperson Steve Hartman  
Vice Chairperson Deborah Uhart  
Mike Fischer  
James Henry  
Don Quilici  
Bruce Scott  
Robin Williamson  
Dan Jacquet, Alternate Member

**STAFF:** John Berkich, City Manager  
Dorothy Timian-Palmer, Public Utilities Director  
Walter Sullivan, Community Development Director  
Steve Kastens, Parks and Recreation Director  
Juan Guzman, Senior Planner  
Fran Smith, Recording Secretary

**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 Members Uhart and Henry had not yet arrived. (Uhart arrived at 6:01 p.m. and James arrived at 6:04 p.m.)

**B. APPROVAL OF MINUTES** - Member Fischer moved to approve the Minutes of the July 28, 1997 meeting. Member Scott seconded the motion. Motion carried 5-0.

Member Scott moved to approve the Minutes of the August 4, 1997 meeting. Member Fischer seconded the motion. Motion carried 5-0.

**C. MODIFICATION OF AGENDA** - None.

**D. PUBLIC COMMENT** - None.

**F. DISCLOSURES** - (1-0025.5) Member Fischer said Ms. Eissmann-Pence, who was associated with Winston Associates, had done work for him in 1985 but that would not influence him in this discussion.

Member Scott said at various times had a professional involvement with each of the three presenters but did not feel he would have a difficulty in making a fair determination relating to the selection of a consultant and it was intention to participate in the discussion.

Chairperson Hartman said he and Mr. Burnham have had a variety of professional involvements over several years but that it would not affect his decision.

**E. PUBLIC HEARINGS**

**E-1 DISCUSSION AND POSSIBLE ACTION REGARDING INTERVIEWS WITH THE THREE FIRMS CHOSEN AS FINALISTS AND THE SELECTION OF A CONSULTANT FOR THE DEVELOPMENT OF THE OPEN SPACE ELEMENT OF THE MASTER PLAN. THE THREE FIRMS BEING INTERVIEWED ARE: WINSTON ASSOCIATES, INC.; JEFF CODEGA PLANNING/DESIGN, INC. AND VASEY ENGINEERING - (1-0049.5)** Mr. Guzman said he would be giving his findings resulting

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from his interviewing of the references given by the candidates.

(1-0055.5) Vasey Engineering - Andrew Burnham - Chris Carres of RRC - Mr. Guzman said all the references had given them a ten rating. This included a rating on organizing complexities and making sound decisions. He also commented on their experience with this type of project. He then provided details on why the references had given them this rating.

(1-0129.5) Mr. Burnham said he would be the team leader. He talked about their recent experience working on the Carson City Housing Element. He noted that Mr. Carres had participated in that project and would also be involved in this project. He asked that the Committee consider doing a public survey to continue the positive attitude exhibited in the Quality of Life initiative. He felt this could clarify what the public desires as part of the open space program. He then said another team member would be Marty Zeller who is their open space expert and is with a company called Open Space Partners who has done work in this field. He added that Mr. Zeller would participate in necessary meetings and workshops. He then provided copies of excerpts from the Telluride Open Lands Plan which had been included in the Vasey proposal. At this point he talked about Don Elliott who had also worked on the Housing element and said he would be available to provide implementation strategies on an action plan.

(1-0275.5) Chairperson Hartman felt all the candidates recognized the fact that the Committee wants to involve the public and community. He asked for input from Mr. Burnham on how he felt Vasey could do that. Mr. Burnham said one of the ways would be through the survey process and explained what this could include. Chairperson Hartman then asked about a system of prioritization. Mr. Burnham said a matrix is one way to do it; however, he felt that the Committee might want to initially make a decision on what they want to protect. Chairperson Hartman asked what Vasey would be doing percentage wise in their scope of work, i.e. public hearings, inventory, and GIS. Mr. Burnham said they would try to keep the collection of data and inventory process to approximately 10-15 percent. He added that 25-40 percent could be devoted to the public hearing process, and 30-35 percent in the actual production of a document and the planning process. However, he added they would want to discuss this with the Committee first because he felt it is their decision. Chairperson Hartman said one of the things the Committee feels they should be wary of is the need for management on properties that are acquired and asked what Vasey sees that would be strategies which could facilitate what the Committee can do best in the community. Mr. Burnham felt that they would not want to follow the Boulder system of property management because Boulder expends a huge amount of money on this which is a separate activity from their parks and recreation arena. He also expressed his belief that the Committee should continue an ongoing relationship regarding the maintenance of the open space inventory. Chairperson Hartman then asked what Mr. Burnham believes their strengths are. Mr. Burnham said it is their ability to listen to various interests and blend them into one statement. He felt this was demonstrated by his ability to bring a planning process to a close. He then responded to a question from Chairperson Hartman as to whether he has previously worked with the other members of the team by saying he has with the exception of Mr. Zeller.

(1-0449.5) Member Scott said the City has hired a staff person for the Parks and Recreation Department, a portion of whose time will be paid by Open Space funds. He added that the Committee would want to utilize some of his time particularly on things that could be expensive for the Vasey group. Mr. Burnham felt that would be an excellent use of the Open Space funds and explained that they had used Douglas County GIS to do a lot of their mapping. Member Scott said he was looking for ideas from the consultant and felt the public was looking for the same thing. Member Fischer asked about Vasey's reaction to a property owner's reluctance to sell. Mr. Burnham felt the thing to do would be to step back with the Committee and take a hard look as to what that would mean to the plan. He added his belief there are always alternative ways to look at this and try to adapt.

(1-0541.5) Member Uhart asked how Vasey would run meetings to get public input in a way the Committee would need in order to make decisions. Mr. Burnham referred back to the survey he had suggested utilizing it perhaps as a basis for the first workshop. Mr. Jacquet asked about evaluating future management issues regarding cost and land acquisitions. Mr. Burnham said that based on their experience in this area they would bring those to the Committee and explain the different methods currently being used. He added his feeling that the cost of managing property is an issue the Committee should look at as part of the whole program.

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((1-0631.5) Mr. Guzman asked if Vasey was prepared to respond to changes in a timely fashion. Mr. Burnham said yes and cited the Housing Element program as an example. Mr. Guzman then asked if they were able to resolve technical advice vs. political pressure. Mr. Burnham said they could give the Committee good technical advice but how it is used would be up to the political process. He clarified for Member Uhart that Vasey could substantiate to user groups what they would be trying to accomplish. Member James asked what he saw as opportunities for the Committee at this point. Mr. Burnham said this had been resolved by the passage of Question #18. Mr. Carres said he had worked with Mr. Burnham on the Housing Element and as a result of that and projects he had worked on in Colorado his company has experience in dealing with some of the same type of issues. He added in his opinion the survey work is important because it is a tool to gather information about the community and to set priorities for open space in particular. At this point Ms. Timian-Palmer said there were no references to natural resources in the proposal and asked how they would tie them into the open space plan. Mr. Burnham said this had been included in their initial statement of qualifications. This concluded their comments and Chairperson Hartman thanked Mr. Burnham and Mr. Carres for their presentation

Chairperson Hartman declared a recess at 6:58 p.m. When he reconvened the meeting at 7:07 p.m. a quorum was present.

(1-0875.5) Jeff Codega Planning/Design, Inc. - Jeff Codega - Barbara Santner - Louise Engblom - Paul Hellmund - Ralph Kehmeier - Brenda Scolari - Ms. Timian-Palmer said she had been contacted by the applicant regarding some surface and ground water issues and storm drainage. Mr. Sullivan stated he had been contacted by Ms. Santner regarding the water questions and he had said it would be appropriate for Ms. Timian-Palmer to take care of this.

(1-0899.5) Mr. Guzman said he had worked with Ms. Santner and Ms. Engblom in the past on other projects. As he had done with the previous applicant Mr. Guzman stated he had contacted the references and had gotten a rating of excellent from them. This included consideration of the experience provided by individuals with the company, the GIS system, the ability to take complex issues and formulate them into a system of useful information, the ability to change direction, integrity, and that they would be hired again.

(1-0981.5) Mr. Codega introduced Ms. Santner, Mr. Hellmund, Mr. Kehmeier, Ms. Engblom and Ms. Scolari and provided information on their experience. Ms. Santner, who would be project manager, said they would use local professionals for ongoing activities and with specialists having experience in open lands planning. She also talked about their plan to communicate with Committee and City principals who are involved. She also talked about getting information from the public, their participation, mapping, media coverage, and GIS.

(1-1201.5) Mr. Hellmund then visually pointed out an implementation process and spoke of developing plans to show the public and developing an inventory of properties. He then stated that these criteria suggest the priorities and basically how they get to the first draft plan.

(1-1335.5) Mr. Kehmeier talked about how these activities help to achieve the goal of preserving open space. He commented that the highest priorities could be ascertained by combining the various criteria. He noted that the tools they would use could be broken down into three categories. These were public policy, voluntary transfer of some sort by private property owners, and various donations by owners. At this point Ms. Santner said they are flexible to work with the Committee and felt they have the expertise to prepare the plan. Chairperson Hartman asked if the group had worked together previously and Mr. Codega said this is the first time. Chairperson Hartman then asked what they felt their singular strength is. Mr. Codega said it is the ability to work with diverse groups and technical issues. Chairperson Hartman then said the Committee's greatest endeavor would be to make sure there is great participation in the process by the public. Ms. Santner said they would schedule frequent meetings with the public so that they could get feedback. She added that multiple media could also be used to reach the public.

(1-1715.5) Member Fischer asked how soon all this could get done. Ms. Santner felt they could be flexible on this and noted that the actual production involved in terms of the inventory, mapping, etc. is not long. However, she said if the public process intertwined with the process then care must be taken to not push things through too

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quickly so that the public does not feel they were left out. Member Fischer explained his reason for asking was in order for the Committee to act on a recommendation to the Board of Supervisors they would need to take a look at what the consultant comes up with regarding prioritization.

(1-1807.5) Member Bruce asked Ms. Santner how she sees the interface between factions. Ms. Santner said they are comfortable with the ability to exchange electronic files and noted it has been easy to communicate between the processes so far. She added she is familiar with being a project orchestrator and felt that could work on this project as well. Member Scott noted that Carson City is a relatively finite area and some of the things the Committee may want to look at could be urban open space. He then asked how the consultant could reach people who do not have the ability to access a web site but still have needs. Ms. Santner said one way is to target specific stakeholders such as senior citizens noting they had been told the senior community is very active. She reiterated what she had said about using multi media to reach that and other groups. Member Scott said something he foresees is working through the perceptions in the community of what they had really passed. He felt that public input is necessary in order to be compatible with what is affordable and what the public and political policies are going to be. Ms. Santner said one of their strengths would be to work with developers and with creating public policy for programs such as this.

(1-2069.5) Mr. Guzman asked how they resolve issues where there are good technical issues but are politically wrong. Mr. Codega said if they are political it would not happen; however, if they are technical sooner or later they need to be changed to pass the political level. Ms. Timian-Palmer reminded everyone that a lot of work and heart had gone into the wording of the ballot question and felt there should be no deviations from it. Mr. Jacquet asked how they deal with the range, expertise and education in the community. Mr. Hellmund said there is a sense of commitment they have as a team and that they need to go to whatever length they need in order to explain things and get a response. Member Jacquet then asked if City staff would be able to maintain and add to the GIS system when the consultant leaves. Mr. Hellmund said they had been in contact with the City GIS person who will be able to do this. At this point Chairperson Hartman expressed his appreciation and thanked them for the presentation.

Chairperson Hartman declared a recess at 8:20 p.m. When he reconvened the meeting at 8:30 p.m. a quorum was present.

(1-2309.5) Winston Associates - Jeffrey Winston - Carter Schleicher, Westec - Members Fischer and Scott reiterated they had worked with Ms. Eismann-Pence and the other candidates in the past. As he had done with the other candidates Mr. Guzman reported excellent responses from the references. He noted they had indicated Mr. Winston strengths included the ability to put complex matters into simple terms, analyze this information and come up with logical results. He added that Mr. Winston had the ability to work with diverse groups, had stayed within budget, had the ability to listen carefully, and the references had indicated they would hire him again.

(1-2389.5) Mr. Winston said Mr. Schleicher would be working with him and that Ms. Eismann-Pence would also be helping in specific areas. He then commented there are a variety of goals for open space in a community the size of Carson City noting that they range from small to large parcels. He talked about the need for participation by the public at meetings and felt the Committee should be prepared to act on their input. He also commented that the public wants reassurance the Committee is doing their job in a logical way adding that the Committee should also issue a general report on achievements and progress from time to time. He noted these could be inserted in utility bills and could be discussed on public access broadcasting. He also mentioned public surveys and said they could be helpful in reinforcing the Committee's decisions.

(1-2735.5) Mr. Winston then noted with all the objectives the Committee has for open space, given their limited financial capabilities, they could possibly purchase 50 to 100 acres per year. He added the challenge would be to create a multi faceted approach to acquiring or otherwise protecting open space. However, he felt that tools besides just purchases are a need. He then mentioned donations, financial or land, which public spirited citizens understand when they know what the objectives are. He also mentioned purchasing rolling options or land exchanges and suggested the possibility of incorporating incentives into subdivision regulations.

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(1-2901.5) He then talked about a policy plan which would guide the decisions of the Committee on a daily basis and felt this would be critical. He noted there have been other groups who have done this and the Committee can learn from them. He then talked about mapping and said this could be based on existing data working through the GIS person. He said City staff could play an integral role and that Mr. Sullivan had indicated his people could supply five hours per week. He next outlined a proposed four stage scope of work including strategies, techniques and, most importantly, management. He then noted his group's experience with comprehensive planning, recreation and open space plans, and public participation noting it is necessary that they know what it is about.

(1-3319.5) Chairperson Hartman asked if he had previously worked with Mr. Schleicher and Mr. Winston said no but had worked with other members of Westec. Chairperson Hartman also asked what Mr. Winston believed his most important singular strength was and Mr. Winston said it is the ability to translate the mandate given the Committee into development of a practical document which should last at least five years. Chairperson Hartman then asked how the prioritization process could be put together and at what point. Mr. Winston said there would first be a general prioritization of all the pieces on the open space plan map but when approached by someone offering a parcel a decision would have to be made if that is not spelled out as being on the plan. Chairperson Hartman reiterated his feeling that the public should participate and asked how this could be included in the process. Mr. Winston felt the need was to make sure the Committee was in tune with what the voters had approved and provided details. Member Uhart asked about the length of time it would take to complete the project and Mr. Winston estimated it would be six to nine months. Member Scott asked for clarification of how the public would be educated and Mr. Winston explained the steps they could take. Mr. Jacquet asked where Carson City would be in five years if the plan, as directed by the consultant, is put into place. Mr. Winston felt by that time 300 or 400 acres of open space would have been acquired, either scattered around the community or perhaps concentrated in an area such as near the river. Mr. Kastens expressed his feeling that Ms. Eismann-Spence could be the day-to-day contact. However, he had a concern she might not have all the information discussed at previous meetings as she had not been present whereas Mr. Winston and Mr. Schleicher had. Mr. Winston said he and Mr. Schleicher would fill that role and provided his reasons. Mr. Guzman then complimented Mr. Winston on the clarity of the presentation.

Chairperson Hartman declared a recess at 9:40 p.m. When he reconvened the meeting at 9:45 p.m. a quorum was present.

(2-0273.5) Chairperson Hartman said the Committee and staff had gone through their ranking procedure on the candidates and asked that a vote be taken. This was done and resulted in Winston being the first choice, Codega second and Vasey third. Discussion then ensued with Members giving their reasons why they had voted the way they did. Mr. Sullivan asked that Members and staff give their ranking sheets to Mr. Guzman in the event there is any dispute on the results. He also suggested they keep their copies of the proposals for future reference. Member Scott then moved that the Committee proceed to negotiate a contract with Winston Associates, Inc. Member Fischer seconded the motion. Motion carried 6-0.

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

### **1. Committee Member Reports (Non-Action) - None.**

**2. Staff Reports (Non-Action)** - Mr. Guzman stated there is a ranch on the way to Los Vegas that is operated as an open space ranch and asked if the Committee was interested in agendizing the subject for discussion. Chairperson Hartman felt that was a good idea.

Mr. Sullivan said Mr. Guzman would be the staff contact for the project although he would still commit to his five hours per week.

**3. Future Commission Items** - Previously discussed. It was also agreed the next meeting would be September 8.

Member Scott then asked Mr. Kastens to develop a list of individual staff responsibilities for the Members, Mr.

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Krahn and Mr. Guzman so that there won't be any duplication of effort. It was also noted that Ms. Timian-Palmer would be an excellent source of information where water issues are concerned.

**H. ADJOURNMENT** - There being no further business Chairperson Hartman entertained a motion to adjourn. Member Fischer moved to adjourn. Member Williamson seconded the motion. Motion carried 6-0. Chairperson Hartman adjourned the meeting at 10:05 p.m.

The Minutes of the August 25, 1997 meeting of the Carson City Open Space Advisory Committee

ARE SO APPROVED 9/15, 1997

/s/  
Steve Hartman, Chairperson