

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Open Space Advisory Committee**  
**Monday, August 15, 2016 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Board Members**

<b>Chair – Bruce Scott</b>	<b>Vice Chair – Alan Welch</b>
<b>Member – Margie Evans</b>	<b>Member – Laura Fitzsimmons</b>
<b>Member – Donna Inversin</b>	<b>Member – Gerald Massad</b>
<b>Member – Toby Welborn</b>	

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
Steve Brunner, Parks and Recreation Deputy Director  
Ann Bollinger, Open Space Administrator  
Rich Wilkinson, 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**

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

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:31:43) – Roll was called. A quorum was present. Chairperson Scott indicated that both Vice Chair Welch and Member Massad had excused absences.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Bruce Scott	Present	
Alan Welch	Absent	
Margie Evans	Present	
Laura Fitzsimmons	Present	
Donna Inversin	Present	
Gerald Massad	Absent	
Toby Welborn	Present	

**PUBLIC COMMENTS**

There were no public comments.

**1. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – June 27, 2016.**

**(5:33:23) – MOTION: I move to approve the Open Space Advisory Committee meeting minutes [for Monday, June 27, 2016].**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Fitzsimmons
<b>SECONDER:</b>	Welborn
<b>AYES:</b>	Scott, Evans, Fitzsimmons, Inversin, Welborn
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Welch, Massad

**2. MODIFICATIONS TO THE AGENDA**

There were no modifications to the agenda.

**3. MEETING ITEMS**

**A. INTRODUCE STEVEN BRUNNER AS THE NEW DEPUTY DIRECTOR OF THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.**

(5:33:50) – Chairperson Scott introduced the item. Ms. Budge introduced Steve Brunner, the new Parks and Recreation Deputy Director. Mr. Brunner gave background on his experience in Unites States Marine Corps, per the agenda materials incorporated into the record. Member Evans thanked Mr. Brunner for his service and inquired about the transition from a structured military environment to his current position of “herding cats”. Mr. Brunner believed it would not be difficult as “herding cats is what I do best”, citing his experience as a Sergeant Major in the Marine Corps to “carry me through the challenges that are put in front of me”. Chairperson Scott welcomed Mr. Brunner and noted the importance of having the Committee work with him to “earn and maintain” the public’s support.

There were no public comments.

**B. FOR POSSIBLE ACTION: RECOGNIZE TRICIA LINCOLN FOR HER SERVICE TO THE CARSON CITY OPEN SPACE ADVISORY COMMITTEE AND THE CARSON CITY PARKS, RECREATION AND OPEN SPACE DEPARTMENT FROM 2005 TO 2015.**

(5:40:28) – Chairperson Scott introduced the item. Ms. Bollinger introduced Former OSAC member Tricia Lincoln and presented the Staff Report, incorporated into the record, along with an award. Ms. Lincoln thanked Staff and the Committee for welcoming her and noted that she would consider returning in the future.

There were no public comments.

**C. FOR POSSIBLE ACTION: RECOGNIZE TOBY WELBORN FOR HIS SERVICE TO THE CARSON CITY OPEN SPACE ADVISORY COMMITTEE AND THE CARSON CITY PARKS, RECREATION AND OPEN SPACE DEPARTMENT FROM 2013 TO 2016.**

(5:45:23) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report, incorporated into the record, along with an award and thanked Member Welborn for “the thousands of hours of volunteer time” including being a crew leader for Muscle Powered. Member Welborn considered Carson City “a very special place” and hoped that all the work done by the Committee will be used “as examples for what can be done in other places”.

#### **PUBLIC COMMENT**

(5:48:42) – Jeff Potter of Muscle Powered introduced himself and thanked both Ms. Lincoln and Member Welborn for their work in the community. He also believed that Member Welborn “improved the quality of life for us now and for future generations”. Mr. Potter also read a congratulatory note from former Open Space Manager Juan Guzman to Mr. Welborn.

(5:50:26) – Mark Kimbrough also congratulated Mr. Welborn on his award and gave anecdotal information regarding Member Welborn’s accomplishments and legacy. He also noted his appreciation that Ms. Lincoln served on the Committee as a hiker, calling her “a key component”.

(5:53:01) – At Ms. Bollinger’s suggestion, a group photo was taken with the award recipients.

#### **D. FOR POSSIBLE ACTION: REVIEW OF THE 2016-2017 WORK PLAN; DISCUSSION REGARDING CURRENT STAFF, PROJECTS, AND PRIORITIES; AND DISCUSSION REGARDING THE PROCESS FOR FUTURE RECOMMENDATIONS AND BUDGETS.**

(5:55:33) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report and the recommended action, both of which are incorporated into the record. She also noted that Park Ranger John Costello could not be present; however, he had submitted a report, which in incorporated into the record, regarding his observations.

(6:13:26) – Chairperson Scott praised the work of John Costello and wished to convey his thanks on the “impressive memo” sent by him. He also suggested helping Staff prioritize to prevent overload. Member Evans inquired about the status of hiring a trails coordinator and Ms. Bollinger hoped to have the hiring completed by the end of the year. Member Fitzsimmons complimented Staff on the presentation and noted the amount of time spent and the organization required to prepare the reports. She also suggested using professional services funding to take over signage, ordinances, and the Open Space website. Member Fitzsimmons believed in having small working groups to work with professionals and offered her assistance, in conjunction with with the District Attorney’s Office, to work on ordinances. Member Inversin believed signage was important, and the website was vital to educate the public, especially on trails. Chairperson Scott agreed with Member Fitzsimmons to volunteer and assist and wished to discuss the idea further. Ms. Budge was in favor of the concept and noted that Member Massad had contacted her for similar ideas. Member Fitzsimmons received confirmation that the balance shown in the budget document is “mostly available, with a few last-minute bills stills coming in”. Discussion ensued regarding the website needs and Ms. Budge suggested updating existing content to direct the public to it. Member Fitzsimmons suggested utilizing apps as well. Member Welborn was in favor of working with the City’s new asset manager on the GIS data for maps and trails. Ms. Budge advised consulting the City’s Information Technology department regarding apps and appropriate links. Member Evans suggested utilizing Western Nevada College students for surveys and other professional services. Further discussion ensued regarding working groups and Member Evans offered to be on the Signage one and stated she would help on the website.

Member Inversin volunteered to work on the website working group. It was noted that Member Massad had offered his help as well.

(6:51:20) – In addition to permanent signage, Member Welborn suggested adding temporary signs to show other Opens Space activities that go “beyond purchasing properties”. He also suggested having a “nomination window” for projects such as Eagle Scout projects and Ms. Budge believed it was “a good idea” given the limited Staff resources. Member Inversin believed a volunteer coordinator would be a great asset. Further discussion ensued regarding nomination periods. Chairperson Scott suggested hiring a full-time volunteer coordinator and Ms. Budge offered to look into a shared cost option with Parks and Recreation. It was agreed to instruct Ms. Budge to explore the working group concept with the Parks and Recreation Commission and report back at the next meeting. Chairperson Scott also spoke in favor of helping Staff to ensure the Committee’s and the Department’s goals will be accomplished.

Member Fitzsimmons inquired about the existing funds and Ms. Bollinger clarified that she was working on the Michael Fagan property exchange and the conservation easement of the Old Woods Ranch, adding that it was difficult to put an estimated value on the easements at this time. Chairperson Scott suggested assigning members to working groups and clarified that the Open Meeting Law will not be violated if participation is limited to one or two Committee members. Member Fitzsimmons suggested that Staff evaluate projects and request help from Committee members if necessary. She also offered to be on the ordinance working group, and Chairperson Scott committed to help. Member Inversin wished to be on the website working group and Member Evans agreed to join the signage one. Chairperson Scott believed Member Massad was interested in the signage working group as well, and assigned him to that. He also assigned Vice Chair Welch to the website working group. Ms. Budge thanked the Committee for their volunteerism.

There were no public comments.

**4. STAFF UPDATES – DISCUSSION ONLY**

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

(7:17:45) – Ms. Bollinger and Mr. Wilkinson presented the Staff Report which is incorporated into the record. Member Evans suggested looking into a long-term solution to fuel reduction.

There were no public comments.

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

(7:29:18) – Mr. Wilkinson presented the Staff Report and accompanying photographs, incorporated into the record, and answered clarifying questions. Member Fitzsimmons praised Staff for their grant writing efforts and results, and suggested highlighting the successes to the Board of Supervisors. Discussion ensued regarding the role of the volunteer coordination and the importance of the position.

There were no public comments.

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

(7:39:01) – Member Evans inquired about any Open Space property affected by the Shooting Fire and Ms. Bollinger and Mr. Wilkinson explained that most of the damage had been on forest service and tribal lands.

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

(7:39:58) – There were no requests for future agenda items.

**7. PUBLIC COMMENTS**

(7:40:00) – Chairperson Scott thanked Member Welborn for his service on the Committee. There were no additional public comments.

**8. FOR POSSIBLE ACTION ON ADJOURNMENT**

(7:41:11) – **MOTION: Member Evans moved to adjourn.** Chairperson Scott adjourned the meeting at 7:41 p.m.

The Minutes of the August 15, 2016 Carson City Open Space Advisory Committee meeting are so approved this, 17<sup>th</sup> day of October, 2016.

---

BRUCE SCOTT, Chair