

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Open Space Advisory Committee**  
**Monday, October 17, 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 – Jeremy Hall</b>	<b>Member – Donna Inversin</b>
<b>Member – Gerald Massad</b>	

**Staff**

Jennifer Budge, Parks and Recreation Department 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**

(5:30:22) – Chairperson Scott called the meeting to order at 5:30 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:31:43) – Roll was called. A quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Bruce Scott	Present	
Alan Welch	Present	
Margie Evans	Absent	
Laura Fitzsimmons	Present	5:32 p.m.
Jeremy Hall	Present	
Donna Inversin	Present	
Gerald Massad	Present	

**PUBLIC COMMENTS**

(5:30:59) – There were no public comments.

- 1. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – August 15, 2016.**

(5:31:39) – MOTION: I move to approve the Open Space Advisory Committee meeting minutes for Monday, August 15, 2016.

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

**2. MODIFICATIONS TO THE AGENDA**

(5:31:51) –There were no modifications to the agenda.

**3. MEETING ITEMS**

**A. DISCUSSION ONLY REGARDING THE INTRODUCTION OF JEREMY HALL AS THE NEW MEMBER OF THE OPEN SPACE ADVISORY COMMITTEE.**

(5:32:04) – Chairperson Scott introduced the item. Ms. Bollinger introduced newly-appointed member Jeremy Hall and reviewed his background in cultural resources and GIS, which is incorporated into the agenda materials.

There were no public comments.

**B. DISCUSSION ONLY REGARDING JAKE KORDONOWY’S EAGLE SCOUT PROJECT FOR THE ASH CANYON AREA.**

(5:33:25) – Chairperson Scott introduced the item and Mr. Wilkinson presented the Staff Report which included background both on the project and Mr. Kordonowy.

(5:36:15) – Mr. Kordonowy presented the Ash Canyon Planting Project, incorporated into the record, and responded to clarifying questions. Member Inversin was informed that the project site was on Freemason land and on “Nevada Division of State Lands, under a current lease with Carson City”. Mr. Kordonowy also noted that the trees will not have “white plastic sleeves”. Mr. Wilkinson thanked the Nevada division of Environmental Protection for funding the project, and Mr. Kordonowy for his hard work. Member Hall inquired about watering the trees and Mr. Kordonowy noted that a water tank would provide the initial water, and then he would take over the watering, along with Mr. Wilkinson, utilizing an existing water tank. The Committee members thanked Mr. Kordonowy for his hard work.

**C. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE STAFF TO BEGIN A TRAILS INVENTORY ON THE SOUTH END OF THE PRISON HILL RECREATION AREA AND RECOMMEND STAFF TO INCLUDE TIME ON THE NEXT ANNUAL WORK PLAN AND FUNDING IN THE NEXT ANNUAL BUDGET TOWARDS EVALUATING THE POTENTIAL OF MOTORIZED EVENTS ON THE SOUTH END OF THE PRISON HILL RECREATION AREA.**

(5:44:08) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report, incorporated into the record, and summarized her discussions with Bureau of Land Management (BLM) Outdoor Recreation Planner Arthur Callan. Ms. Bollinger stated that BLM did not issue permits for any motorized events on the south end of Prison Hill due to the close proximity to neighbors. Mr. Callan had also recommended 180-day application requirement, should the City consider permitting events, with the recommendation that 25 Jeeps would be acceptable whereas 50 would not. He had also recommended the identifying and monitoring of trails by Staff. Ms. Bollinger recommended starting with a trails inventory first prior to determining use. She also recommended taking the neighbors into consideration when providing a recommendation. Chairperson Scott acknowledged that there were no guidelines and no formal process today, and that Ms. Bollinger was requesting “a more scientific review” of the situation as a basis to developing some guidelines. He also entertained public comment.

**PUBLIC COMMENT**

(5:51:11) – Lawrence Calkins introduced himself as the president of the Nevada Four Wheel Drive Association, and read a letter, incorporated into the record, noting that they would like to use the South Prison Hill Area for fund raising events. Mr. Calkins also offered to assist with a trails inventory and with suggesting a trail rating system, similar to ski slope ratings. Vice Chairperson Welch inquired about the number of possible events, and Mr. Calkins explained that discussion regarding “a small event” had taken place with the Carson City Visitors Bureau, but he hoped of turning it into a larger event similar to Moab, Utah, which attracted “thousands of participants for one week”. Member Massad inquired about an event over the weekend and Mr. Calkins stated that he was not aware of one. Member Fitzsimons was informed that a former small event had constituted of 15 vehicles and 80 people, compared to a large event “north of Truckee” in California, that had drawn 2,500 people. Mr. Calkins elaborated that a medium sized event would involve 50 vehicles at 2.5 persons per vehicle (approximately 125 persons). He also reiterated his request of being involved in the trail identification and ranking. Member Fitzsimmons inquired about the environmental impact of trail use and Mr. Calkins noted that they would limit the number of trails used and would try to monitor additional trail use. Member Massad was informed that the events would not be a “race” and vehicles would be on appropriate trails. Member Hall inquired about the amount of dust generated and was informed the vehicles move slowly, minimizing the dust, except on a windy day which would generate dust anyway. Member Inversin expressed concern that the trails are “locked” and that they would be accessed through City streets. Mr. Calkins also suggested charging fees to offset the City’s costs, adding that there were grant opportunities through the State OHV Commission.

(6:10:04) – Eddie Oh explained that he had been contacted by the Carson City Visitors Bureau regarding an event. Mr. Oh referred to his email to Ms. Bollinger, incorporated into the record, and offered to answer questions. Mr. Oh informed Chairperson Scott that his idea of an event was to “put heads in beds” and attract more visitors to Carson City, calling the Prison Hill Area “a perk” to be used as a “main event area”. Mr. Oh noted that he had nothing to gain from the event but could promote it through social media. He also believed that local clubs should contribute to the cleanup after an event, adding that most of their participants would be driving “street legal Jeeps” on existing trails and would not be “tearing up dirt”. He also believed that they would assist in cleaning up some of the graffiti on the rocks, and since he was not a member of the Nevada Four Wheel Drive Association, he was not certain how the trails could be ranked. Member Fitzsimmons was informed that Mr. Oh was “out there often” testing out new parts, adding that they moved at very slow speeds. Chairperson Scott invited Mr. Oh and the OHV community to provide input to this Committee, as guidelines are set and implemented. Mr. Oh spoke in favor of “taking care of our trails” and as a responsible OHV community would not want to see trash or erosion on the trails, and offered assistance. Member Massad was informed that an event was planned for the Prison Hill

Area; however, it had since been cancelled. Discussion ensued regarding the trail rankings and Mr. Calkins noted that the rankings he was using were the California Four Wheel Drive Association ones. Chairperson Scott entertained additional comments, and when none were forthcoming, a motion.

**(6:23:42) – MOTION: I move to authorize staff to begin a trails inventory on the south end of the Prison Hill Recreation Area and recommend staff to include time on the next annual work plan and funding in the next annual budget towards evaluating the potential of motorized events on the south end of the Prison Hill Recreation Area. Additionally, Staff will work with OHV groups to pursue a grant to fund the project.**

<b>RESULT:</b>	<b>APPROVED (5-1-0)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Hall, Inversin, Massad
<b>NAYS:</b>	Fitzsimmons
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Evans

**D. FOR POSSIBLE ACTION: TO REVIEW RESTRICTIONS, DISCUSS CURRENT POLICIES, AND PROVIDE DIRECTION FOR FUTURE POLICIES REGARDING EVENTS AT SILVER SADDLE RANCH.**

(6:24:39) – Chairperson Scott introduced the item. Ms. Bollinger presented the agenda materials which are incorporated into the record and wished to receive direction from the Committee on the types of events that may be allowable at Silver Saddle Ranch and whether to allow events that end later than those accommodated by the currently staffed hours. Member Fitzsimmons expressed concern about additional responsibilities, beyond what current staffing can handle. Discussion ensued regarding equestrian events and parking issues. Member Hall preferred the dawn to dusk hours to avoid lighting issues.

**PUBLIC COMMENT**

(6:36:12) – Nancy Santos, Friends of Silver Saddle President, expressed concern over the nesting Great Horned Owls from February to March and encouraged to consider the natural resources when planning events. Ms. Budge clarified for Chairperson Scott the fine line between having the public enjoy the open space in Carson City and denying requests because of staffing issues, and wished to see what can be done to allow several events per year based on parking constraints and any other issues dictated by the site. She believed that parameters such as not allowing events after dark will be good guidelines to draft a policy and mitigate issues and resources. Members Inversin and Fitzsimmons wished to see a “no alcohol” policy. Ms. Budge suggested researching other best management practices. Discussion ensued regarding additional staffing requirements. Ms. Bollinger requested clarification from the Committee on the types of events they’d like to see. Ms. Budge noted that a fee structure review was planned to accommodate repairs and replacements, and include it in next year’s budget. Ms. Santos cautioned against having events during breeding and nesting seasons.

**E. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS TO PROHIBIT DISPERSED CAMPING ON PROPERTIES**

**MANAGED BY THE OPEN SPACE DIVISION EXCEPT AS ALLOWED PER THE TERMS OF THE BLM-CARSON CITY CONSERVATION EASEMENT AND TO RECOMMEND INCLUDING DISPERSED CAMPING IN THE UPCOMING REVISIONS TO CARSON CITY MUNICIPAL CODE 13.06.**

(6:57:30) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report which is incorporated into the record, and responded to clarifying questions. Chairperson Scott received confirmation that “a pack of ordinances” will be presented to the Board of Supervisors “when the time comes”. Ms. Bollinger explained that she would like the Committee to consider if camping is appropriate for Open Space properties. Chairperson Scott entertained public comment.

**PUBLIC COMMENT**

(7:21:13) – Robyn Orloff introduced herself as using Open Space and expressed her opposition to camping on Open Space properties, citing fire hazards and garbage as consequences. Jo Foster and Nancy Santos were also opposed to dispersed camping. Ms. Budge clarified that some provisions in the Parks Codes prohibiting camping; however, certain exceptions, such as vendor camping at Mills Park during events, to stay with their equipment, were allowed. She also noted that the proposed wording was selected carefully because “we don’t want to paint ourselves in a corner, should we ever have a campground or a designated camping area, that we allow ourselves to have that opportunity in the future.” Member Fitzsimmons believed that “camping is an extremely important experience for families”; however, dispersed camping should be included in the upcoming ordinances. Discussion ensued and the consensus was to prohibit dispersed camping.

**(7:20:30) – MOTION: “I move that in addition to the prior ordinances approved by this Committee, we add the prohibition of dispersed camping on all Open Space land.”**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Fitzsimmons
<b>SECONDER:</b>	Inversin
<b>AYES:</b>	Scott, Welch, Hall, Fitzsimmons, Inversin, Massad
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Evans

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

(7:22:58) – Chairperson Scott introduced the item. Ms. Bollinger noted that this item was requested by Vice Chair Welch and presented the Staff Report which is incorporated into the record. Vice Chairperson Welch believed that this was a good way to “get a youth perspective” and offer students an opportunity to get involved. Member Fitzsimmons believed it was a great idea; however, she was concerned about Staff time and suggested the Committee undertake the effort. Chairperson Scott suggested looking at an annual appointment as opposed to a senior project, which could be time-limited. Member Inversin suggested approaching the mountain biking, environmental, and civics clubs at Carson High School for recruitment. Chairperson Scott advised having a working group interview and an interview by the Committee, adding that a June-to-June assignment would get students ready in the summer. Vice Chair Welch and Member Fitzsimmons offered to form a working group “to

come up with a concrete proposal for the position” and to interact with Carson High School to select applicants. Deputy District Attorney Yowell offered legal assistance.

**PUBLIC COMMENT**

(7:31:06) – Jo Foster introduced herself as a retiree from “a small four-year liberal arts college in Iowa”, and believed that undergraduate students in their committees “were some of the most prepared people for the meetings”.

**G. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS SUBMITTAL OF A GRANT APPLICATION TO THE COMMUNITY FOREST AND OPEN SPACE CONSERVATION PROGRAM FOR FEE-TITLE ACQUISITION OF 20 ACRES, APN 007-051-81, LOCATED ALONG HIGHWAY 50 AND OWNED BY W. MICHAEL FAGEN.**

(7:31:52) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report which is incorporated into the record and responded to clarifying questions. Ms. Bollinger also noted that Open space would not submit a grant application to the Land and Water Conservation Fund because two other applications had been submitted earlier. Member Fitzsimmons was informed that the two applications submitted by the Parks and Recreation Department for Land and Water Conservation Fund Grants were for the disc golf course and for a new playground at Ross Gold Park.

(7:33:55) – Chairperson Scott entertained public comments and when none were forthcoming, a motion.

**(7:34:48) – MOTION: I move to recommend to the Board of Supervisors submittal of a grant application to the Community Forest and Open Space Conservation Program for fee-title acquisition of 20 acres, APN 007-051-81, located along Highway 50 and owned by W. Michael Fagen.**

(7:35:38) – Member Fitzsimmons inquired about physical and legal access to the property and offered to find that out from the Nevada Department of Transportation (NDOT). Discussion ensued regarding the appraisal.

<b>RESULT:</b>	<b>APPROVED (5-1-0)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Hall, Inversin, Massad
<b>NAYS:</b>	Fitzsimmons
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Evans

**4. STAFF UPDATES – DISCUSSION ONLY**

**A. WORKING GROUPS: 1) ORDINANCES, 2) SIGNAGE PLAN, 3) WEBSITE, AND 4) CULTURAL RESOURCES.**

(7:38:58) – Ms. Bollinger presented the Staff Report which is incorporated into the record and invited working group members to elaborate. Ordinances Working Group Member Fitzsimmons noted that due to turnover, the District Attorney’s Office has hired a consultant and as soon as he is on board “we’re going to add dispersed camping and get this done”. Ms. Yowell clarified that the consultant would start tomorrow and will be working

several projects including ordinance provisions. She also explained to Member Fitzsimmons that these ordinances were “high priority”.

(7:43:15) – Member Massad stated that the Signage Working Group had met and had identified the problems for each specific area, and in order of importance. He noted that the current signs had many issues such as wrong placement, too much wordage, difficult to read, and not visible from access roads. Member Massad explained that Member Evans was working on a Request for Qualifications (RFQ) and believed that “what should be on the signs” was more important than what they will look like or where they will go. Ms. Bollinger clarified that members of the Parks and Recreation Commission had joined the Working Group and Ms. Budge added that a consultant will be hired to help with a unified look and feel for educational and other signage for both the Parks and Recreation and Open Space. Member Fitzsimmons inquired about the verbiage on the signs, and Ms. Budge saw the need for a “Department-wide sign policy” with different categories such as Open Space and Parks and Recreation. Discussion ensued regarding the roles and responsibilities of the Working Groups and the Parks and Recreation Department and it was agreed that the guidelines and the direction would be provided by the former and the sign policies by the latter. Member Inversin suggested applying U.S. flag stickers on the signs to discourage vandalism and Member Hall requested that during hikes led by Member Inversin, participants with cell phones photograph “optimal locations of signs” and send their GPS locations to him. Discussion ensued and Ms. Budge noted that a consistent look was needed for the signs to represent Carson City.

(8:05:10) – Member Inversin gave an update on the Website Workgroup activities and highlighted some of the major issues such as navigation and interface and redundancies and suggested to “unclutter” the site first. She also showed the city of Bellingham’s [Washington] website and noted that after a meeting with the IT representative, they were able “to put that together”. Member Inversin wished to see a page such as one from a town in Colorado that had dedicated web pages to open space properties, detailing their acquisition information. She noted that her evening hiking group would “take a map of all the parks and open spaces around Carson City...and hike from park to park and do our checks [of the amenities]”, adding that they would do the same with signage. Member Fitzsimmons was pleased with the acquisition information and the “decluttering” efforts. Member Hall suggested having the City’s IT representative get in touch with the new GIS asset manager to ensure the location click-throughs are “accurately portrayed”. Ms. Budge noted that she was already in communication with the asset manager.

(8:14:48) – Member Inversin reported that many user-created apps were available; however she believed that they were not area-specific and did not specify whether they were on legal trails or not. She suggested purchasing a specific app for Carson City and recommended one from Guthook, adding that the Carson City Visitors Bureau would be open to contributing to the expense of acquiring the app which can be affordable, if Parks and Recreation also shared the cost. Chairperson Scott thanked the Working Group members for their efforts.

There were no public comments.

## **B. DEPARTMENT STRATEGIC PLANNING, ORGANIZATIONAL STRUCTURE AND RECRUITMENT FOR VACANT POSITIONS.**

(8:19:18) – Ms. Budge noted that the Parks and Recreation Department (which includes Open Space) has been going through a strategic planning process, an interactive process with input from all employees, to make sure everyone’s opinion is heard. Ms. Budge stated that the Parks and Recreation Commission, Shade Tree Council, and Open Space Advisory Committee chairs had all been invited to participate as well. She also noted that

progress will be reported to the stakeholder committees and the plan is to complete the process prior to the budgeting process. Ms. Budge listed the open and upcoming positions such as the Trails Coordinator, Recreation Superintendent, and a Recreation Program Manager to be filled by the end of 2016.

There were no public comments.

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

(8:21:57) – Ms. Bollinger presented excerpts of the Staff Report which is incorporated into the record. Vice Chair Welch was informed that the Southern Nevada Public Land Management Act (SNPLMA) grant ranking of fifth out of 18 provided “a great chance” that the grant would be awarded.

There were no public comments.

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

(8:25:28) – Ms. Bollinger referenced the Staff Report incorporated into the record and highlighted the Eastern Sierra Trail Coalition’s Annual Trail Summit to be held on November 4, 2016 in Reno.

There were no public comments.

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

(8:26:27) – There were no member announcements or requests.

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

(8:26:37) – There were no additional future agenda item requests.

**7. PUBLIC COMMENTS**

(8:26:42) – There were no public comments.

**8. FOR POSSIBLE ACTION ON ADJOURNMENT**

(8:26:47) – **MOTION: Member Fitzsimmons moved to adjourn.** Chairperson Scott adjourned the meeting at 8:27 p.m.

The Minutes of the October 17, 2016 Carson City Open Space Advisory Committee meeting are so approved this, 19<sup>th</sup> day of December, 2016.

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BRUCE SCOTT, Chair