

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Open Space Advisory Committee**  
**Monday, February 27, 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  
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**

(03:20) – Chairperson Scott called the meeting to order at 5:30 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(03:47) – Roll was called and a quorum was present. Chairperson Scott welcomed Member Michael to the Committee and congratulated Members Hall and Inversin for their reappointments.

<b>Attendee Name</b>	<b>Status</b>	<b>Left</b>
Bruce Scott	Present	
Alan Welch	Present (via telephone)	7:21 p.m.
Margie Evans	Present	
Jeremy Hall	Present	
Donna Inversin	Present	
Gerald Massad	Absent	
JoAnne Michael	Present	

**PUBLIC COMMENTS**

(04:32) – There were no public comments.

**1. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES – (December 19, 2016).**

(04:41) – Chairperson Scott introduced the item and Member Inversin noted two corrections to the minutes.

**(05:35) – MOTION: I move to approve the Open Space Advisory Committee meeting minutes for Monday, December 19, 2016 as corrected.**

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

**2. MODIFICATIONS TO THE AGENDA**

(06:13) – Ms. Bollinger noted that there were no modifications to the agenda.

**3. MEETING ITEMS**

**A. INTRODUCTION OF JOANNE MICHAEL AS THE NEW MEMBER OF THE OPEN SPACE ADVISORY COMMITTEE.**

(06:18) – Chairperson Scott introduced the agenda materials, incorporated into the record, and welcomed Member Michael to the team.

**B. FOR POSSIBLE ACTION: TO ELECT A CHAIRPERSON AND VICE CHAIRPERSON OF THE OPEN SPACE ADVISORY COMMITTEE FOR 2017.**

(06:54) – Chairperson Scott introduced this item. Member Inversin suggested reelecting Chairperson Scott. Member Evans agreed and offered to serve as Vice Chair. Member Hall noted he was “happy with the status quo”. Vice Chair Welch also wished to see Chairperson Scott “continue as Chair”. Chairperson Scott entertained a motion.

**(08:29) – MOTION: I move that Bruce [Scott] and Alan [Welch] are retained as Chair and Vice Chair [respectively].** Chairperson Scott entertained public comments, and when none were forthcoming, a vote.

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

(09:04) – Chairperson Scott thanked the Committee for their vote of confidence.

**C. FOR POSSIBLE ACTION: TO REVIEW 30% DESIGN PLANS AND STAFF COMMENTS FOR TWO TRAILHEAD FACILITIES ALONG SIERRA VISTA LANE AND POTENTIALLY ADD AMENITIES AT THE EXPENSE OF THE QUALITY OF LIFE – OPEN SPACE BUDGET.**

(09:25) – Chairperson Scott introduced the item. Ms. Bollinger presented the Staff Report which is incorporated into the record, and introduced Dirk Goering, Senior Transportation Planner, Carson City Public Works. Mr. Goering presented the agenda materials with accompanying slides and responded to member questions. He also confirmed that he had received comments from Dan Greytak, incorporated into the record. Chairperson Scott believed that flattening the access to the parking area was acceptable. Mr. Goering noted that the OHV access road to the north was 100 yards away from the road to access the river to the south, and recommended aligning the two roads, adding that it would prevent crime and create better visibility. Chairperson Scott wanted to see best management practices for the drainage and the slopes, surveillance, and lights.

Mr. Goering clarified for Member Inversin, who was concerned about someone driving into the river, that the short split-rail fence with openings and a loop design would assist in having a shorter distance to carry a kayak or other craft. Discussion ensued regarding the opening size which would be wide enough for dirt bikes, and regarding revegetating the roads and turning them into trails. Ms. Bollinger noted that the latter would be a good discussion when addressing the Sierra Vista Lane Work Plan. Member Evans expressed concern over the 90 degree angle access “straight to the river” for erosion purposes and suggested a more “meandering” approach, especially for vehicles making wider turns. She also wondered why water craft could not access the river through Carson River Park. Chairperson Scott suggested a visit to the area “to take a look at things with Staff” to provide better input to the design process.

Member Hall wished to address the disturbance the project would create, especially to archaeological features. Mr. Goering also believed that the project could be phased in such a way that the roads would be done first followed by the trailheads. Chairperson Scott believed that at the end of the project “we’re going to take a lot of the disturbed areas out of circulation”, referencing the random access points to the area. Member Inversin noted that “we need to find some money to fix parking lot one”, which she believed was in terrible condition; however, she was informed that the lot was not currently “scoped”. Member Michael suggested fortified barriers and wished to address drainage. Mr. Goering clarified that the two trailheads were on Carson City property; however, the current access was through BLM lands, adding that it would not be closed but would be more difficult to access. Member Hall suggested leaving the BLM portion as is and closing the road on the Carson City-owned side. Member Michael was informed that the project was federally funded. Vice Chair Welch inquired about the timetable and Mr. Goering indicated that the construction was planned for October 2017; however, because of anticipated weather issues, they would like to begin in August, depending upon design completion. He also believed that moving the trailhead project to spring 2018 was an option as well. Vice Chair Welch was informed that the comments should be provided as soon as possible, since the 30 percent design was being finalized. Chairperson Scott noted that a field visit should take place soon.

Chairperson Scott entertained public comments; however none were forthcoming. Discussion ensued regarding action on the item.

(51:03) – MOTION: I move to accept Staff comments for two trailhead facilities along Sierra Vista Lane, and incorporating the comments by Dan Greytak and this Committee.

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

**D. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS A WORK PROGRAM OUTLINE FOR FISCAL YEAR 2017-2018.**

(52:09) – Chairperson Scott introduced the item. Ms. Bollinger reviewed the agenda materials which are incorporated into the record and responded to the members’ clarifying questions. Chairperson Scott noted that the list was “huge” and hoped for additional staff, and suggested that Ms. Bollinger maintain the priorities “as Staff sees them and in focus for us”. Chairperson Scott entertained public comments.

**PUBLIC COMMENT**

(1:01:52) – Robyn Orloff inquired about the work plan for South Prison Hill. Ms. Bollinger referred to a request to hold a motorized event, which had resulted in the need to do a trails inventory of the area prior to making decisions. She also clarified that “the motorized boundary is already defined”, adding that due to the recent weather issues they had not had access to those areas. Chairperson Scott thanked Ms. Orloff and noted that the agenda materials are available on the City’s website for community access.

(1:05:09) – Member Hall requested Staff’s top priorities and Ms. Bollinger explained that the Land and Water Conservation grant for the Michael Fagen property acquisition was due on March 10, 2017; therefore, it would be the first priority. There were no other comments and Chairperson Scott entertained a motion

(1:06:22) – MOTION: I move to recommend to the Board of Supervisors a work program outline for Fiscal Year 2017-2018

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

**E. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE FISCAL YEAR 2017-2018 BUDGET FOR THE QUALITY OF LIFE - OPEN SPACE ACCOUNT.**

(1:07:11) – Chairperson Scott introduced the item. Ms. Bollinger presented the agenda materials which are incorporated into the record, and responded to clarifying questions. In response to a question by Member Hall, Chairperson Scott noted that “a significant effort” was devoted to the creation of the year 2000 Open Space Master Plan, involving a third party firm, “quite a bit of Staff time”, and a detailed survey of the community. Ms. Budge updated the Committee on Washoe County’s Natural Resource Management Plan, noting that as the City moves away from acquisitions into management and deals with urban interface, the scope of the plan will change into working with the public and managing the acquisitions, and would require additional funds.

Member Hall suggested hiring local firms to keep costs down. Chairperson Scott gave background on why a Colorado firm was hired which included their familiarity with Nevada’s Open Space at the time. Vice Chair Welch was informed by Ms. Budge that Staff was looking to hire three AmeriCorps volunteers, one of whom would act as a volunteer coordinator and build a formal volunteer program. Chairperson Scott was in favor of having the ISC General Fund and the Fire Suppression costs in the general overhead account. Member Hall believed that the training and travel budgets were “a little light”. Discussion ensued regarding a phone at Silver Saddle Ranch. Ms. Bollinger advised that it was currently being paid for by BLM, and was not certain whether it would be beneficial for use during events or by the park ranger. Ms. Budge also gave an update on the use of inmate and trustee crews. Chairperson Scott entertained public comments, and when none were forthcoming, a motion.

**(1:29:45) – MOTION: I move to recommend to the Board of Supervisors approval of the Fiscal Year 2017-2018 budget for the Quality of Life – Open Space Account, considering the comments made by Staff.**

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

**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.**

(1:30:55) – Chairperson Scott introduced this item. Ms. Yowell referenced the revised ordinance incorporated into the record and suggested that the members review it prior to the next meeting, at which time a discussion would take place. Member Inversin noted that the ordinance prohibits the removal of flora and fauna; however, noxious weeds were not mentioned. Ms. Bollinger cited the example of motorized vehicles usage by Staff may be needed at times and in locations where they are normally prohibited. Ms. Budge also clarified that some things would not be “spelled out” and left at Staff’s discretion, such noxious weeds which may require the public to be trained on identifying them. Discussion also ensued regarding specifics on dispersed camping. Ms. Bollinger also wished to address graffiti and vandalism to cultural resources. Chairperson Scott suggested that the Committee come to the next meeting prepared to discuss specifics. Member Evans cited an example of a resident not properly trained to recognize noxious weeds to stress the importance of creating awareness.

(1:37:47) – Member Evans explained that she had been working with Member Massad and Parks and Recreation Commissioner Brett Long and had drafted a plan involving the types of signs needed and what they should look like. Member Evans indicated that the next step was to develop an RFQ (request for qualifications) in order for a consultant to develop iterations of the signs, and invited the members to add to what she had already sent out. Ms. Budge indicated that a consistent look and feel was necessary for all the signage and thanked Member Evans for helping with that. She also clarified for Chairperson Scott that the continuity and themes were the priority at the moment, followed by content. Ms. Bollinger believed that the Trails Coordinator would act as the Staff Lead for the signage plan and Ms. Budge believed that the process would “get going” with the park planner and Member Evans prior to having the Trails Coordinator on board in April. Member Inversin suggested looking into continuity with the Forest Service and State Parks signs as well. Discussion ensued regarding utilization of consultants to complement Staff’s expertise.

(1:50:33) – Vice Chair Welch noted that he had to leave the meeting, and indicated that he would have information regarding Carson High School Senior Projects at the next meeting.

(1:31:20) – Ms. Budge stated that the newly-hired Recreation Superintendent, Dan Earp, would be working with the City’s Information Technology (IT) Department to update the website. Ms. Budge added that one of the AmeriCorps volunteers would be responsible for the marketing and outreach programs. Member Inversin encouraged Staff to work with the Carson City Visitors Bureau (CCVB), which incurred “over \$100,000 [in] investment already” in research regarding the best websites and apps. Ms. Bollinger clarified that the Open Space website would be part of the City’s website, which has a mobile version versus an app. She also noted that they were working with the CCVB on a trails app as part of a grant from the Nevada Division of Tourism.

(1:55:20) – Member Hall indicated that he had been working with Ms. Bollinger and Mike Drews and had identified a need for a monitoring form for Silver Saddle Ranch. A user-friendly form would be developed to be filled out by volunteers and the collected data would be used to generate compliance reports to the State Historic Preservation Office (SHPO). Member Hall also noted that he was in the process of gathering information on archaeological sites along the Carson River as a result of the Bently property exchange. There were no public comments regarding this agenda item.

**B. NON-SUBSTANTIVE UPDATE ON DEPARTMENT RECRUITMENT FOR VACANT POSITIONS, LEGISLATIVE ACTIVITIES, AND IMPACTS FROM THE 2017 FLOOD EVENTS.**

(2:02:44) – Chairperson Scott introduced the item. Ms. Budge updated the Commission on the recent hires: Recreation Superintendent, Natural Resource Specialist, and Trails Coordinator, adding that an offer had been presented to the Recreation Supervisor as well. She also noted that the Cemetery Coordinator position reclassification request will be heard by the Board of Supervisors in order for the employee to work with the entire park system and the Open Space Staff. Three AmeriCorps volunteers: a volunteer coordinator, an outreach education coordinator, and a marketing/website-focused position will also start in May or June, 2017. Ms. Budge noted that she was monitoring several bills that could impact the Parks and Recreation/Open Space Divisions and suggested that members get in touch with her regarding specific bills they would like her to monitor. She also stated that they were in the process of finalizing her department’s mission and hoped to have the strategic plan in the next meeting for input.

(2:07:48) – Ms. Budge informed the Committee that the Parks, Recreation, and Open Space Department had sustained over \$2,000,000 in flood-related damages and were in the process of identifying the safety issues first,

adding that they would be following federal guidelines for repairs to be compliant with FEMA. She suggested having the public get in touch with her organization for issues that were hazardous and required immediate attention. Ms. Budge also requested that the public observe the posted signs to avoid hazards. Chairperson Scott requested a list of areas affected by the flooding and Ms. Budge agreed, and also suggested visiting [www.carson.org/flood](http://www.carson.org/flood) for flood-related information and following the Parks and Recreation Facebook posts. There were no public comments on this item.

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

(2:15:30) – Chairperson Scott introduced this item, and Ms. Bollinger highlighted items from the Staff Report which is incorporated into the record. She also noted that the Carson River Area is highlighted separately as a result of this Committee absorbing the functions of the disbanded Carson River Advisory Committee. There were no public comments on this item.

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

(2:19:12) – Chairperson Scott introduced this item, and Ms. Bollinger referenced the Staff Report which is incorporated into the record. There were no public comments.

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

(2:19:50) – Chairperson Scott entertained announcements and requests for information. Member Hall inquired about erosion control on Ash Canyon and several road closures. Ms. Bollinger explained that funding was available for the project and it would be handled by the Natural Resource Specialist.

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

(2:20:47) – Member Inversin requested a presentation on the recently completed Eagle Valley Trails Committee report, possibly during a joint Parks and Recreation Commission and Open Space Advisory Committee meeting. Chairperson Scott requested agendaizing other discussion items such as signage at the joint meeting. He also suggested scheduling a field visit to the Sierra Vista Lane project discussed in item 3-C.

**7. PUBLIC COMMENTS**

(2:24:30) – Robyn Orloff thanked the Committee and Staff for their time and the “extra projects” and congratulated Ms. Budge and Ms. Bollinger on their new hires. Ms. Bollinger recognized Ms. Orloff’s efforts on Prison Hill and for voluntarily picking up trash there. Chairperson Scott called Ms. Orloff’s citizen involvement exemplary.

(2:25:55) – Ron Moe also thanked the Committee and Staff for their work, and expressed concern over the erosion and the vegetation loss on Prison Hill, especially due to motorized vehicle use. He also offered his help to “make things better”. Chairperson Scott thanked Mr. Moe and acknowledged the challenge ahead facing erosion control and hoped that having a park ranger now would help matters. Members Hall and Inversin suggested that Mr. Moe get in touch with Muscle Powered to help rehabilitate Prison Hill.

**8. FOR POSSIBLE ACTION ON ADJOURNMENT**

(2:34:21) – **MOTION: Member Inversin moved to adjourn. Chairperson Scott adjourned the meeting at 8:25 p.m.**

The Minutes of the February 27, 2017 Carson City Open Space Advisory Committee meeting are so approved this 17<sup>th</sup> day of April, 2017.

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BRUCE SCOTT, Chair