

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, April 3, 2018 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Ann Keever**  
**Commissioner – Lori Bagwell**  
**Commissioner – Robert Glenn**  
**Commissioner – Brett Long**

**Vice Chair – Donna Curtis**  
**Commissioner – Joe Cacioppo**  
**Commissioner – Sean Lehmann**

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
David Navarro, Parks Superintendent  
Dan Earp, Recreation Superintendent  
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 available for review during regular business hours.

An audio recording of this meeting is available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**CALL TO ORDER**

(5:34:55) – Vice Chair Curtis called the meeting to order at 5:34 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:35:19) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived/Left</b>
Chairperson Lee-Ann Keever	Absent	
Vice Chairperson Donna Curtis	Present	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Present	
Commissioner Robert Glenn	Absent	
Commissioner Sean Lehmann	Absent	
Commissioner Brett Long	Present	

**PUBLIC COMMENTS**

(5:35:50) – Vice Chair Curtis entertained public comments. C.K. Baily introduced himself and announced that Baily Fishing Pond had been reopened after a 38-day closure for a complaint regarding an oily substance in the water. Mr. Baily commented that “the iron fungus is far from being an unusual occurrence in the Sierras” and that no fish had been killed at the Pond. He also thanked the Parks and Recreation Department for their efforts in serving the community.

**1. ACTION ON APPROVAL OF MINUTES – February 6, 2018.**

(5:42:05) – Vice Chair Curtis introduced the item and noted a correction to the minutes.

(5:44:27) – **MOTION: I move to approve the February 6, 2018 meeting minutes with the correction in item 3E.**

<b>RESULT:</b>	Approved (2-0-2)
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Curtis
<b>AYES:</b>	Curtis, Bagwell
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Cacioppo, Long
<b>ABSENT:</b>	Keever, Glenn, Lehmann

**2. MODIFICATIONS TO THE AGENDA**

(7:41:39) – Vice Chair Curtis introduced the item and noted that there were no modifications to the agenda.

**3. MEETING ITEMS****A. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION ON ASSET MANAGEMENT ACTIVITIES IN THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.**

(5:45:06) – Vice Chair Curtis introduced the item. Parks Superintendent David Navarro gave background and delivered a PowerPoint presentation and accompanying photographs, incorporated into the record, regarding the Department’s Asset Management Plan. He also responded to clarifying questions by the Commissioners.

(6:02:06) – Commissioner Bagwell inquired about the asset management system’s integration with Carson City Connect and the support by the City’s IT Department. Mr. Navarro confirmed that they are working with the IT Department to conform the request tracker to fit the need of the Parks Department. He also confirmed that he and the Parks Operations Manager will monitor the incoming requests and create the work orders, including those on Carson Connect, and respond with a status update to the requestor. Commissioner Bagwell suggested housing all the request data in Carson Connect to ensure “your numbers are not skewed”. Mr. Navarro believed that it was easy to input the public’s requests on Carson Connect, once received. He also anticipated that the plan should be completed prior to the start of the next fiscal year. Ms. Budge praised the Parks Staff for the amount of work that has been completed to date and cautioned that this was the start of the Department’s busy season; therefore the asset management activities would be on a hiatus until the fall.

(6:10:04) – Vice Chair Curtis was informed by Ms. Budge that the data will help “drill down deeper into what our priorities are”. The Vice Chair also suggested receiving reports on “what’s going on out there” so that the Commission is aware of the community’s concerns. There were no public comments.

**B. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE FISCAL YEAR 2018-2019 PARKS, RECREATION AND OPEN SPACE DEPARTMENT BUDGET. DISCUSSION MAY INCLUDE OPERATIONS AND MAINTENANCE, INFRASTRUCTURE PRESERVATION, ASSET**

**MANAGEMENT, CAPITAL IMPROVEMENT PROGRAM NEEDS AND SUPPLEMENTAL REQUESTS; DEPARTMENT BUDGET PRIORITIES; CARSON CITY TENTATIVE BUDGET SCHEDULE AND TIMEFRAMES; AND CONSIDERATION OF A LETTER OF SUPPORT ON BEHALF OF THE COMMISSION TO THE BOARD OF SUPERVISORS.**

(6:15:06) – Vice Chairperson Curtis introduced the item. Ms. Budge reviewed the Staff Report and the late material, both of which are incorporated into the record. She also reviewed the Department’s budget projections including the Capital Improvement Project requests, and responded to clarifying questions. Ms. Budge also clarified that upon reviewing the Nevada Revised Statute (NRS) she had confirmed that the advisory boards could recommend budgets to the Board of Supervisors; however, they were not the approving bodies. Discussion ensued regarding the Multi-Purpose Athletic Center (MAC) and Ms. Budge noted that the revenues were increasing year-over-year. Commissioner Bagwell suggested tracking the program revenues starting with the original revenue projections to help with resource allocations and wished to see totals identified as revenue or expense. She also wished to see each program budget during the “program of the month” discussions.

(6:46:48) – Vice Chair Curtis received confirmation that the Quality of Life Fund breakdowns were included in the City’s budget and that carryover funds would go “toward that Capital Improvement Project list that you provided guidance on”, most of which were safety related. Discussion ensued regarding Residential Construction Tax and Commissioner Long requested an update in the next few months.

(7:03:05) – Ms. Budge also referenced a sample letter she had composed, incorporated into the record, based on past letters addressed to the Board of Supervisors from the Commission, and encouraged writing another letter in support of the Parks and Recreation budget proposal. Commissioner Bagwell suggested writing a letter in support of a budgetary item that was rejected. Commissioner Long recalled that the previous year’s letter was in support of items that were not budgeted. Commissioner Cacioppo was in agreement as well. Discussion ensued regarding the Community Center clerical position and Mr. Earp explained the need and importance of that function as a service for the community. Additional discussion followed regarding the another seasonal park ranger position and Ms. Budge noted that with the longer days and summer months, a ranger to educate and enforce rules was important, especially during special events and when the current rangers were off or on vacation, since they covered over 8,000 acres. Commissioner Cacioppo outlined the importance of safety and revenue the ranger position would provide. Vice Chair Curtis read a draft she had prepared regarding staffing, equipment, and safety needs. Commissioner Bagwell believed the statements would be more appropriate for the next agenda item. She was also under the impression that a representative of the Commission would attend the budget hearing and advocate the Community Center clerical position. Ms. Budge explained that the position would be modeled after the person hired for the cemetery. The commissioners were in agreement that the Chair or Vice Chair should attend the budget hearing and Commissioner Long stated that he would also try to attend. Ms. Budge offered to relay this discussion to the Chair and find out about her availability. Vice Chair Curtis noted that a motion was not necessary for this item. There were no public comments.

**C. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING SPECIAL EVENT SUPPORT AND EQUIPMENT PROVIDED BY THE PARKS DEPARTMENT.**

(7:40:16) – Vice Chair Curtis introduced the item. Mr. Navarro gave background and described the services provided to the City, non-profit organizations, and other event organizers. Ms. Budge stated that at this point they were having the equipment inspected for safety and compiling fee structure procedures and guidelines. She also

explained to Commissioner Cacioppo that replacing outdated equipment may save labor and time because of newer designs and easier setup processes. Discussion ensued regarding the City's responsibilities in providing rental equipment and Commissioner Bagwell believed that taking a service away may cause an issue; however, she wished to see the data first to understand what is provided and the associated costs. There were no public comments.

**C. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING SPECIAL EVENT SUPPORT AND EQUIPMENT PROVIDED BY THE PARKS DEPARTMENT.**

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. DIRECTOR'S REPORT: NON-SUBSTANTIVE UPDATES REGARDING THE DEPARTMENT'S RECRUITMENT FOR VACANT POSITIONS; GRANT APPLICATIONS AND AWARDS; 2017 FLOOD PROJECTS AND MITIGATION; REGIONAL EFFORT FOR SMOKE-FREE PARKS; ARBOR DAY CELEBRATION APRIL 27; NOMINATION PROCESS REGARDING UPCOMING NAMING FOR A PARK IN SCHULZ RANCH AND DISC GOLF COURSE; AND BOARD OF SUPERVISOR'S ACTION ITEMS.**

(8:00:38) – Ms. Budge offered to send a hard copy report to the commissioners on the Smoke Free Action Committee “so you can see what the other agencies are doing”. She also announced the hiring a Weed Coordinator reporting to the Natural Resource Specialist, adding that offers were being prepared for the Park Maintenance and the Open Space Coordinator positions. Ms. Budge noted that seasonal employment was being advertised on the City's website as well. She reminded the Commission that the Arbor Day Celebration was scheduled for April 27, 2018 with details to follow.

(8:02:48) – Mr. Navarro gave an update on the flood projects and noted that the damaged trails had been repaired in the Kingsview and Canterbury areas, the base of C Hill, and all of Riverview Park; however, the latter had received further but minimal damage with the most recent storms. Also planned were repairs at Moffat Open Space and a section from Eagle Creek to Riverview Park Trail. He also indicated that the Kings Canyon repairs were planned for completion in April.

(8:05:38) – Ms. Budge reported that the Schulz Ranch Park bid should be awarded “anytime now” followed by the naming of the park, according to the City's processes. She also noted that the Disc Golf Course parking lot would be constructed soon and that the bid has been finalized. Commissioner Long thanked the Parks and Recreation Department for a job well done with the “atrocious” trails caused by the flooding. There were no public comments.

**5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.**

(8:09:06) – Vice Chair Curtis introduced the item. She also invited the commissioners to her late husband's celebration of life on April 8, 2018 at the Elks Club in Carson City, 2 p.m. until 4 p.m.

**A. REPORT FROM SCHOOL BOARD LIAISON**

(8:09:52) – Commissioner Cacioppo thanked Rupert's Auto Body and other community members who provided a customized vehicle for one of the students injured during the accident on Kings Canyon.

**B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION**

(8:10:48) – Vice Chair Curtis announced that she was no longer on the Foundation Board. Commissioner Bagwell mentioned the Foundation’s work with the City for dog park improvements, to be completed by June 30, 2018. She also announced a logo contest for the Foundation and reminded everyone that they are able to memorialize a loved one on the memorial wall at Mills Park.

**6. FUTURE AGENDA ITEMS**

(8:12:13) – Incorporated into the record. Commissioner Long suggested adding the Residential Construction Tax expected budget and a report on the funds already earmarked on the budget.

**7. PUBLIC COMMENTS**

(8:13:20) – There were no public comments.

**8. ACTION ON ADJOURNMENT**

**(8:13:45) – Commissioner Bagwell moved to adjourn. Vice Chair Curtis adjourned the meeting at 8:14 p.m.**

The Minutes of the April 3, 2018 Carson City Parks and Recreation Commission meeting are so approved this 5<sup>th</sup> day of June, 2018.

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DONNA CURTIS, Vice Chair