

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Open Space Advisory Committee (OSAC)**  
**Monday, February 21, 2023 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

<b>Vice Chair – Mark Kimbrough</b>	<b>Member – Donna Inversin</b>
<b>Member – Susan Martinovich</b>	<b>Member – Mary Berge</b>
<b>Member – Robert Ghiglieri</b>	<b>Member – Samuel Mozingo</b>
<b>Member – Jay Wiggins</b>	

**Staff**

Jennifer Budge, Parks, Recreation and Open Space Director  
Lyndsey Boyer, Open Space Manager  
Ben Johnson, Senior Deputy District Attorney  
Gregg Berggren, Trails Coordinator  
Danielle Howard, Public Meetings 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.

All approved meeting minutes are available on [www.CarsonCity.org/minutes](http://www.CarsonCity.org/minutes).

**1. CALL TO ORDER**

(5:30:12) – Vice Chairperson Kimbrough called the meeting to order at 5:30 p.m.

**2. ROLL CALL & DETERMINATION OF QUORUM**

(5:30:19) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Vice Chair Mark Kimbrough	Present	
Member Donna Inversin	Present	
Member Susan Martinovich	Present	
Member Mary Berge	Present	
Member Robert Ghiglieri	Present	5:45 p.m.
Member Samuel Mozingo	Present	
Member Jay Wiggins	Present	

**3. PUBLIC COMMENT**

(5:30:45) – Vice Chairperson Kimbrough entertained public comments. Jeff Foltz introduced himself, shared photographs with the Commission concerning a vehicle located a quarter of a mile past the gate leading to Hobart Reservoir, and he indicated that the vehicle had been abandoned in that location since the summer of 2019. He added that he had brought the abandoned vehicle to the attention of the Carson City Sheriff’s Office, and because the vehicle was on United States Forest Service (USFS) land, the Carson City District Attorney’s Office had indicated that the vehicle was not within the City’s jurisdiction. He was informed by the USFS that it could not remove the vehicle until the USFS had budgeted the funds. Mr. Foltz stated that the abandoned vehicle posed an environmental hazard by potentially leaking oil, gasoline, sewage, brake fluid or battery acid, and he requested assistance from the Carson City Parks, Recreation, and Open Space Department with the matter. He also stated that Sheriff Furlong was aware of who the vehicle belonged to. Mr. Berggren noted that Staff were aware of the vehicle and have been in contact with the USFS for several years to address the matter. He clarified that it was his understanding that the owner of the vehicle was living in the photographed trailer and did not have resources available to him. He also confirmed that it was the USFS’s responsibility to remove the vehicle due to the location of the vehicle being within the USFS’s jurisdiction.

**4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JOINT PARKS AND RECREATION COMMISSION AND OPEN SPACE ADVISORY COMMITTEE MEETING OF 12/6/2022; PARKS AND RECREATION COMMISSION AND OPEN SPACE ADVISORY COMMITTEE SPECIAL WORKSHOP OF 12/16/2022.**

(5:36:16) – Vice Chairperson Kimbrough introduced the item and entertained comments, corrections, and/or a motion for each set of minutes. Member Berge clarified that, under item #5 of the December 6, 2022, she was inquiring about funds to assist with adding mountain bike features on linear trails.

**(5:37:54) – MOTION: Member Inversin moved to approve the December 6, 2022 meeting minutes as amended.** Member Wiggins abstained from voting, as he was absent during the December 6, 2022 meeting.

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Martinovich
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Berge, Mozingo
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Wiggins
<b>ABSENT:</b>	Ghiglieri

**(5:38:26) – MOTION: Member Inversin moved to approve the December 16, 2022 meeting minutes as presented.** Member Wiggins abstained from voting, as he was absent during the December 16, 2022 meeting.

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Martinovich
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Berge, Mozingo
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Wiggins
<b>ABSENT:</b>	Ghiglieri

5. MEETING ITEMS:

5.A FOR DISCUSSION ONLY: REVIEW AND DISCUSSION REGARDING CHRIS BORGES’S EAGLE SCOUT PROJECT TO REALIGN A SEGMENT OF TRAIL ON PRISON HILL.

(5:38:51) – Vice Chairperson Kimbrough introduced the item, and Mr. Berggren referenced the Staff Report incorporated into the record. Chris Borges presented a PowerPoint Slideshow on rerouting a segment of the existing Prison Hill Express Trail for his Eagle Scout Project, for which the slides are incorporated into the record. Mr. Borges and Mr. Berggren responded to clarifying questions.

(5:44:56) – Member Martinovich and Vice Chairperson Kimbrough complimented Mr. Borges’ presentation, and Member Martinovich suggested that Mr. Borges return to the OSAC after the project was completed to share the results with the Members.

5.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ELECTION OF A CHAIR AND VICE CHAIR OF THE OPEN SPACE ADVISORY COMMITTEE (“OSAC”) FOR THE 2023 CALENDAR YEAR.

(5:46:06) – Vice Chairperson Kimbrough introduced the item and entertained nominations.

(5:46:26) – Member Martinovich nominated Mark Kimbrough to the position of OSAC Chair.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Martinovich
<b>SECONDER:</b>	Ghiglieri
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Ghiglieri, Berge, Mozingo, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

(5:47:13) – Member Berge nominated Donna Inversin to the position of OSAC Vice Chair.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Berge
<b>SECONDER:</b>	Martinovich
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Ghiglieri, Berge, Mozingo, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

5.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNUAL MONITORING REPORT FOR THE HORSECREEK RANCH CONSERVATION EASEMENT FOR 2022.

(5:47:47) – Chairperson Kimbrough introduced the item. Ms. Boyer referenced the Staff Report and the Annual Monitoring Report for the Horsecreek Ranch Conservation Easement for 2022, which is incorporated into the record, and responded to clarifying questions.

(5:56:12) – Chairperson Kimbrough complimented the report and entertained a motion.

**(5:56:29) – MOTION: Member Berge moved to approve the Annual Monitoring Report as presented.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Berge
<b>SECONDER:</b>	Ghiglieri
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Ghiglieri, Berge, Mazingo, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE OPEN SPACE WORK PLAN FOR FISCAL YEAR 2023-2024.**

(5:57:02) – Chairperson Kimbrough introduced the item. Ms. Boyer referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record. She also responded to clarifying questions.

(6:08:51) – Chairperson Kimbrough entertained Member comments and questions, and Ms. Boyer, Mr. Berggren, and Ms. Budge responded to clarifying questions. Member Ghiglieri commented that Staff were “very ambitious” and congratulated Staff on the multiple Southern Nevada Public Lands Management Act (SNPLMA) grants. Member Berge and Chairperson Kimbrough also complimented and thanked Ms. Boyer and Ms. Budge for their work.

(6:30:45) – Chairperson Kimbrough suggested presenting the items of the Open Space Plan and trails that Staff had completed and how Staff were addressing those items, as he believed doing so would be helpful. He stated that he was looking for the Federal Lands Access Program (FLAP) grant for the Ash Canyon Road project in the agenda materials because the Ash Canyon area was one of the most used areas for bicycling, and, since there was no established trailhead, he suggested that there may be a chance to add a trailhead to the area using the FLAP grant. Mr. Berggren stated that, as the Ash Canyon Road project “materializes,” he believed that Staff would be actively involved, and he agreed that the west side of Carson City around the Ash Canyon area “desperately needs a trailhead.” He indicated that Staff had been unable to find a location for the addition of a trailhead, and he hoped that the FLAP grant could be used to add a trailhead to the area. He added that Staff were limited by State lands, private lands, and deed restrictions on some City properties, and he encouraged proposing solutions for the matter. Chairperson Kimbrough requested a report from the Carson City Park Rangers next year on the results since implementing the approved Dog Rules and Regulations Policy. In response to Chairperson Kimbrough’s inquiry, Mr. Berggren confirmed that Muscle Powered’s input was involved in the consideration of priorities concerning trails. Chairperson Kimbrough emphasized the importance of keeping the water rights issues a priority as well as the mantra “keep it green.” In response to Chairperson Kimbrough’s comment regarding the City “chasing” reclaimed water, Ms. Boyer confirmed that the Parks, Recreation, and Open Space Department was still pursuing effluent and stated that the matter would be more than a one-year plan and possibly a five-year plan. She added that the Carson City Public Works Water Division had developed an effluent master plan, with Buzzy’s Ranch and Silver Saddle Ranch identified as potential sites to utilize effluent water, the process for which would likely begin approximately 15 years or longer from this point.

(6:44:45) – In response to Vice Chairperson Inversin’s question, Mr. Berggren stated that there had not been any new discussions with the new Ash Canyon acreage landowner, who seemed “amenable” to a possible easement or agreement when initially purchasing the property.

**(6:45:40) – MOTION: Vice Chairperson Inversin moved to approve the Open Space Work Plan for fiscal year (FY) 2023-2024 as presented.** When no additional discussion was forthcoming, Chairperson Kimbrough called for a vote.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Martinovich
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Ghiglieri, Berge, Mozingo, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5.E FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON THE FISCAL YEAR (“FY”) 2023-2024 OPEN SPACE BUDGET.**

(6:46:15) – Chairperson Kimbrough introduced the item. Ms. Boyer and Mr. Berggren referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record.

(6:57:50) – Chairperson Kimbrough entertained Member questions, and Ms. Boyer and Ms. Budge responded to clarifying questions. Member Ghiglieri was in favor of the proposed addition of one to two staff member(s) for the Parks, Recreation, and Open Space Department and noted how there were several staff vacancies within the Department.

(7:04:50) – Referencing the Department’s staff vacancies, Member Mozingo inquired about the typical timeframe for the Department’s hiring process and mentioned how individuals who have applied for a government position have often had to wait months before officially being hired for the position. Ms. Boyer stated that the hiring process was approximately three months long during “a good year” and indicated that while the process may be expedited by hiring an applicant before a background check had been completed, the Department preferred to wait for background checks to clear. She added that the timeframe for the early stages of the hiring process depended on the applicant pool.

(7:14:59) – When no additional Member input or questions were forthcoming, Chairperson Kimbrough entertained a motion.

**(7:15:10) – MOTION: Member Ghiglieri moved to recommend to the Board of Supervisors the Budget for fiscal year 2023-2024 as presented.** Member Martinovich requested that Staff allow the Members to review the FY 2023-2024 Budget once the Carson City Board of Supervisors (BOS) had approved the Budget. Chairperson Kimbrough called for a vote.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Ghiglieri
<b>SECONDER:</b>	Berge
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Ghiglieri, Berge, Mozingo, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**5.F FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS (“BOARD”) CONCERNING PROPOSED UPDATES TO THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT (“DEPARTMENT”) FEE POLICY AND SCHEDULE.**

(7:15:47) – Chairperson Kimbrough introduced the item. Ms. Budge referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record. She also responded to clarifying questions.

**(7:20:39) – MOTION: Member Wiggins moved to make a recommendation to the Board of Supervisors for approval of the proposed updates to the Fee Policy and Schedule as presented.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Wiggins
<b>SECONDER:</b>	Berge
<b>AYES:</b>	Kimbrough, Inversin, Martinovich, Ghiglieri, Berge, Mozingo, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**(7:21:23) – Chairperson Kimbrough recessed the meeting and reconvened the meeting at 7:25 p.m.**

**6. STAFF UPDATES - DISCUSSION ONLY**

**6.A OPEN SPACE MANAGER REPORT: ACTIVITIES RELATED TO PROJECTS MANAGED BY THE OPEN SPACE DIVISION, INCLUDING UPDATES WITHIN THE CARSON RIVER CORRIDOR.**

(7:25:55) – Chairperson Kimbrough introduced the item, and Ms. Boyer presented her report, which is incorporated into the record.

**6.B TRAILS COORDINATOR REPORT: ACTIVITIES RELATED TO TRAIL PROJECTS MANAGED BY THE OPEN SPACE DIVISION, INCLUDING TRAIL-RELATED GRANTS, PROGRAMS, AND EVENTS.**

(7:33:26) – Chairperson Kimbrough introduced the item, and Mr. Berggren presented his report, which is incorporated into the record. He also responded to clarifying questions.

(7:48:08) – Chairperson Kimbrough commented that “in the world of trails, [Mr. Berggren’s] acknowledged as one of the best that there is in the business, so Carson City should be very proud of the fact that we have this guy working in this town.” Mr. Berggren mentioned that the award from the International Trails Summit was for the entire Parks, Recreation, and Open Space Department, and he acknowledged Ms. Budge and Ms. Boyer for their support contributing to his work as well as the assistance of Muscle Powered.

(7:49:13) – Vice Chairperson Inversin stated that “this is all built upon something that started really 25 years ago with Anne Macquarie, who started Muscle Powered and started working with Carson City.” She explained that the Memorandum of Understanding (MOU) with Muscle Powered, which Vice Chairperson Inversin had signed, was needed to construct the Ash to Kings Trail, and because late Mayor Bob Crowell believed that the MOU should expand to all of the Eagle Valley area, Muscle Powered agreed to include the Eagle Valley area in the process of designing, constructing, and maintaining trails. Vice Chairperson Inversin added that Carson City was different compared to the rest of the State and commented that “it even goes further back to when the citizens voted themselves that sales tax for Open Space.” She stated that she was proud of what the City had accomplished. Mr. Berggren clarified that the Department was nominated by the Nevada Division of Outdoor Recreation for the award that would be received at the International Trails Summit.

(7:52:41) – Member Berge believed that the Adaptive Mountain Bike Workshop was “so awesome” and mentioned that Sky Tavern had an adaptive program with “unbelievable” trails. She commented that the Adaptive Mountain Bike Workshop was “another piece that people are going to be looking at decades down the road that you’re just starting, ... and here you are trying to get something like this started.”

(7:56:42) – Chairperson Kimbrough commented that “every one of us that are a part of that trail group in this community stand on [Muscle Powered Trails Coordinator] Jeff Potter’s shoulders.”

**6.C DIRECTOR’S REPORT: UPDATES REGARDING THE DEPARTMENT’S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; STATUS OF RECRUITMENT FOR VACANT POSITIONS; BOARDS AND COMMISSIONS ATTENDANCE POLICY; AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(7:57:46) – Chairperson Kimbrough introduced the item. Ms. Budge referenced the agenda materials and, because both the OSAC and the Carson City Parks and Recreation Commission (PRC) identified having 100 percent Foundation for Carson City Parks and Recreation membership as a goal during the December 16, 2022 Workshop, Ms. Budge provided each of the Members with a Foundation membership form and advised how the Members may join the Foundation. She indicated that the Parks, Recreation, and Open Space Department had a vacant full-time Park Maintenance Worker position as well as several other vacant positions. She added that the Department would advocate for an increase to seasonal staff hourly rates in the Budget in order to be more competitive with the market in the region, and she requested that Members provide Ms. Budge with any bills that they are curious about or wish for Staff to track during the current Nevada Legislative Session, as Staff were tracking bills daily.

(8:02:10) – Member Martinovich commented that, based on her experience and in reference to the Nevada Legislative Session, sometimes individuals outside of an agency have more credibility, so she offered for Staff to ask any of the Members to testify for a bill if there could be value in doing so.

(8:02:53) – Chairperson Kimbrough proposed moving forward with some of the referenced materials “to the next level,” possibly at each OSAC meeting in “pieces.” Ms. Budge indicated that the Department’s Five-Year Strategic

Plan would be updated, since approximately 95 percent of the items had been completed, and the 5 percent of items that were not completed were no longer an issue or did not need to be completed anymore.

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

(8:04:38) – Chairperson Kimbrough entertained Member announcements and requests for information; however, none were forthcoming.

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

(8:06:01) – Chairperson Kimbrough introduced the item and entertained requests for future agenda items. Member Martinovich suggested a presentation on the existing situation involving identifying a location for a trailhead for the Ash Canyon area with a discussion regarding what Staff needed for assistance in the matter. She also requested a presentation of the Prison Hill Master Plan.

**9. PUBLIC COMMENT**

(8:11:17) – Chairperson Kimbrough entertained public comments. Ron Moe introduced himself as a Carson City resident and mentioned that he visited the Prison Hill area “quite a bit.” He explained that the road between Eagle Rock down to the southwest is a fall-line road, and RecConnect, LLC Off-Highway Vehicle (OHV) Consultant Dick Dufourd had indicated to Mr. Moe that once the Prison Hill Loop Trail or a sustainable trail leading up to Eagle Rock was completed, the road would be rehabilitated or removed from that section. He noted that there was a lot of erosion on the south side of Prison Hill, and many trails had been constructed, many of which he believed were constructed before signage had been installed to designate trails. Mr. Moe stated that while the photographs taken of the area were “good,” many of the photographs did not allow the trails to be viewable unless they were taken from overhead, and he suggested taking photographs from the perspective of looking down in order to show the off-road trails. He wished to be included on the projects in the Prison Hill area “like stakeholders were supposed to be that were brought on by Mark Hildesheim and the [National Off-Highway Vehicle Conservation Council] (NOHVCC).” Mr. Moe also noticed that some of the “rehab” for trails had been dug up, and he recommended using rocks to prevent users from traveling into the area off of the designated trails, as the brush could only last for a short period of time.

**10. FOR POSSIBLE ACTION: TO ADJOURN**

**(8:16:03) – MOTION: Chairperson Kimbrough adjourned the meeting at 8:16 p.m.**

The Minutes of the February 21, 2023 Carson City Open Space Advisory Committee meeting are so approved this 24<sup>th</sup> day of April 2023.