

### GARDNERVILLE TOWN BOARD

### Meeting Agenda

Lloyd Higuera, Chairman Mary Wenner, Vice Chairwoman Cassandra Jones, Board Member Ken Miller, Board Member Linda Slater, Board Member

1407 Highway 395 N. Gardnerville, Nevada 89410 (p)775-782-7134 (f): 775-782-7135 www.gardnerville-nv.gov

Contact: Carol Louthan, Office Manager Senior for any questions or additional information. You may also view the board packet online at the town's website.

Tuesday, October 6, 2015

4:30 p.m.

Gardnerville Town Hall

### MISSION STATEMENT

The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."
Copies of the finalized agenda were posted on October 1, 2015, on or before the third day prior to the meeting date, by Carol Louthan, Office Manager Signed:  : in accordance with NRS Chapter 241 at following locations;
Office Manager Signed:   Year State : in accordance with NRS Chapter 241 at following locations:
Gardnerville Poet Offices, 1407 HWY 395 N, Gardnerville NV 89410 at A.M.
Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410, Gardnerville NV 89410 at Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410, Gardnerville NV 89410 at Carson Valley Chamber of Courthouse, 1616 8 <sup>th</sup> Street, Minden NV 89423, Gardnerville NV 89410 at Carson Valley NV 89410 at Carson V
Douglas County Historic Courthouse, 1616 8 <sup>th</sup> Street, Minden NV 89423, Gardnerville NV 89410 at
the litternet at www.qardnervine-nv.gov.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements (BIS). When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

INVOCATION - Jack Crandali, Calvary Chapel

4:30 P.M.

Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE - Tom Dallaire

### **PUBLIC INTEREST COMMENTS (No Action)**

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

### FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

### FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

September 1, 2015 Regular Board meeting, with public comment prior to Board action.

### CONSENT CALENDAR FOR POSSIBLE ACTION

Items appearing on the Consent Calendar are items that may be adopted with one motion after public comment. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

- 1. For Possible Action: Correspondence
- 2. For Possible Action:
- Health and Sanitation & Public Works Departments Monthly Report of activities For Possible Action: Approve September 2015 claims
- 4. For Possible Action: Approve purchase of one Road Vista retroreflectometer model 922 for the



### GARDNERVILLE TOWN BOARD MEETING AGENDA - CONT'D

inventory and condition study of the towns street signs as required by the 2009 MUTCD, at a cost of \$9,750.

### **ADMINISTRATIVE AGENDA**

(Any agenda items pulled from the Consent Calendar will be heard at this point)

- 5. Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for September 2015. (approx. 10 minutes)
- 6. <u>For Possible Action</u>: Approval of Resolution 2015R-060 augmenting the Town of Gardnerville budget for fiscal year 2015-2016; with public comment prior to board action. (approx. 5 minutes)
- 7. For Possible Action: Approve budget transfers for fiscal year 2015/2016; with public comment prior to board action. (approx. 5 minutes)
- 8. For Possible Action: Discussion to reconsider a motion of the board at the April 7, 2015 town board meeting to "advise staff that we are opposed to any cost allocation from the county." If reconsideration is approved, an interlocal agreement will be presented for the board's consideration as Item 9 of this agenda; with public comment prior to board action. (approx. 20 minutes)
- 9. For Possible Action: Discussion to approve, approve with modification or to deny an interlocal agreement between Douglas County and the Town of Gardnerville, approving cost allocation from Douglas County to the towns enterprise funds only, at a cost to the 611 Fund (Health and Sanitation) of \$20,464, for the fiscal year 2015/16, authorizing the Board Chairman to sign the agreement; with public comment prior to Board action. (approx. 10 minutes)
- 10. For Possible Action: Discussion to approve, approve with modifications or deny passage of Resolution 2015-01, which continues the board's adopted policy regarding opening invocations before meetings of the Town Board of Gardnerville and provides that the policy and resolution would automatically renew each year at the October meeting under the consent calendar unless a Board member requests that the invocation policy would be heard on the administrative calendar; with public comment prior to Board action. (approx. 15 minutes)
- 11. For Possible Action: Discussion to approve or deny adjusting the merit scoring system for Town of Gardnerville Employee Performance Evaluations, and make it retroactive to July 1, 2015 for the beginning of the 15/16 fiscal year; with public comment prior to Board action. (approx. 10 minutes)
- 12. <u>For Possible Action</u>: Discussion and review of existing Town Standards for lights, signs, and park equipment and trail amenities and associated costs with some found alternatives, with public comment prior to board action. (approx. 45 minutes)
- 13. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for September 2015. (approx. 5 minutes)
- 14. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for September 2015. (approx. 10 minutes)
- 2<sup>nd</sup> PUBLIC INTEREST COMMENTS period (No action will be taken)

### Adjourn

Slaughterhouse Lane Coffin Races – October 10, 2015 Gardnerville Town Board Meeting – November 3, 2015



### GARDNERVILLE TOWN BOARD

### **Meeting Minutes**

Lloyd Higuera, Chairman Mary Wenner, Vice Chairwoman Cassandra Jones, Board Member Ken Miller, Board Member Linda Slater, Board Member

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Tuesday, September 1, 2015

4:30 p.m.

Gardnerville Town Hall

### INVOCATION - Pastor Don Baumann - Hilltop Community Church



Chairman Higuera called the board meeting to order at 4:32 p.m. and made the determination a quorum is present.

Present:

Lloyd Higuera, Chairman Mary Wenner, Vice-Chairwoman Cassandra Jones Ken Miller Linda Slater

Michael S. Rowe, Town Counsel Tom Dallaire, Town Manager Paula Lochridge, Main Street Program Manager Carol Louthan, Administrative Services Manager



PLEDGE OF ALLEGIANCE – Cassandra Jones



### PUBLIC INTEREST COMMENTS (No Action)

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Mr. Clarence Burr would like to make the board aware of what is coming down the river. The river is choked up. The county has had three years to do something and hasn't done anything. I would like to have your support in getting something done in the river. If you look over the Lutheran Bridge it is all full of willows and cottonwoods. We have all the debris coming down from the Markleeville fire. I'd like to mention thanks to Frank Gjerde, the Bently Corporation and Parks for cleaning the ditches. Really take a look at the river and contact our commissioners and tell them they really need to do something about it. You don't turn floods off when they start.

No further public comment.

### FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Chairman Higuera would ask to pull items 10 and 11 from the agenda.

Motion Jones/Wenner to adopt the agenda, but remove items 10 and 11.

No public comment.

Upon call for the vote, motion carried unanimously.

### FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

August 4, 2015 Regular Board meeting, with public comment prior to Board action.

Motion Slater/Miller to approve the previous minutes of August 4th.

No public comment.

Upon call for the vote, motion carried unanimously.

### CONSENT CALENDAR FOR POSSIBLE ACTION

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1. For Possible Action: Correspondence

Read and noted.

2. For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities

Accepted.

3. For Possible Action: Approve August 2015 claims

Approved.

- 4. For Possible Action: Approve placement of the Main Street Basque Mural on the south wall of the Mason's Lodge building located at 1421 Highway 395 North, APN:1320-33-402-066, and approve the town manager to sign the county review applications and forms associated with the project. Approved.
- 5. <u>For Possible Action</u>: Approve an agreement between the Town of Gardnerville and Main Street Gardnerville to clarify the finance department's concern over the Program Manager's position, and provide for a revised budget to accommodate the employee concept; with public comment prior to Board action.

  Approved.

Motion Miller/Slater to approve the consent calendar as presented.

Mr. Rowe asked if everyone saw the e-mail about the 501c6 status. We have revised the agreement only as to the name of the current chairman of Main Street Gardnerville. I have the two originals. I will leave them so we can get those contracts signed and be done with this issue.

No public comment.

Upon call for the vote, motion carried unanimously.

### ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

- 6. For Possible Action: Presentation and provision of an updated recommendation to the County Commissioners on the updated County Connectivity plan and funding options, revising the previous presentation and proposed funding options that are identified in the proposed County Connectivity Project. Presentation by Jacques and Dominique Etchegoyhen; with public comment prior to Board action.
- Mr. Dominique Etchegoyhen gave a power point presentation on the updated county connectivity plan and funding options.
  - Mrs. Jones asked if there was any limit on what they can use sales tax for.
- Mr. Etchegoyhen explained the utility operator fee would be implemented first over three phases. And, If the half percent sales tax was adopted by the voters then the last two percent of this would be removed.
  - Mrs. Jones asked if the utility operator fee has a narrower use...
  - Mr. Etchegoyhen responded the utility operator fee can be used for more things. The sales tax is more limited.
- Mrs. Jones would like to finish her question. Does the utility operator fee have a more limited use than the sales tax?
  - Mr. Etchegoyhen answered no. The utility operator fee can be used for more things. It is less limiting.
  - Mr. Miller asked if the fee would have to be repealed by voters.

- Mr. Etchegoyhen explained the commissioners can implement it. We could recommend they repeal it if the voters implement the ½ percent sales tax.
  - Mr. Miller's question is: could the voters repeal what the commissioners already passed.
- Mr. Etchegoyhen answered they can repeal the gas tax. I would guess it might be the same thing but I would like to do more research before I answer that definitively. (Ms. Granahan responded to this question in an email following the meeting: "The answer to the question is yes, Douglas County voters could conceivably repeal the ordinance enacting the increased UOF by using the referendum process under NRS 295.075 et seq).
- Mrs. Jones asked if they were proposing that they repeal it automatically; that it's written into the ordinance that way.
  - Mr. Etchegoyhen answered yes. The rest of the presentation will be done by Jacque Etchegoyhen.
- Mr. Jacques Etchegoyhen wanted to dispel the rumor that the county is sitting on 72 million dollars. We had county finance look into it and it turns out the county is sitting on about 48.6 million dollars. It is for specific projects. It is for specific funds like East Fork Fire and Paramedic District, Town reserves, special needs and capital needs. Every dollar of that 48.6 million dollars is spoken for and what isn't spoken for is required by Nevada law to keep in reserves. Tahoe is about nine percent of Douglas County's population and generates 37 percent of the county's property tax, 86 percent of the county's room tax and 85 percent of the county gaming tax. This is just looking to help them support themselves. (Power point presentation continued)
- Mr. Miller has a hard time with three taxes at once. I think the utility use fee is the one that will probably not go. I just have that feeling.

Chairman Higuera likes the new presentation tying the taxes to the actual items it will be spent on and scaling it down. The two things this board is interested in are the trucks on 395 and the Ranchos connectivity to Gardnerville. And it is good to see some of the money being spent on maintenance of roads. I think the new direction is good. Taxes always weigh heavy in Douglas County. That will be the tough part.

Mr. Miller attended a conference in Atlanta for Main Street in March. They are having sales tax actually tied to a project, such as connectivity from Ranchos to town for a period of five years and have that project completed. The next five years pinpoint another project rather than blasting everything out at once. If you pinpoint on one, you are more likely to complete it.

Mrs. Slater thought they should start building county trust. The past record has not always been as stellar as we would have liked.

Ms. Lisa Granahan, Economic Vitality Manager informed board members because it is a sales tax, it does require an additional action by the Board of County Commissioners. When this goes in October, if the board introduces the ordinance, before they would be able to take action we would need to come back to the board with a list and the board could choose to prioritize it at that time. Because alternate 395 and revitalization of our main street has such an expensive price tag, that one will have to be bonded and matched over a number of years. It probably will be fairly easy to pick off some of the trail projects in between while we are accumulating the funds that would be needed for that large project. We believe the Ranchos connectivity could get started with construction as early as the fiscal year 2018. We are hearing from engineering Phase 1 of the Martin Slough trail project, that we have been planning for and have the NDOT grant for, should start construction in the fall of next year. We could then do phase 2, getting us to Lampe. That too could happen in fiscal year '18, and the others pushed out further depending on how big they are, how much of a match and would we be able to get the grant funds.

Mr. Miller added these particular communities were passing a one percent sales tax every five years with a sunset on it, which is a very positive thing if it's put to the right projects and done in those five years.

Public comment.

Mr. Bill Chernock, Executive Director of the Carson Valley Chamber of Commerce, is standing in front of you advocating three tax increases. From the business point of view what makes this not attractive, but mandatory, is we have developed a set of plans that we have all met and re-met over a period of 10 years deciding on what we need to do as a community. Now we are seeking ways to make that happen. The connectivity group has come up with this version and it is pretty well thought out. It takes the burden and makes it very small on a wide group of people. What

it then does is create a bonding fund out of the monies that are raised. That increases the amount we have to spend, but it also says to our partners at NDOT, state agencies and federal agencies that we will put some of our own money in the game and have matching funds. So we take that four dollars and bond it to 40 and get a match of 160. So the dollar the resident and businesses put in amount to \$200. We're talking about things that should have been done in 1993. We can't continue that way. Status quo just doesn't cut it. These are three very small fees. We ask for you to join the connectivity team, your fellow towns, GID's and the Chamber in making this happen.

No further public comment.

Ms. Granahan shared this is just an update.

Mrs. Jones mentioned the board previously recommended all three of these taxes be adopted.

Vice-Chairwoman Wenner asked when this was going to the commissioners.

Mr. Etchegoyhen answered October 5<sup>th</sup>.

Mr. Miller asked if we recommended the taxes or did we recommend the connectivity plan.

Chairman Higuera believed the taxes were tied to the plan and we approved the entire connectivity concept. I think, as Bill pointed out, it has been honed, worked and reworked. I think they have a very solid plan now.

Vice-Chairwoman Wenner asked if they are asking the commissioners for all the taxes.

Mr. Dominique Etchegoyhen is suggesting they take action on the three taxes.

Mrs. Jones doesn't feel they should change what they did previously. If we are not changing what we did before there's no reason to do a motion.

Chairman Higuera would prefer, as the chairman, to call for a motion.

Motion Miller to a support the connectivity plan as presented and leave it to the county commissioners for the funding of the connectivity plan.

Mrs. Jones would make a motion to support the county connectivity plan as presented.

Vice-Chairwoman asked if she should second Ken or Cassandra.

Mrs. Jones thought the distinction was Ken doesn't want to have anything to say on the tax issue. I think that we are elected to make hard calls. I think this includes finding the money to do the jobs that we are called to do.

Vice-Chairwoman Wenner withdrew the second because I want to clarify what Cassandra said and I would like it to say the same as what she just said about leaving it up to the commissioners...

Mrs. Jones' motion is simple: We support the county connectivity plan as presented.

Vice-Chairwoman Wenner seconded the motion by Mrs. Jones.

No public comment.

Upon call for the vote, motion carried unanimously.

### 7. Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for August 2015.

Mrs. Lochridge wanted to highlight a couple of things in the report and add a few more. I did want to bring up we are going to lose Dorette Caldana. She and her husband are relocating out of the area. So we do have a vacancy that we are trying to fill. If anyone is interested in being on the Main Street Gardnerville Board of Directors we have applications here. Also we are moving forward with the efforts to create a more pedestrian friendly downtown by installing more benches. We just installed one in front of the mason building and one that will be arriving sometime in

October. We are getting approval on the location for that. We got all of the paperwork in for the SUP today to the county and we are hoping to be on the Planning Commission agenda in October so we can get approval to move forward with it. This was our fourth attempt at a location. We found out we are going to be the recipient of up to \$5,000 in labor and products courtesy of Lowe's Community Outreach Program. I sent them a list of some possible projects and we got approval yesterday. The chair of our gardens committee, Carol Sandmeier, is meeting with their director on Friday to go over the list of projects and see what will work best for them and for us. I was at that meeting this morning for the county connectivity. We are champions of the distinctive downtowns project for the county. Both our main street and Minden's new main street program have been asked to be on their agenda to talk about our projects. In the packet you see 58 thank you cards from the 6<sup>th</sup> grade science students at the middle school. They toured the gardens and they had some artwork and comments to make about everything that is going on over there. Main Street Gardnerville was voted best nonprofit in the Carson Valley Best of campaign. And our very own Carol Sandmeier was voted best volunteer.

Vice-Chairwoman Wenner asked since we now have you as an employee of the Town of Gardnerville, did Minden make their Main Street person an employee also.

Mr. Matt Bernard, Minden Town Board, advised just last month we picked Charlie Condron to be our representative. So we are in the process of picking our executive board and our directors. The 501c3, 501c6 and bylaws are all moving around. We are learning a lot about Main Street. The long answer is we don't have that all figured out yet. We're following you as to whether or not it will be a town employee or whether we will hire someone by contract, which we have discussed. We haven't finished all that discussion. So right now we are not sure.

Mrs. Jones asked if Dorie has served her last board meeting.

Mrs. Lochridge answered as long as her schedule doesn't change, she will be at the next meeting on the 15th.

Mr. Higuera asked if there is any kind of a time frame when the mural will go up.

Mrs. Lochridge believed when you get the permit you have two years to get it up. The hopes are to get it up sooner rather than later. They actually started this project a little over three years ago. We have had four potential locations that for one reason or another didn't pan out, but this one has. We are excited.

Mrs. Jones remembers, when running for town board and attending every meeting, the sketch being in the board packet. She was the volunteer of the year for Main Street and she was one of the founding members, wasn't she?

Mrs. Lochridge answered no. She joined the board maybe a year and a half after we started.

Mrs. Jones was wondering if it would be appropriate to recognize everything she has done before she leaves.

Mrs. Lochridge has some things planned. She will be missed greatly.

Mr. Miller asked if we were still short of the funding for the mural.

Mrs. Lochridge answered yes. Thursday the design committee meets. We will discuss that. We are being charged the permit fee again. They wouldn't transfer the one from the Pyrenees. We are going to have to come up with a total and re-launch the fundraising campaign.

Mr. Dallaire mentioned it is being mounted much higher than before. So there is scaffolding they will need for the install.

8. For Possible Action: Review, discussion, and input on the locational requirements and associated regulations for photovoltaic solar facilities in Douglas County, Hope Sullivan, Planning Manager, Douglas County Community Development and Cynthia Gregory, Deputy District Attorney, Douglas County District Attorney's Office; with public comment prior to Board action.

Ms. Sullivan, Planning Manager, Douglas County and Cynthia Gregory, Douglas County District Attorney's office, are going around to all the elected bodies soliciting comments on solar. Ms. Sullivan gave a power point presentation. We are trying to solicit input regarding what your thoughts are when you look at the master plan use designations. Where do you believe it would be appropriate to have a utility scale photovoltaic solar facility? What impacts should the county look at when considering these facilities? What supplemental standards should the county have in place to

prevent impacts in advance as opposed to having to do it on an ad hoc basis? Those are the three questions we hope you will provide answers.

Chairman Higuera wondered if there is a way you can limit the number of facilities that would be put into the county or if you have rules and regulations allowing it, can you not limit the number.

Ms. Sullivan doesn't know the answer. We sat with NV Energy. They are trying to locate sites. Their priority is to get near a substation. We have three substations in town: Muller, Buckeye and Heybourne (north of Stephanie). They look to be near the distribution lines and then transmission lines. The one on East Valley was more than a mile away from the substation.

Ms. Cynthia Gregory, Douglas County DA's office, pointed out what is important to note is the county is in a position where they have to pass a special use permit process. It was done by AB239 back in the 2013 legislature. It wasn't just driven by private. It's also driven by the legislature. When you start limiting, then you start getting into almost like a franchise. In that case you are allowed to limit providers. In this case it would be harder to do legally. That's why they came forward with 160 acres. What we found with that is they want to put solar on the entire 160 acres and create a bigger solar facility.

Chairman Higuera would hate to see the valley fill up with photovoltaic cells.

Vice-Chairwoman Wenner asked how much of the 160 acres could they develop. Is there a percentage that they can put on it?

Ms. Sullivan shared this came up with the project on Muller because they were leasing the land. Their lease was going to be controlling 160 but they didn't want to cover the 160. That is something we need to refine. We didn't get specific about that. We interpreted it you need to control 160 acres for the use. The 160 acres has to be subject to the special use permit. Some of that could be setback.

Vice-Chairwoman Wenner asked if setback is where you could have something around it so it wouldn't be visible.

For example, Ms. Sullivan pointed out if you look at the ponds on Muller you will see the berm. If you are at grade you can't see the ponds. That's something that comes up is screening. Sometimes screening can be a solid fence and the fence is worse than the solar panel or landscaping that is entirely incompatible with the desert.

Mr. Miller commented visual in this county is very important. Our landscape is different from Churchill County, but they have some very good ideas. The other side is the ranchers have most of the available land. The land that is available is very high priced to put a solar panel on. The ranchers have the land available and can do a lease that gives them an alternative income. Where the last project was denied, I had nothing against. If you looked in the valley itself you wouldn't be able to see it. It doesn't take away from the valley.

Chairman Higuera agreed visual impact is what the game is all about.

Mrs. Jones understood some of the complaints were about the noise factor from the panels. I don't know any of the homeowners. I am just making an assumption.

Ms. Sullivan advised Mrs. Jones' is correct. Noise was a consideration. We did a trip to Lyon County where they have a facility. We do have a regulation that the exterior noise at the property line can't exceed 65 decibels. But as you all know, if you are someplace where there is no ambient noise, 65 decibels can sound loud.

Mr. Rowe asked if they have defined what utility scale facilities means. Is there some form of a definition like number of panels?

Ms. Gregory answered it is 10 megawatts. Under 8239, the renewable energy generation applies to 10 megawatts or more.

Ms. Sullivan knows technology is changing. What we saw in Lyon County, the folks on Muller took exception to my referencing because it is a different technology. With advances in technology it will be functionality or efficiency is a derivative of the inverter.

Mr. Rowe asked where they measure the megawatts? Is it monthly, daily?

Mr. Glenn Linderman stated it is an instantaneous measurement.

Vice-Chairwoman Wenner believed just because we put these restrictions on it today and say you can have 160 acres, three years from now that solar could be shrinking.

Ms. Sullivan reviewed at the commissioner meeting Commissioner Bonner was advocating we use megawatt capacity as opposed to acreage. We didn't want to do that because it is not apples to apples depending on what type of system you have. The objective on the 160 acres was if we get a really big one maybe nobody else will come in or we won't have a bunch of little ones spotting the county. What you can develop on 160 acres today, in five years could yield twice that amount of electricity.

Mrs. Jones is not sure that is a bad thing. I think there are areas we could negotiate. But so much of this didn't get a chance to work itself out. A 100 foot setback is a significant setback. 160 acres really limits location. The zoning is very limiting. You might limit or remove one of the zoning areas so the conflict between a residential community and an electrical developer doesn't arise. I don't know if we need to go as far as Churchill. It would be wise to include a visual screening and a sound impact on the neighbors. Visual screen plan doesn't dictate trees versus fences. To say we need one would allow us to be flexible.

Mrs. Slater likes what she is reading on the Churchill County ordinance. I think it's planning and taking into consideration the people who live there. I don't think Douglas County seemed to take that into effect. The west side is full of wildlife. If you could come up with a location that would be a lot more acceptable, I think you would have people buying into the concept. I think the concept on the ordinance that Churchill County put forth should be considered by Douglas County. We've seen what has happened in the mining industry. The whole concept should be taken into consideration. They really need to read the whole Churchill County ordinance. Churchill County cares about what the community and residents want.

Chairman Higuera agrees with Linda. You should look closely at the Churchill ordinance.

Ms. Gregory pointed out current zoning allows it in RA5 and RA10 and Ag with 160 acres. Part of the process is looking at it and asking if that is the appropriate zoning. The question may be to you is: is that the appropriate zoning? Does there need to be greater setbacks if it's in RA5 rather than in Ag? Or if it's in Service Industrial or Light Industrial, maybe some of the concerns regarding 160 acres shouldn't be applicable.

Mrs. Jones would think in the industrial areas the sound is the biggest impact. The visual nature we're not going to need the same kind of distance and screening. But the noise becomes a factor. We might not see it but we will hear it. If we're going to say you can get an SUP to do renewable resource energy, we shouldn't put so many limits no one can ever apply. When it comes to agricultural zoning it becomes a diversified source of income for the ranching and farming families. We talk about the connectivity. What kind of community do we want? We all want our heritage ranches to stay together. Giving them alternative resources for income to survive lean years is important.

Ms. Gregory asked with regards to ag land, is there a preference that it not be in the valley but in other locations within the county.

Mrs. Slater asked why they didn't choose East Valley out in the Pine Nut Range or Mud Lake area.

Ms. Sullivan stated the county never initiated an application. There was an application on East Valley Road. I suspect the reason it didn't go farther out is it is BLM land. Then you are dealing with the federal government. The applicant for solar actually stated publicly they prefer to work with a private property owner than the federal government. What I have so far is: in terms of use, Cassandra mentioned concern about having the solar in RA (rural agricultural 5 and 10 acre minimum). You all seem supportive of the ag land to provide diversification for ranchers. Visual impact, obviously, is a huge priority. Noise is a priority. Taking a closer look at Churchill County's environmental study and wildlife habitat requirements, sounds like something you are encouraging. Is that a fair takeaway?

Chairman Higuera agreed.

Vice-Chairwoman Wenner asked if they ever take the solar panels down.

Ms. Sullivan answered the panels only have a life span of 25 years.

Ms. Gregory asked if the SUP should have a time limit.

Mrs. Jones likes the idea of a 25 year SUP. If they want to come back and replace it, they have to come back and explain why this is a good use.

Mrs. Slater asked what happens to the land underneath the panels.

Ms. Sullivan answered they do need to have dust control. They have to address dust issues with the state air quality and water quality agencies. Underneath the unit you can ask for some type of grass, but that can be a fire hazard. I think you have to assume realistically it would be rock.

Mrs. Slater asked if anyone ever addressed the eagle or any of the wildlife.

Ms. Sullivan advised in the very beginning I did not bring forth an ordinance that addressed wildlife habitat. With both applications we did consult with NDOW and got advice in terms of what the mitigation would be. But NDOW would not take jurisdiction on it.

Public comment.

Mr. Linderman asked if this is purely photovoltaic and not any other sorts of solar facilities.

Ms. Sullivan answered correct.

Mr. Linderman mentioned when you get into thermal and wind that's when you get the bird problems. I was very surprised the county denied the second application because it seemed like the perfect spot for it. I don't have any problem with solar panels. We have a huge Wal Mart. Why don't they put solar panels on Wal Mart. That would be something you should not prohibit in your regulations.

No further public comment.

Chairman Higuera noted it says for possible action, but it's also review, discussion and input. I don't see any action to be taken.

Ms. Sullivan has a lot of input.

Chairman Higuera felt the Board gave you our best shot.

9. For Possible Action: Approve, approve with modifications, or deny a request by Jenuane Communities, the Ranch LLC, on Land Division Application (LDA 15-020) to divide 2.91 acres into 41 condominium units and one (1) common area parcel, located on multifamily residential (MFR) zoned property within the Minden Gardnerville Community Plan (APN 1320-33-210-069); with public comment prior to Board action.

Ms. Stephanie Hicks, planner with R.O. Anderson Engineering, here on behalf of Jenuane Communities, is presenting the next step in the development process for Esplanade at the Ranch. We are here tonight to ask for approval of the tentative subdivision map which will create the individual condo units. The plan is consistent with what was reviewed and approved previously. We did review all of Tom's recommended conditions and we are in agreement.

Mr. Dallaire commented the design review was modified slightly. They are making them condos and creating individual parcels.

Ms. Hicks explained this has occurred in Tahoe Village. There are some improvements to the overall parcel on the ground level but they don't intend to start any of the unit construction until the final map is recorded.

Mr. Dallaire mentioned when we went through the design review process we didn't have a channel in the back. So my comments reflect the overflow. They haven't given us the improvement plans I don't know how the water is getting from the pond that is proposed into the new channel that is built now. We have a maintenance path they have to cross, so we asked them to put in some sort of ramp structure if it is a surface overflow or a concrete pipe from their pond into our channel that we will maintain once we accept Phase 1 of the Ranch development.

Public comment.

Ms. Heather Anderson, case planner with Douglas County is available if there are any questions.

No further public comment.

Motion Miller/Jones to approve the land division application LDA 15-020 to divide 2.91 acres into 41 condominium units and have one common area parcel. Motion carried unanimously.

10. <u>For Possible Action</u>: Discussion to reconsider a motion of the board at the April 7, 2015 town board meeting to "advise staff that we are opposed to any cost allocation from the county." If reconsideration is approved, an interlocal agreement will be presented for the board's consideration as Item 11 of this agenda; with public comment prior to board action.

(Taken off the agenda.)

11. <u>For Possible Action</u>: Discussion to approve, approve with modification or to deny an interlocal agreement between Douglas County and the Town of Gardnerville, approving cost allocation from Douglas County at a cost to the 611 enterprise Fund (Health and Sanitation) of \$20,464, for the fiscal year 2015/16; with public comment prior to Board action.

(Taken off agenda.)

12. Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for August 2015.

Mr. Rowe reported the most significant development is that Tom and I have finally gotten all of the manufacturers of the components of the trash truck to settle on a date for the inspection, which will be September 30<sup>th</sup>. It is up in the air as to where that will take place. They want to see it in operation and the question pending is do you want us to bring it back or come down on the 30<sup>th</sup> and then watch it not work. We have the date settled. It is likely to be all day. We have six or seven different reps coming in to look at it. We will see what they say. There have been a barrage of interlocal agreements that have come from the county. One is on the Martin Slough. We have the one taken off tonight's agenda relating to county services. There has been a revised version, that Tom printed and handed out, that will be submitted to the county to see if we can get their staff review and approval. We will bring it back in October. I reviewed the Hyytinen Engineering proposal for structural design services for the barns. You know about the program manager contract. Then there is just the usual monthly items.

- 13. Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for August 2015.
  - a. Minor design review for JT's patio remodel located at 1426 Hwy 395 (APN1320-33-401-035).
  - b. Julio's Restaurant sign located at 1328 Hwy 395 (APN.
  - Bucket truck 2011 Dodge ETI bucket truck in the amount \$84,900, under budget from fund 614 2015/2016 budget.
  - Mr. Dallaire reported a couple things we reviewed and approved: JT and Julio's Restaurant.
  - Mrs. Jones mentioned Julio's was in the Carson Valley Times over the weekend.
  - Mr. Linderman understands he wants to limit the price to about \$23 but he wants to offer some steaks and things.
- Mr. Dallaire continued we are looking at a bucket truck. I have to get it put out to bid. We have \$85,000 budgeted.
- Mr. Rowe advised because it exceeds \$50,000 it has to go out to bid and you will see this as an action item when the proposals come in and Tom makes a recommendation on which one to purchase.

Mr. Dallaire is working with four Eagle Scout projects. Tanner Maxwell took care of the Toler weeds and moved some of the rock at Toler island and Harvest. Next one is Zack Lindingham. He wants to do the Waterloo island. We will remove all the junipers along that section. We have had complaints in the past and cut them down. The guys will remove all the junipers and put rock in there. The scout project will put in DG and flowers. The guys aren't blowing the rocks out as part of their maintenance so it just fills up with dirt. Aziz is working on redoing the islands in the office

parking lot. We will add a few more shrubs and take out the holly. The aphids have taken a toll on the flowers in town. We have swapped out as many as we could. Those will be coming down soon. We could leave the section between Mill and Eddy. I think that would be an option.

Mr. LaCost will be doing systemic and ladybugs next year.

Mr. Dallaire mentioned the CDBG application is due in October. I had Nevada Blue print all of the presentation for the Gardnerville station. We had them hanging on the wall but they fell down. We did put pictures in the windows. I have the contract filled out and sent back to Bramco. We are waiting on their signature. We did get NDEP approval on the removal of the additional contaminated material around the heating oil tanks.

Mr. Miller asked about the people looking at the land around Heritage Park. Which parcels?

Mr. Dallaire replied both parcels. Both projects will be multifamily. They don't think commercial will do well because there is not enough traffic. They wanted to change the commercial zoning to multifamily and I told them I don't think we can support that.

Mrs. Jones asked if they have looked at what the Ranch is going to build out to be. There is a general appetite to have people live and die by what we planned and not to change it every time. You might point out the condo that was just done, how many times they had to go back to get it to comply. They were forced back to where they started. I think as a community that is what is happening across the valley.

Mr. Dallaire reviewed the proposal in 2008 was mixed use and single family homes and that was denied by the Town Board. It didn't go any further. They pulled it and then never came back. They want to meet on site tomorrow after the chamber meeting.

Mrs. Jones asked about the Carson River flooding. That was the opening comment from Mr. Burr.

Mr. Dallaire reported Mr. Burr dropped off a study that was done. The Carson River is being backed up for irrigation and the Rocky Slough and Virginia Canal get backed up which is the same structure we helped pay for improvements on downstream. For some reason the higher flows we have received has eaten away the bank on the BIA property. The concern is this eats away the bank changing the location of the flow on the other side of the dyke that was put in on the 60's to protect the town. In '55 we had a flood in town. In '58 and '61 or '62 there were three big floods that covered Gilman Avenue. After the third one they created that dyke. It's identified on the flood study that we did. This is happening upstream of the end of the dyke. What they are concerned with is if the water fills up in the Carson River because of the structure and overflows the banks, the water will not get to the other side of the dyke until it gets to the bridge. It will come through Gardnerville. Mr. Burr wants the county commissioners to go in and help fix it. He wants our support for the county commissioners' meeting.

Chairman Higuera asked if Mr. Burr was proposing that the ditch committee or whoever do the work.

Mr. Dallaire hasn't heard anything from Clarence. I didn't talk to him. I talked with Charlie. If the river breaks open and takes out the levy or dyke the town will be in trouble flood-wise.

Mrs. Slater asked where does the Corp come into this picture?

Mr. Dallaire advised it hasn't. The ranchers have been maintaining the river. I think you need permitting once they build the development behind the high school.

Vice-Chairwoman Wenner has seen an item on the tax bills that says Carson Water Subconservancy District. Where does that money go?

Mr. Dallaire answered it goes to fund the program that Ed James runs in Carson City. But he does the entire Carson River. So they can go as a group and apply for a grant and put it on the projects list.

Mrs. Jones respects his concerns, but we have nothing to act on and nothing to support. There isn't a clear identified problem with a solution to support. As the solution is developed I think you should maintain conversation with them and when the solution is ready to be presented we will look at it and put it on the agenda.

Mr. Dallaire believes he is going after some funding from the county. It is still something that without the levy we will see a lot more water flow through town. Right now his sights are on the county.

Mrs. Jones thought generally we all would agree that flood management is important. But until we know what his solution is proposing I don't think we can support it.

Mr. Dallaire stated if there isn't any water it would be easy to have that water bypassed. Then they could fix the section or move it from one side to the other of the structure.

Mrs. Slater asked when they are supposed to start on that?

Mr. Dallaire has not heard back from David Hussman. Going back to the property across from Heritage Park, once we find out what the people who want the property across from Heritage Park want, we will know more. I am not supporting multifamily. There are plenty of other properties available. I turned them onto the four acres at the Hellwinkel property. That is already multifamily. I did sign the contract with Roger Hyytinen. He started today measuring the barns. Impact has started on the channel.

Mr. LaCost added the Hellwinkel project is not in full production. They do have best management practice screens around the outside.

Mr. Miller drove by Lentine's. There is a sold sign there. El Aguila Real has purchased that property. So it is an established business in town.

14. Not For Possible Action: Discussion on the Board members' activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.

Vice-Chairwoman Wenner reported Brian emailed me and asked me to let you know the 2015/16 concert series has been announced. He also said that phase 2 of the community assessment continues which will generate an activity use profile and operating budget for the future facility.

Mr. Miller reported Main Street has been going along very well. They have gotten a lot of recognition around the community. I had an occasion to meet with a county commissioner from Carson City. She and another commissioner are interested in coming down and giving them a tour of our main street program. They have heard it is very successful and they are looking for changes in Carson City that are not popular with the public. 80 percent of the residents of Carson City are against changing the downtown area as far as street changes. But they would like to look at some other programs. The more towns or cities we get on board, the better chance we have of state support.

Mrs. Slater reported at the board of directors meeting they proposed to change the community development block grant (CDBG) advisory board. The gentleman that did the presentation and his board have reviewed 11 western states programs and went on to say the economic development programs are confusing and they are looking at ways to simplify the process as well as keeping it open and competitive for 2016. After he presented the options available to the board he shared his recommendation would be to have a regional development authority be established to help make selections for the 2016 budget year from applications submitted and reviewed. Not everyone was in agreement that was on this teleconference meeting. Therefore, we decided to table it and address it at the conference in West Wendover. It will have an effect on Main Street money. Tom was in on the teleconference.

Mr. Dallaire shared Peter Walisch did the presentation from GOED (Governor's office on Economic Development). He is also the guy that went to the Main Street conference. He has been working with the revisions to the CDBG process. When our project for the gas station went through the process all the counties got together and ranked all the projects. Then they heard presentations on the top ranking projects, decided which ones to get funded and it went from there. So it was kind of a peer group. They are trying to change that and bring more of the regional development authorities on board to get support on the projects and get them into the loop. There are nine development agencies in Nevada that need to make up the panel. The larger cities were having some issues with that because they are a regional development authority. CDBG splits off the funds. A portion goes to the regional ones. I don't know the panel will do the larger ones. They are looking for larger projects that will make an impact. He and the lady in charge came down and visited with me on Friday before the air show. We toured and what phase this is of the overall development of the S curve. It really got them excited about the project. That's the kind of thing they want to put their money into. They want something that will be an impact and would stem a larger project. Fallon had a theater they wanted to buy. Fallon failed to share the overall picture of downtown. They are looking at funding projects that are part of a larger picture, that have a plan associated and will make a significant impact.

Gardnerville Town Board Meeting September 1, 2015 – 4:30 p.m. Page 12

Mrs. Slater added they are also looking for the community to have the buy in. If there are taxes to be imposed to support this they want to see you are doing something yourself. The last thing is we have the tentative conference schedule. Originally I thought this isn't a year for the legislature. It's not a real big agenda. But now they are going to add the one item and after hearing Wes Henderson bring up the fact that West Wendover supports everybody else. We need to support them. I am on the legislative committee so I am going to go.

### 2<sup>nd</sup> PUBLIC INTEREST COMMENTS period (No action will be taken)

Mr. Linderman was delighted to see the weeds cut down south of Heritage Bank. But they left all the dregs on the sidewalk.

No further public comment.		
Adjourned at 6:41 p.m.		
Lloyd Higuera Chairman	Tom Dallaire Town Manager	-

### **Gardnerville Town Board AGENDA ACTION SHEET**



1.	For Possible Action: Correspondence
2.	Recommended Motion: Receive and file Funds Available: ☐ Yes ☐ N/A
3.	Department: Administration
	Prepared by: Tom Dallaire
4.	Meeting Date: October 6, 2015 Time Requested: N/A
5.	Agenda:   ☐ Administrative
6.	Background Information: See attached.
7.	Other Agency Review of Action: □Douglas County
8.	Board Action:
	☐ Approved ☐ Approved with Modifications ☐ Continued



### Minden-Tahoe Airport

1146 Airport Road, Minden, NV 89423 Office (775) 782-9871 \* Fax (775) 782-9872 www.mindentahoeairport.com



August 27, 2015



Mr. Tom Dallaire, Manager Town of Gardnerville 1407 Hwy. 395, So. Gardnerville, NV 89410

Dear Tom,

Words do not seem to be adequate to thank you for your support and sponsorship of the 2015 Carson Valley Aviation Roundup. We hope that you and your invited guests were able to enjoy the VIP status and the upfront seating during the air show. Events of this type are not possible without the backing of organizations like yours and we sincerely appreciate your contribution to the overall success of the event.

The community feedback is certainly positive and it is very interesting to hear how different individuals had their favorite act. Although without question the USAF Thunderbirds were the big attraction. With a crowd just shy of 30,000 people we think the event was successful.

Thank you so very much from the entire airport staff for your help to produce this year's Carson Valley Aviation Roundup.

nom

Sincerely,

Bobbi Thompson Airport Manager

### MISSION STATEMENT

We provide high quality airport services and facilities to support safe aeronautical services consistent with the rural character of our community. We focus on maintaining a self-sustaining airport that enhances economic vitality through innovative approaches and proven industry standards.

### TOPICS EST. 1981 NUMBER

### EAST FORK FIRE PROTECTION DISTRICT

1694 County Road Minden, NV 89423 (775) 782-9040 (775) 782-9043 Tod F. Carlini, District Fire Chief Steve Eisele, Deputy Chief/Fire Marshal Dave Fogerson, Deputy Chief/Operations Tim Soule, Deputy Chief/Training and Safety

September 3, 2015

Tom Dallaire Town of Gardnerville 1407 Hwy 395 Gardnerville, NV 89410

Dear Tom,

On behalf of the East Fork Fire Protection District and myself, I would like to thank you for your recent participation in our search and appointment of our Fire District Accountant. The process was enhanced and professionally delivered by your participation and/or professional background.

The position was offered and accepted by Mr. Joseph Landkilde, CPA. Joseph brings a considerable amount of experience, knowledge, and education to the position. Mr. Langkilde is a graduate from Arizona State University, with a Bachelor of Science in Accounting. He became licensed as a Certified Public Accountant in the State of Nevada in March 2005. Joseph joined the firm of Stewart, Archibald and Barney, LLP in 2006, a Las Vegas professional accounting firm since 2006 and has been employed there ever since. He is a member of the American Institute of Certified Public Accountants and the Nevada Society of Certified Public Accountants.

Mr. Langkilde will begin his employment with the East Fork Fire Protection District on September 28, 2015 pending an extensive background investigation, credential verification, and reference contacts.

Once again, thank you for your assistance.

Sincerely,

TodE. Carlini, District Fire Chief



### the Carson Valley Pops Orchestra

"The small orchestra with the big sound......bringing fine music to the Carson Valley."

DECEIVED SEP 1 7 2015

BY: .....

September 14, 2015

Tom Dallaire Gardnerville Town Manager 1407 Hwy 395 N Gardnerville, NV 89410

Dear Mr. Dallaire,

On behalf of the members and the Board of Directors of the Carson Valley Pops Orchestra, I would like to thank you for letting us play in Heritage Park for the Gardnerville 4<sup>th</sup> of July celebration. The gazebo in Heritage Park is a wonderful venue and we enjoyed playing for such a receptive and appreciative audience.

Thank you again for inviting us to be a part of the Gardnerville 4<sup>th</sup> of July festivities. We look forward to the opportunity to play again next year.

Sincerely,

Judy Sheldrew, President

July Spilden

Carson Valley Pops Orchestra Board

### **MEMORANDUM**

### Town of Gardnerville

Tom Dallaire, P.E.

TO: Tom Dallaire

FROM: Marie Nicholson

SUBJECT: Praise for the Town of Gardnerville Public Works Department

DATE: 9/16/15

Today I spoke with Pat O'Kelly, a homeowner on Lasso Lane. She praised town staff for removing the tall weeds behind her property. Ryan Clark is the one who did the work, clearing a portion of the 30 acre open space with the town's new Brush Cat. She wanted to be sure that staff knew how much she and all of her neighbors appreciated the great job that was done.

Marie

### **Gardnerville Town Board AGENDA ACTION SHEET**



1.	For Possible Action:	Health and	Sanitation	&	Public	Works	Denartments	Monthly
	Report of activities					TTOTAS	Departments	Piolicing

2. Recommended Motion: Accept as submitted Funds Available: ☐ Yes ☐ N/A

3. Department: Administration Prepared by: Carol Louthan

4. Meeting Date: October 6, 2015

5. Time Requested: N/A

6. Agenda: 

☐ Consent ☐ Administrative

7. Background Information:

Residential Accounts	1768
Commercial Accounts	226
Green Waste Accounts	1295
Cleanup Dumpsters	7
X-cans	433
# of new residential	16 accts transferred to new
accounts	owners, 1 new acct
# of new commercial	0
accounts	
Minimum User Accounts	36
Total tons of trash	320.40
Total tons of Greenwaste	36.97

Other Agency Board Action:	Review of Action: Douglas County	☑ N/A
Approved Denied	<ul><li>Approved with Modifications</li><li>Continued</li></ul>	

### **Gardnerville Town Board AGENDA ACTION SHEET**



1.	For Possible Action: Approve September 2015 claims.
2.	Recommended Motion: Approve as submitted Funds Available: Yes N/A
3.	Department: Administration
	Prepared by: Carol Louthan
4.	Meeting Date: October 6, 2015 Time Requested: N/A
5.	Agenda: Consent — Administrative
6.	Background Information: See attached.
7.	Other Agency Review of Action: □Douglas County □ N/A
8.	Board Action:
	Approved Approved with Modifications  Denied Continued



Vendor	Invoice No.	Invoice Description	Status He	Held Reason Invoice Date Due Date	Due Date	G/L Date Received Date	Received Date Payment Date Invoi	Invoice Amount
Fund 610 - Gardnerville Town	£							
Account 510.150 - Board Compensation	Compensation							
4288 - Higuera Lloyd W	9/15 BOARD	G'VILLE	Paid by Check # 639061	08/27/2015	09/04/2015	09/04/2015	09/04/2015	275.00
24008 - Jones Cassandra Esq	9/15 BOARD	G'VILLE	Paid by Check	08/27/2015	09/04/2015	09/04/2015	09/04/2015	250.00
28960 - Miller Kenneth	9/15 BOARD	G'VILLE	Paid by Check	08/27/2015	09/04/2015	09/04/2015	09/04/2015	250.00
2969 - Slater Linda	9-15 BOARD	G'VILLE	Paid by Check	08/27/2015	09/04/2015	09/04/2015	09/04/2015	250.00
			Account 5	Account 510.150 - Board Compensation Totals	sation Totals	Invoice Transactions	4 :	\$1,025.00
Account <b>520.055 - Telephone Expense</b> 13097 - Verizon Wireless 975157667	one Expense 9751576674	842011146-00001	Paid by Check	09/01/2015	09/25/2015	09/25/2015	09/25/2015	444.49
				Account 520.055 - Telephone Expense Totals	pense Totals	Invoice Transactions 1	1 1	\$444.49
Account <b>520.060 - Postage/Po Box Rent</b> 25903 - U S P S CMRS-FP 30465 9-15	je/Po Box Rent 30465 9-15	G'VILLE	Paid by Check	09/17/2015	09/25/2015	09/25/2015	09/25/2015	250.00
			# 639989 Account 5;	SS Account 520.060 - Postage/Po Box Rent Totals	K Rent Totals	Invoice Transactions	1 :	\$250.00
Account <b>520.089 - Power</b>								
2924 - NV Energy	791804 8-15	791804	Paid by Check	08/26/2015	09/11/2015	09/11/2015	09/11/2015	232.44
			6/0600 #	Account 520.089 - Power Totals	Power Totals	Invoice Transactions 1	1	\$232.44
Account <b>520.090 - Water</b>		,			1		1,000,000	6
1429 - Gardnerville Water Company	640.01 8/15	640.01	Paid by Check # 639569	09/01/2015	09/18/2015	09/18/2015	09/18/2015	50.03
1429 - Gardnerville Water Company	690.01 8/15	690.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	91.48
1429 - Gardnerville Water Company	410.03 8/15	410.03	# 033303 Paid by Check # 639569	09/01/2015	09/18/2015	09/18/2015	09/18/2015	47.28
				Account 520.090 - Water Totals	Water Totals	Invoice Transactions	<u>د</u>	\$188.79
Account <b>520.097 - Maint B&amp;G</b> 5358 - ABC Fire Inc	B&G IN00047343	4386	Paid by Check	08/31/2015	09/18/2015	09/18/2015	09/18/2015	120.57
			671-650 #	Account 520.097 - Maint B&G Totals	t B&G Totals	Invoice Transactions 1	1:	\$120.57
Account <b>520.098 - Janitorial Services</b> 27347 - A+ Janitorial Service TOG0815	rial Services TOG0815	G'VILLE	Paid by Check	09/04/2015	09/18/2015	09/18/2015	09/18/2015	150.00
			870	Account <b>520.098 - Janitorial Services</b> Totals	rvices Totals	Invoice Transactions	1	\$150.00
Account <b>520.136 - Rents &amp; Leases Equipment</b> 3519 - Xerox Corporation 081143124 71	& Leases Equipm 081143124	nent 716307012	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	256.65
			Account <b>520.13</b>	Account 520.136 - Rents & Leases Equipment Totals	oment Totals	Invoice Transactions 1	1	\$256.65



Vendor	Invoice No.	Invoice Description	Status H	Held Reason Invoice Date	Date Due Date	G/L Date	Received Date Payment Date	Invoice Amount
10 - Ga								
Account <b>520.187</b> - Internet Expense 12997 - Do Co Procurement Program 8-15	et Expense 8-15	G'VILLE	Paid by Check	08/27/2015	015 09/25/2015	09/25/2015	09/25/2015	125.00
15887 - Charter Communications	NICHOLSON 0012509 9/15	8354110060012509	# 639820 Paid by Check # 630530	09/02/2015	015 09/18/2015	09/18/2015	09/18/2015	65.00
				Account 520.187 - Internet Expense Totals	et Expense Totals	Invoid	Invoice Transactions 2	\$190.00
Account <b>520.200 - Training &amp; Education</b> 2313 - Nevada League Of Cities & Muni 10-15 SLATE	ng & Education 10-15 SLATER	G'VILLE	Paid by Check # 639370	09/03/2015	015 09/11/2015	09/11/2015	09/11/2015	250.00
			Account	Account 520.200 - Training & Education Totals	<b>Education</b> Totals	Invoic	Invoice Transactions 1	\$250.00
Account <b>533,800 - Office Supplies</b> 11985 - Ace Hardware 101836	Supplies 101838/1	1236	Paid by Check	08/25/2015	015 09/11/2015	09/11/2015	09/11/2015	5.49
12997 - Do Co Procurement Program	8-15 LACOST	G'VILLE	# 63923/ Paid by Check	08/27/2015	015 09/25/2015	09/25/2015	09/25/2015	9.47
12997 - Do Co Procurement Program	8-15 LOUTHAN G'VILLE	GVILLE	# 639820 Paid by Check # 630820	08/27/2015	015 09/25/2015	09/25/2015	09/25/2015	488.10
				Account 533.800 - Office Supplies Totals	e Supplies Totals	Invoid	Invoice Transactions 3	\$503.06
Account <b>533.806 - Software</b> 16648 - E Squared C Inc	are 43438	G'VILLE	Paid by Check	09/01/2015	09/11/2015	09/11/2015	09/11/2015	37.50
				Account <b>533.806 - Software</b> Totals Department <b>921 - Gardnerville Admin</b> Totals	Account <b>533.806 - Software</b> Totals It <b>921 - Gardnerville Admin</b> Totals	Invoid	Invoice Transactions 1 Invoice Transactions 20	\$37.50
Department 923 - Parks & Recreation Account 520,084 - Replacement & Repair	n cement & Repair							
12997 - Do Co Procurement Program	8-15 LACOST	G'VILLE	Paid by Check	08/27/2015	09/25/2015	09/25/2015	09/25/2015	91.04
13485 - Ahern Rentals Inc	15118058-1	205304	Paid by Check	08/31/2015	09/11/2015	09/11/2015	09/11/2015	8.00
13485 - Ahern Rentals Inc	15120725-1	205304	# 639238 Paid by Check	08/31/2015	09/11/2015	09/11/2015	09/11/2015	66.6
			# 639238 Account 52	.38 Account <b>520.084 - Replacement &amp; Repair</b> Totals	it & Repair Totals	Invoic	Invoice Transactions 3	\$109.03
Account <b>520.089 - Power</b> 2924 - NV Energy	791804 8-15	791804	Paid by Check	08/26/2015	015 09/11/2015	09/11/2015	09/11/2015	433.04
			6/5650 #	Account <b>520.0</b>	Account 520.089 - Power Totals	Invoic	Invoice Transactions 1	\$433.04



Vendor	Invoice No.	Invoice Description	Status H	Held Reason Invoice Date	Due Date	G/L Date	Received Date Payment Date	Invoice Amount
Fund <b>610 - Gardnerville Town</b> Department <b>923 - Parks &amp; Recreation</b> Account <b>520.090 - Water</b>								
1429 - Gardnerville Water Company	1302.01 8/15	1302.01	Paid by Check # 639569	09/01/2015	09/18/2015	09/18/2015	09/18/2015	1,278.07
1429 - Gardnerville Water Company	1321.01 8/15	1321.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	113.21
1429 - Gardnerville Water Company	1340.01 8/15	1340.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	41.61
1429 - Gardnerville Water Company	1348.01 8/15	1348.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	1,170.74
1429 - Gardnerville Water Company	1373.01 8/15	1373.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	145.57
1429 - Gardnerville Water Company	1745.01 8/15	1745.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	200.22
1429 - Gardnerville Water Company	2139.01 8/15	2139.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	68.70
1429 - Gardnerville Water Company	2140.01 8/15	2140.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	153.65
1429 - Gardnerville Water Company	2226.01 8/15	2226.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	689.19
1429 - Gardnerville Water Company	2297.01 8/15	2297.01	# 039309 Paid by Check # 630560	09/01/2015	09/18/2015	09/18/2015	09/18/2015	883.88
1429 - Gardnerville Water Company	2431.01 8/15	2431.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	430.45
1429 - Gardnerville Water Company	2593.01 8/15	2593.01	# 039303 Paid by Check # 630560	09/01/2015	09/18/2015	09/18/2015	09/18/2015	343,31
1429 - Gardnerville Water Company	2624.01 8/15	2624.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	68.01
1429 - Gardnerville Water Company	2641.02 8/15	2641.02	# 039309 Paid by Check # 630560	09/01/2015	09/18/2015	09/18/2015	09/18/2015	568.76
			60060 #	Account 520.090 - Water Totals	Water Totals	Invoi	Invoice Transactions 14	\$6,155.37
Account <b>532.003 - Gas &amp; Oil</b> 3814 - Flyers Energy LLC	I CFS1072062	8308	Paid by Check # 639563	08/31/2015	09/18/2015	09/18/2015	09/18/2015	45.93
				Account <b>532.003 - Gas &amp; Oil</b> Totals Department <b>923 - Parks &amp; Recreation</b> Totals	s & Oil Totals eation Totals	Invoi Invoi	Invoice Transactions 1 Invoice Transactions 19	\$45.93 \$6,743.37
Department 926 - Other Public Works Account 520.084 - Replacement & Repair	ment & Repair						2007 + 1700	7
11985 - Ace Hardware	101864/1	1236	Paid by Check # 639237	08/26/2015	09/11/2015	09/11/2015	09/11/2015	21.33
8043 - Mark Smith Tire Center Inc	71700118872	A17-14675	Paid by Check	08/27/2015	09/18/2015	09/18/2015	09/18/2015	535.27
13485 - Ahern Rentals Inc	15118058-1	205304	Paid by Check	08/31/2015	09/11/2015	09/11/2015	09/11/2015	7.99
			# 039230 Account <b>52</b>	.50 Account <b>520.084 - Replacement &amp; Repair</b> Totals	Repair Totals	Invoi	Invoice Transactions 3	\$564.81



Vendor	Invoice No.	Invoice Description	Status	Held Reason Invo	Invoice Date	Due Date	G/L Date R	Received Date Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520 095 - Street Lights	(S Flighte								
2924 - NV Energy	791804 8-15	791804	Paid by Check	08/2	08/26/2015	09/11/2015	09/11/2015	09/11/2015	6,417.80
			6/5650 #	Account 520.095 - Street Lights Totals	- Street Li	ghts Totals	Invoice	Invoice Transactions 1	\$6,417.80
Account <b>520.103 - Maint Road</b> 12997 - Do Co Procurement Program 8-	Road 8-15 LOUTHAN G'VILLE	G'VILLE	Paid by Check	08/2	08/27/2015	09/25/2015	09/25/2015	09/25/2015	703.12
			# 639820	Account 520.103 - Maint Road Totals	3 - Maint R	oad Totals	Invoice	Invoice Transactions 1	\$703.12
Account <b>520.107 - Maint Equip</b> 6321 - Safety-Kleen Inc 677	Equip 67784126	T023913	Paid by Check	08/2	08/28/2015 (	09/18/2015	09/18/2015	09/18/2015	94.88
			C006C0 #	Account 520.107 - Maint Equip Totals	- Maint E	quip Totals	Invoice	Invoice Transactions 1	\$94.88
Account <b>532.003 - Gas &amp; Oil</b> 3814 - Flyers Energy LLC	Oil CFS1072062	8308	Paid by Check	08/3	08/31/2015 (	09/18/2015	09/18/2015	09/18/2015	249.16
			# 639563	Account 532.003 - Gas & Oil Totals	03 - Gas 8	oil Totals	Invoice	Invoice Transactions 1	\$249.16
Account <b>532.028 - Uniforms</b> 5785 - Alsco Inc	rms LREN1066787	000330	Paid by Check	08/2	08/25/2015 (	09/04/2015	09/04/2015	09/04/2015	4.39
5666 - Allied Uniform Sales	3799	G'VILLE	# 638938 Paid by Check	08/2	08/27/2015 (	09/11/2015	09/11/2015	09/11/2015	254.08
			# 639239	Account 532.028 - Uniforms Totals	28 - Unifo	rms Totals	Invoice	Invoice Transactions 2	\$258.47
Account <b>533.802 - Small Equipment</b> 18358 - Bobcat of Reno W00020	Equipment W00020	NVTO00	Paid by Check	0/60	09/01/2015	09/11/2015	09/11/2015	09/11/2015	5,403.32
			# <b>639260</b> Ac	Account 533.802 - Small Equipment Totals	all Equipn	ient Totals	Invoice	Invoice Transactions 1	\$5,403.32
Account <b>562.000 - Capital Projects</b> 2514 - Stowell Candace 2015-8	al Projects 2015-8	G'VILLE	Paid by Check	6/80	08/31/2015 (	09/11/2015	09/11/2015	09/11/2015	245.00
27147 - Impact Construction	702	GARDNERVILLE	Paid by Check	09/2	09/21/2015 (	09/25/2015	09/25/2015	09/25/2015	176,239.63
			De	Account <b>562.000 - Capital Projects</b> Totals Department <b>926 - Other Public Works</b> Totals Fund <b>610 - Gardnerville Town</b> Totals	apital Proj Public W Inerville T	ects Totals orks Totals own Totals	Invoice Invoice Invoice	Invoice Transactions 2 Invoice Transactions 12 Invoice Transactions 51	\$176,484.63 \$190,176.19 \$200,568.06



Vendor	Invoice No.	Invoice Description	Status Held Reason	on Invoice Date Due Date	Due Date	G/L Date Received I	Received Date Payment Date In	Invoice Amount
Fund 611 - Gardnerville Health & San								
Department 325 - Realtm & Samtation Account 510.150 - Board Compensation	Compensation							
4288 - Higuera Lloyd W	9/15 BOARD	G'VILLE	Paid by Check # 639061	08/27/2015	09/04/2015	09/04/2015	09/04/2015	275.00
24008 - Jones Cassandra Esq	9/15 BOARD	G'VILLE	Paid by Check	08/27/2015	09/04/2015	09/04/2015	09/04/2015	250.00
28960 - Miller Kenneth	9/15 BOARD	G'VILLE	# 03907/ Paid by Check # 639102	08/27/2015	09/04/2015	09/04/2015	09/04/2015	250.00
2969 - Slater Linda	9-15 BOARD	G'VILLE	# 039102 Paid by Check # 639184	08/27/2015	09/04/2015	09/04/2015	09/04/2015	250.00
			Account <b>510.150</b>	Account 510.150 - Board Compensation Totals	sation Totals	Invoice Transactions 4	tions 4	\$1,025.00
Account 516.120 - Contract Salaries	ct Salaries					!		1
21697 - Blue Ribbon Personnel Services	32330	653202	Paid by Check # 639259	08/28/2015	09/11/2015	09/11/2015	09/11/2015	710.40
21697 - Blue Ribbon Personnel Services	32333	653202	Paid by Check	08/28/2015	09/11/2015	09/11/2015	09/11/2015	851.00
21697 - Blue Ribbon Personnel Services	32473	MINT	# 039239 Paid by Check # 630510	09/04/2015	09/18/2015	09/18/2015	09/18/2015	740.00
				Account 516.120 - Contract Salaries Totals	alaries Totals	Invoice Transactions	Ltions 3	\$2,301.40
Account 520.055 - Telephone Expense	one Expense							
13097 - Verizon Wireless	9751576674	842011146-00001	Paid by Check # 639995	09/01/2015	09/25/2015	09/25/2015	09/25/2015	444.48
				Account 520.055 - Telephone Expense Totals	pense Totals	Invoice Transactions	tions 1	\$444.48
Account 520.060 - Postage/Po Box Rent	e/Po Box Rent		2					
25903 - U S P S CMRS-FP	30465 9-15	G'VILLE	Paid by Check # 639989	09/17/2015	09/25/2015	09/25/2015	09/25/2015	250.00
			Account 520.060 - Postage/Po Box Rent Totals	- Postage/Po Box	k Rent Totals	Invoice Transactions	tions 1	\$250.00
Account <b>520.089 - Power</b> 2924 - NV Energy	791804 8-15	791804	Paid by Check	08/26/2015	09/11/2015	09/11/2015	09/11/2015	234.37
			# 639379 Ac	Account 520.089 - Power Totals	Power Totals	Invoice Transactions	tions 1	\$234.37
Account <b>520.090 - Water</b>								i i
1429 - Gardnerville Water Company	640.01 8/15	640.01	Paid by Check # 639569	09/01/2015	09/18/2015	09/18/2015	09/18/2015	50.05
1429 - Gardnerville Water Company	690.01 8/15	690.01	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	91.47
				Account 520.090 - Water Totals	Water Totals	Invoice Transactions	tions 2	\$141.49
Account 520.097 - Maint B&G 5358 - ABC Fire Inc	&G IN00047343	4386	Paid by Check	08/31/2015	09/18/2015	09/18/2015	09/18/2015	120.56
				Account 520.097 - Maint B&G Totals	it B&G Totals	Invoice Transactions 1	tions 1	\$120.56



Vendor	Invoice No.	Invoice Description	Status Held	Held Reason Invoice Date	Due Date	G/L Date Received D	Received Date Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation	u							
27347 - A+ Janitorial Service	TOG0815	G'VILLE	Paid by Check # 639476	09/04/2015	09/18/2015	09/18/2015	09/18/2015	150.00
			- 63	Account 520.098 - Janitorial Services Totals	rvices Totals	Invoice Transactions	ions 1	\$150.00
Account <b>520.107 - Maint Equip</b> 6321 - Safety-Kleen Inc	Equip 67784126	T023913	Paid by Check	08/28/2015	09/18/2015	09/18/2015	09/18/2015	94.87
			# <b>639665</b>	Account 520.107 - Maint Equip Totals	Equip Totals	Invoice Transactions 1	ons 1	\$94.87
Account <b>520.136 - Rents &amp; Leases Equipment</b> 3519 - Xerox Corporation 081143124 71	& Leases Equipm 081143124	nent 716307012	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	256.64
			# 0597.32 Account <b>520.136</b>	Account 520.136 - Rents & Leases Equipment Totals	pment Totals	Invoice Transactions	ons 1	\$256.64
Account <b>520.155 - Licensing</b> 12997 - Do Co Procurement Program	ing 8-15 LACOST	G'VILLE	Paid by Check # 639820	08/27/2015	09/25/2015	09/25/2015	09/25/2015	75.00
				Account <b>520.155 - Licensing</b> Totals	ensing Totals	Invoice Transactions	ons 1	\$75.00
Account <b>520.187 - Internet Expense</b> 15887 - Charter Communications 0012509	et Expense 0012509 9/15	8354110060012509	Paid by Check	09/02/2015	09/18/2015	09/18/2015	09/18/2015	65.00
				Account 520.187 - Internet Expense Totals	pense Totals	Invoice Transactions	ons 1	\$65.00
Account <b>520.197 - Landfill Expense</b> 15853 - Carson City Landfill 228079	II Expense 228079 8-15	228079	Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	18,513.26
9016 - Douglas Disposal Inc	40990612 8/15	40990612	# 639516 Paid by Check	09/01/2015	09/18/2015	09/18/2015	09/18/2015	1,067.61
			# 639551 Account	Account 520.197 - Landfill Expense Totals	pense Totals	Invoice Transactions	ons 2	\$19,580.87
Account <b>521.130 - Legal Services</b> 10816 - Rowe Hales & Yturbide LLP 25051	services 25051	G'VILLE	Paid by Check	08/26/2015	09/18/2015	09/18/2015	09/18/2015	180.00
				Account 521.130 - Legal Services Totals	rvices Totals	Invoice Transactions 1	ons 1	\$180.00
Account <b>532.003 - Gas &amp; Oil</b> 3814 - Flyers Energy LLC	Oil CFS1072062	8308	Paid by Check	08/31/2015	09/18/2015	09/18/2015	09/18/2015	1,022.22
			C0C6C0 #	Account 532.003 - Gas & Oil Totals	& Oil Totals	Invoice Transactions	ons 1	\$1,022.22
Account <b>532.028 - Uniforms</b> 5785 - Alsco Inc	ms LREN1066787	000330	Paid by Check	08/25/2015	09/04/2015	09/04/2015	09/04/2015	4.39
5666 - Allied Uniform Sales	3799	G'VILLE	# 626936 Paid by Check	08/27/2015	09/11/2015	09/11/2015	09/11/2015	254.07
			# 639239	Account 532.028 - Uniforms Totals	forms Totals	Invoice Transactions 2	ons 2	\$258.46

Vendor	Invoice No.	Invoice No. Invoice Description	Status	Held Reason In	voice Date	Due Date	G/L Date	Held Reason Invoice Date Due Date G/L Date Received Date Payment Date Invoice Amount	Invoice Amount
Fund 611 Gardnerville Health & San									
Department 925 - Health & Sanitation	١								
Account 533.800 - Office Supplies	Supplies								
12997 - Do Co Procurement Program	8-15 LACOST	G'VILLE	Paid by Check	80	08/27/2015	09/25/2015 09/25/2015	09/25/2015	09/25/2015	9.47
			# 639820						
12997 - Do Co Procurement Program	8-15 LOUTHAN G'VILLE	GVILLE	Paid by Check	80	/27/2015	08/27/2015 09/25/2015	09/25/2015	09/25/2015	488.09
			# 639820						
			H	Account 533.800 - Office Supplies Totals	Office Sup	plies Totals	Invoi	Invoice Transactions 2	\$497.56
Account 533.806 - Software	ıre								
16648 - E Squared C Inc	43438	G'VILLE	Paid by Check	60	/01/2015	09/01/2015 09/11/2015 09/11/2015	09/11/2015	09/11/2015	37.50
			# 639308						
				Account 533.806 - Software Totals	.806 - Soft	ware Totals	Invoi	Invoice Transactions 1	\$37.50
			Depa	Department 925 - Health & Sanitation Totals	Ith & Sanit	ation Totals	Invoi	Invoice Transactions 27	\$26,735.42
			Fund	Fund 611 - Gardnerville Health & San Totals	lle Health 8	San Totals	Invoi	Invoice Transactions 27	\$26,735.42
* = Prior Fiscal Year Activity						Grand Totals	Invoi	Invoice Transactions 78	\$227,303.48

### **Gardnerville Town Board AGENDA ACTION SHEET**



- 1. For Possible Action: Approve purchase of one Road Vista retroreflectometer model 922 for the inventory and condition study of the towns street signs as required by the 2009 MUTCD, at a cost of \$9,750.
- 2. Recommended Motion: Approve the purchase of the Road Vista retroflectometer model 922 in the amount of \$9,750.

Funds Available:  $\square$  Yes  $\square$  N/A – Non budgeted equipment purchase within fund 614 from the reserves that have been built up over the years.

3. Department: Administration

4. Prepared by: Tom Dallaire

5. Meeting Date: October 6, 2015 Time Requested: N/A

6. Agenda: Consent — Administrative

**Background Information**: Town staff is looking for a way to improve the town asset inventory and data collection. Currently, MUTCD requires us to keep an inventory of all signage under maintenance. The current sign inventory is in Excel, and reflectivity needs to be added to the data. Staff has not kept that up to date over the years as far as the replacement of signage: when, why. We do have equipment that will locate and record the signs actual location within town, and can visually inspect these signs if staff can find a class to get certified. As a certified inspector, staff can perform a nighttime visual inspection of the town signs. This equipment will determine and record the actual reflectivity of the sign without having to do night time inspections, and with the use of USB code can inventory all signs and create data that will export into the GIS database the town is collecting. The reading from the equipment will verify if the sign actually needs to be replaced, and can be performed during a normal business day. This tool will also allow staff to locate all town signs and create a condition inventory from which we can plan sign replacement as needed. (see next sheet)

We looked at seven signs when the sales rep was in town showing staff this equipment. The plan on the next page indicates green bubbles and red bubbles with sign numbers. The red locations are signs that do not comply and are in need of replacement now.

7.	Other Agency Revie	w of Action: Douglas County	₩ N/A
8.	<b>Board Action:</b>		
	Approved Denied	☐ Approved with Modifications ☐ Continued	

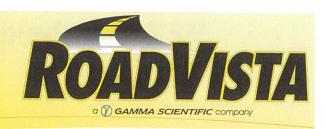


### 922 Handheld Sign Retroreflectometer





4-4



### 922 Handheld Sign Retroreflectometer

POIDVISIA CONTRACTOR OF THE PROPERTY OF THE PR

Ensures a cost effective, safe, absolute means of meeting the minimum retroreflectivity requirements for traffic signs. Captures measurements for any type of retroreflective material and measures to ensure compliance with MUTCD minimum retroreflectivity requirements.

The RoadVista model 922 is a handheld sign retroreflectometer designed for use in the field. It is designed to measure the retroreflection (RA) of road signs and other materials. The RoadVista model 922 is an integral component of any program to maintain minimum retroreflectivity levels.

ASTM has issued a new specification to require measurements to be performed at an observation angle of 0.5 degrees. The 922 is the perfect instrument for this addition. Utilizing the ASTM standard "annular" geometry, the 922 measures observation angles of 0.2 and 0.5 degrees simultaneously, with an entrance angle of -4 degrees. This patented (US Patent # 7,961,328) design allows you to know, with the press of a button, exactly how bright your sign will appear to most drivers.

A European version is available with a standard 0.33 degree observation angle and +5 degree entrance angle.

Retroreflectometers
With over three decades of highway safety leadership and innovation, RoadVista has set the standard in retroreflectometer accuracy, reliability and usability.
RoadVista, a Gamma Scientific company, is committed to making roads visibly safer with a complete selection of instruments and laboratory testing services for retroreflection.

### Applications

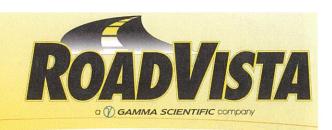
- Traffic Signs
- Pavement Markings
- Sign Sheeting
- Safety Clothing
- Light Testing Services
   and Calibration

Additional Instruments

To view the complete line of retroreflectometers from RoadVista, visit www.RoadVista.com

RoadVista 9925 Carroll Canyon Rd. San Diego, CA 92131 USA 1-888-637-2758 <u>rvsales@</u>roadvista.com

www.roadvista.com



### 922 Handheld Sign Retroreflectometer



### Applications

for retroreflection.

- **Traffic Signs**
- **Pavement Markings**

has set the standard in

reliability and usability. RoadVista, a Gamma Scientific company, is

selection of instruments and laboratory testing services

- Sign Sheeting
- **Safety Clothing**
- **Light Testing Services** and Calibration

### Additional Instruments

To view the complete line of retroreflectometers from RoadVista, visit www.RoadVista.com

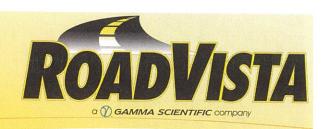
RoadVista 9925 Carroll Canyon Rd. San Diego, CA 92131 US:

1-888-637-2758 rvsales@roadvista<u>.com</u> www.roadvista.com

### **Features**

- Measures signs to ensure compliance with the new MUTCD minimum retroreflectivity requirements
- Measures all types of retroreflective materials with a single measurement
- Meets ASTM, CIE & DIN specifications
- **US Patent #7,961,328**
- Utilizes annular measurement geometry no averaging of measurements on micro-prismatic material necessary
- Dual observation angles of 0.2° and 0.5° for simultaneous measurements
- Measurement time is less than 1 second
- World-class photopic-corrected detector and source "A"
- Requires only one reference standard without any correction factors
- Self-contained commercially available battery
- Digital liquid-crystal touch-screen display
- **Built-in GPS**
- Made in the USA





### 922 Retroreflectometer Specifications

	Geo	metry						
	Model 922 (ASTM E1709 & E2540)	Model 922D (DIN 67520 & EN 12899-1)	and the second s					
Entrance Angle	-4°	+5°						
Observation Angle	0.2° and 0.5°	0.33°						
Light Source Angular Aperture	0.1°	0.1°	n 6.4.2 and ASTM E2540 para-					
Receive Angular Aperture (Annular)	0.1°	0.1°						
Field of Measurement	1 in (25 mm) diameter spot	1 in (25 mm) diameter spot	1 in (25 mm) diameter spot					
	Specification	s (All Models)						
Detector Responsivity	Photopic response in accordance with ASTM E1709 paragraph 6.4.2 and ASTM E2540 paragraph 6.4.2							
Range (cd/lx/m²)	0-2000							
Data Memory > 4500 measurements								
Computer Interface	USB							
GPS	12-Channel WAAS enabled for <	3 meter position fix uncertainty	,					
Barcode Reader	Programmable Symbologies Las							
Power Supply	Removable 12 VDC, 2.4 Ah batte							
Charger	110 VAC, 60 Hz (add -1 after model #); 12 VDC cigarette lighter (add -2 after model #); 220 VAC, 50 Hz (add -3 after model #)							
Operating Temperature	0°C to 50°C (32°F to 122°F)							
Operating Humidity	0 to 95% non-condensing							
Length	Approximately 11.5 inches (290	mm)						
Width	Approximately 4.5 inches (115m							
Height	Approximately 12.75 inches (32	5						
Weight	Approximately 5.9 lbs (2.7kg) wi							

Foam-lined carrying case

Measurement Area Reducers

**Battery Charger** Two Batteries

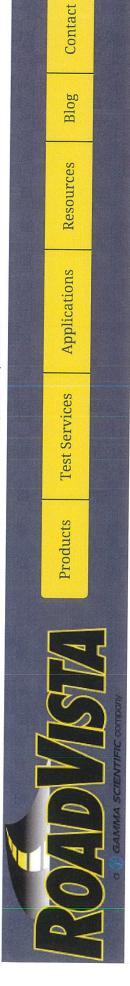
Calibration Standard

Calibration Certificate

Windows Software with Mapping

### Annual Calibration Service

922-EAA Adjustable Entrance Angle Attachment (allows entrance angle to be adjusted from -40 to 40 degrees continuously) 922-EPK Extension Pole Kit with remote IrDA trigger



### **MUTCD Sign Retroreflectivity Requirements**

maintained for traffic signs. By January 2012, all agencies must implement a sign assessment and management program. The RoadVista Model 922 is an In January 2008, the second revision of the MUTCD was released. It introduces language establishing minimum retroreflectivity levels that must be integral component of any program to maintain minimum retroreflectivity levels. For additional information please visit FHWA or ATSSA.

## MUTCD Minimum Maintained Retroreflectivity Levels Chart

The minimum maintained retroreflectivity levels shown	Is shown in this table are in units of of 4.0°	s of cd/lx/m <sup>2</sup> r 1.0°	neasured at an	observation an	in this table are in units of cd/lx/m <sup>2</sup> measured at an observation angle of 0.2° and an entrance angle of -4.0°
			Sheetii	Sheeting Type (ASTM D4956-04)	D4956-04)
SIGN COLOR	ADDITIONAL CRITERIA		Beaded Sheeting	Đ.	Prismatic Sheeting
		-	=	when the second	III, IV, VI, VIII, VIII, IX, X
*;://W		White *	White *	White *	White > 250
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Overnead	Green > 7	Green > 15	Green > 25	Green > 25
14/4/4		White *		White	White > 120
Wille on Green	Ground-mounted	Green > 7		Gree	Green > 15
		Yellow *		Yello	Yellow > 50
Black on Yellow or Black on Orange	see note (1) below	Orange *		Oran	Orange > 50
		Yellow *		Yello	Yellow > 75
	see note (z) below	Orange *		Oran	Orange > 75
TO CONTRACT				White > 35	
NEW OIL DEN	see note (5) below			Red > 7	
Black on White				White $\geq 50$	

7 12





Date	Estimate #
9/16/2015	Q363291

	Bill To							Ship To						
	Town of Gar 1407 Highw Gardnerville United State	ay 39 NV	95 N	orth				Town of Ga 1407 Highw Gardnerville United State	ay 395 N NV 894	orth				
	Custome	r ID		Expires		Exp. Clos	 :е	Sales Re	D	Partner		PO #		$\dashv$
	G400-Town	of G	a	10/16/2015		9/16/2015		05- Steven J		rarinor	-	10 #	-	$\dashv$
		Job	o Lo	ocation	Terms		Shipp	ing Met	Note -					$\dashv$
_					09-Gov	't PO Net	UPS Gr							$\dashv$
	Item		Qι	uantity	Descr	ription					Disc. P.	Am	ount	П
	IS-7-2A	MIT	AII	PAVMENTS	the line ASTM liability Barcode screen & & 0.5 D	RETROREFL retroreflector CIE & Din sp. Built in GPS reader 4500 display4 DE DEGREE OBS	meter for pecification for pinpon readings GREE E SERVATI	asuring trafficons reducing epint reading loding lo	c signage exposure ocations.I -crystal to	meets to tort Built	9,750.0	00	9,750.00	
5	OUTH #315	JAC	CKSC	ONVILLE, F	L 32257	oo nistoric	KINGS	KUAD	Subtota Shippin Total	al Ig Cost (UF	PS Ground	d 1)	9,750.00 0.00 \$9,750.00	0

Florida-Branch 9556 Historic Kings Rd S Suite 315 Jacksonville, FL 32257 Ph: 904.733.2121 Fx: 904.448.4076

Miami - Branch 10250 NW 89th Ave Unit 1 Medley FL 33178 Ph: 305-885-4274 Fx: 305-885-4273

Orlando - Branch 6441 Pinecastle Blvd Orlando, FL 32809 Ph: 407.888.2080 Fx: 407.888.2425

Texas-Branch 7113 Belgold St Suite 1 Houston, TX 77066 Ph: 713.864.0906 Fx: 713.864.0833

North Carolina 1955 Scott Futrell Dr Charlotte NC 28208 Ph: 704-697-9577 Fx: 704-697-9576

Raleigh - Branch 200 Travis Park Cary NC 27511 Ph 919.851.0799 Fx 919.851.1294



### **ZRS 6060**



### ZRS 6060 Retroreflectometer

- New generation of ergonomic retroreflectometer for determination of night visibility (coefficient of retroreflection R<sub>A</sub> and R') of traffic signs, safety garments and other reflexive materials with measurement of three different observation angles at the same time
- The very first retroreflectometer with LED illumination system and with a 3.5" high resolution colour touchscreen with adjustable display inclination for excellent visibility under all light conditions also in bright sunlight
- For all kinds of retroreflective materials and colours with automatic colour indication
- Continuously updated average value; each single measurement is stored additionally
- Measurements can be evaluated with the included mapping and data analysis software "Mapping-Tools"
- Easy to operate with polyglot menu navigation
- Sturdy construction and ergonomic design
- Factory calibration traceable to the independent accreditation body METAS, Switzerland. The certificate of calibration is included in the standard delivery

### ZRS 6060 Retroreflektometer

- Ergonomisches Retroreflektometer der neusten Generation zur Ermittlung der Nachtsichtbarkeit (spezifischer Rückstrahlwert R<sub>A</sub> bzw. R') von Verkehrszeichen, Warnkleidung und anderen Reflexstoffen mit gleichzeitiger Messung aus drei verschiedenen Beobachtungswinkeln
- Das weltweit erste Retroreflektometer mit LED-Beleuchtungssystem und farbigem, hochauflösendem 3.5" Touchscreen mit verstellbarer Neigung, gut erkennbar unter allen Lichtverhältnissen, auch bei Sonnenlichteinstrahlung
- Für alle Arten und Farben von retroreflektierenden Materialien, mit automatischer Farberkennung
- Laufende Durchschnittsberechnung; zusätzlich wird jeder Einzelwert gespeichert
- Messungen können mit der inbegriffenen Kartenund Auswertungssoftware "MappingTools" verwaltet werden
- Einfache Handhabung mit intuitiver, mehrsprachiger Menüführung
- Robuste Konstruktion und ergonomisches Design
- Die Werkskalibrierung ist rückführbar auf die Akkreditierungsstelle METAS, Schweiz. Das Kalibrier-Zertifikat ist im Lieferumfang enthalten

Retroreflective materials have to fulfil performance limits to the coefficient of retroreflection R<sub>A</sub> of traffic signs and the coefficient of retroreflection R' of safety garments and contour safety markings which are defined within international standards.

### Application areas

- For road authorities, road laboratories, expert witnesses as well as manufacturers of traffic signs, license plates, contour safety markings, safety garments and their customers
- Determination of the coefficient of retroreflection R<sub>A</sub> of traffic signs as well as the coefficient of retroreflection R' of safety garments; for all types and colours of retroreflective material
- · Field and laboratory use
- Quality control ("pass/fail") by manufacturers, by customers on receipt, maintenance and decision on necessary replacement
- For inventory

### Standard delivery

- 1 retroreflectometer
- · 1 calibration standard / front plate
- 1 battery charger
- 1 mapping and data analysis software "MappingTools"
- · 1 USB-cable for data transfer to PC / laptop
- · 1 certificate of manufacturer
- · 1 certificate of calibration
- 1 shoulder strap
- 1 shoulder bag

### **Options**

- ACC797 WAAS GPS-unit
- ACC802 holster
- ACC547 portable USB-printer
- ACC798 handle 1.2 m (47.2")
- ACC799 extendable handle from 1.7 m to 3 m (66.9"-118.1";
- ACC800 extendable handle from 2.2 m to 4 m [86.6"-157.5"]
- ACC801 bluetooth®-interface
- ACC804-806, ACC868 adapters for illumination angle 20°, 30°, 40° and 45°
- ACC918 barcode reader

### Die Mindestanforderungen in Bezug auf den Rückstrahlwert R, von Verkehrszeichen und den Rückstrahlwert R' von Warnkleidung und Konturmarkierungen werden in internationalen Normen festgehal-

### Anwendungsgebiete

- Für Strassenbehörden, Strassenlabors, Qualitätsbeauftragte, Gutachter sowie Hersteller und Verarbeiter von Verkehrszeichen, KFZ-Kennzeichen, Konturmarkierung und Warnkleidung
- Bestimmung des spezifischen Rückstrahlwertes R, von Verkehrszeichen sowie des spezifischen Rückstrahlwertes R' von Warnkleidern; für alle Typen und Farben von Reflexstoffen
- Einsatz im Feld und im Labor
- Qualitätskontrolle bei der Produktion, beim Warenein- und ausgang und im Gebrauchszustand, Entscheidung über Austausch
- · Zur Inventarisierung

### Standardlieferung

- 1 Retroreflektometer
- 1 Kalibrierstandard / Frontplatte
- 1 Ladegerät
- 1 Karten- und Auswertungssoftware "MappingTools"
- 1 USB-Kabel f
  ür Datentransfer zu PC / Laptop
- 1 Hersteller-Zertifikat
- 1 Kalibrier-Zertifikat
- 1 Tragegurt
- 1 Umhängetasche

### Optionen

- · ACC797 WAAS GPS-Modul
- ACC802 Halfter
- ACC547 portabler USB-Drucker ACC804-806, ACC868 Adap-
- ACC798 Haltegriff 1.2 m
- ACC799 Haltegriff ausziehbar von 1.7 m auf 3 m
- ACC800 Haltegriff ausziehbar von 2.2 m auf 4 m

Technische Daten

- ACC801 Bluetooth®-Schnittstelle
- ter für Anleuchtungswinkel 20°, 30°, 40° und 45°
- ACC918 Barcode-Leser

### Technical specification

Versions	Illumination angle $\beta$ / Anleuchtungswinkel $\beta$	Observation angle $\alpha$ / Beobachtungswinkel $\alpha$	Application / Anwendung	Standards / Normen	Ausfüh- rungen
6060.ASTM	-4°	0.2°, 0.5°, 1°	STOP H	ASTM E1709, (ASTM E1809, withdrawn / zurückgezogen 2010), ASTM E2540, MUTCD	6060.ASTM
6060.CD		0.2°, 0.33°, 0.5°	(Ad)		6060.CD
6060.DE	5°	0.2°, 0.33°, 1°	STOP STOP	Normen  ASTM E1709, [ASTM E1809, withdrawn / zurückgezogen 2010], ASTM E2540, MUTCD  DIN 67 520, EN 12899-1, EN DIN 20471  DIN 67 520, EN 12899-1	6060.DE
6060.EN	A 1811	0.2°, 0.33°, 2°			6060.EN
6060.CEN	5°	0.33°, 0.5°, 1°	STOP H	DIN 67 520, EN 12899-1	6060.CEN
6060.A.S*	-4°	0.2°, 0.33°, 0.5°, 1°, 1.5°	depending on chosen specifications /		6060.A.S*
6060.C.S*	5°	or/oder 2° *		g von Auswahl	6060.C.S*

Please choose 3 observation angles  $\alpha$ 

\* Bitte wählen Sie 3 Beobachtungswinkel α

Measuring area	Ø 25 mm (0.98")	Messfläche
Measuring sensor adaption	V(λ)	Mess-Sensor-Anpassung
Measuring range	0 - 2'000 cd•lx <sup>-1</sup> •m <sup>-2</sup>	Messbereich
Measuring time	≈3s	Messdauer
Memory	internal flash memory / interner Flashspeicher	Speicher
Memory size / capacity	1 GB ≈ 1'000'000 measurements / Messungen	Speichergrösse /-kapazität
Interface	Host USB (type A / Typ A), Client Mini USB (type B / Typ B)	Schnittstelle
Interface optional	Bluetooth®	Schnittstelle optional
Touchscreen display	3.5" colour TFT (LCD), LED backlight, HVGA resolution / 3.5" TFT (LCD) farbig, LED Hintergrundbeleuchtung, HVGA Auflösung	Touchscreen-Anzeige
Battery	Li-lon-Mn 14.8 V / 6.3 Ah	Akku
Operating temperature	-10°C - +50°C (14°F - 122°F), non condensing / nicht kondensierend	Betriebstemperatur
Storage temperature	-20°C - +55°C (-4°F - +131°F)	Aufbewahrungstemperatur
Material housing	anodised aluminium / Aluminium, eloxiert	Material Gehäuse
Dimensions (LxWxH)	220 mm x 85 mm x 290 mm (8.66" x 3.35" x 11.42")	Dimensionen (LxBxH)
Weight	1.9 kg (4.19 lbs)	Gewicht
Warranty	2 years / Jahre	Gewährleistung



Printed IIQ2015 / Subject to technical changes / Technische Änderungen vorbehalten





Name/Address

9600 N.W. 38th Street, Suite #210

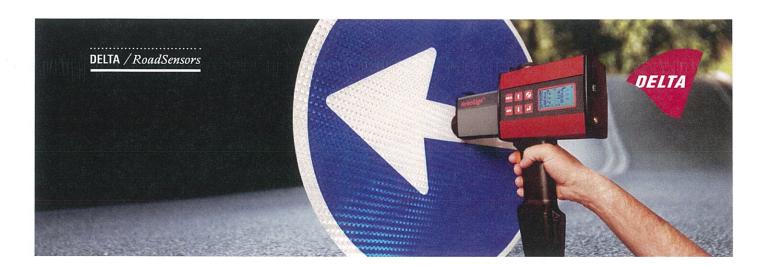
Doral, FL 33178 Tel: +786-281-0749

+786-343-0545

### Proforma Invoice

TOWN OF GARDNERVILLE 1407 HIGHWAY 395N GARDNERVILLE, NV 89410

Date	Estimate No.	Terms	Rep	Shipping terms	Shipp	oing method	
09/17/15	2015-145	Net Prepaid	RG	DELIVERED	TNT		
Item	Description			Quantity	Cost	Total	
6060.ASTM	RETRO-REFLECT BATTERY OPINETROREFLECT SHOULDER STATERY CHARLES AND AMBRET ON	ERATED FOMETER FRAP ARGER I STANDARD D DATA ANALYSIS SO LS' DR DATA TRANSFER I MANUAL E OF MANUFACTURE OF CALIBRATION AG FM E1709, ASTM E180	OFTWARE R	1	9,250.00 650.00	9,250.00	
000	TAX 7%			1	693.00	693.00	



### The RetroSign GR3 & GR1 retroreflectometer features

The professional choice for measuring all types of retroreflective sheetings for road signs, license plates and safety clothing

### RetroSign instruments

RetroSign instruments are modern retroreflectometers for measuring retroreflection of road signs, license plates and safety clothing. The photometric filter in the RetroSign is among the most accurate, sensitive and durable filters in the world. When combined with the point aperture geometry, laboratory precision readings for all colours and all types of retroreflective sheetings are ensured. The point aperture geometry specified by the American Society for Testing and Materials (ASTM) ensures accurate readings that replicate real-world driving conditions and corresponds to laboratory measurements.

Due to the proprietary gradient index ultra hard coating (UHC) technology, available only from DELTA, the sensor response meets the ASTM 1709 requirements for combining the CIE eye response and CIE illuminant "A".

RetroSign instruments comply with the following standards: EN 471, EN 20471, EN 12899, ASTM E 1709 and ASTM E 2540.

### RetroSign GR3

Features a unique triple geometry that makes it easy to undertake measurements of a range of observation angles at the same time. This provides the user with a significantly more comprehensive image of the retroreflection of road sign. See table below for geometries.

RetroSign	Entrance angle *	-4°	
GR3 ASTM ASTM E 1709, E1809, E 2540	Observation angle	0,2°; 0.5°; 1,0°	
RetroSign	Entrance angle *	+5°	
GR3 CEN EN 12899	Observation angle	0,33°; 0,5°; 1,0°	

### RetroSign GR1

Measures the main observation angle stated in these standards, and is available with the geometries listed in the table below. GR1 ASTM and GR1 CEN measure roadsigns, GR1 Safety measures safety clothing

El RetroSign GF	R1 se encuentra disponible co	n las siguientes geometrías
RetroSign	Entrance angle *	-4°
GR1 ASTM ASTM E 1709, E 1809	Observation angle	0,2°
RetroSign	Entrance angle *	+5°
GR1 CEN EN 12899	Observation angle	0,33°
RetroSign GR1	Entrance angle *	+5°
SAFETY EN 471,EN 20471	Observation angle	0,2°

### Features

RetroSign instruments are lightweight and ergonomically designed for user comfort.

The instruments operate with a reproducibility of  $\pm$  4 % and a repeatability of  $\pm$  2 %.

The instruments have automatic stray light compensation so that daylight and other outside light sources will not affect the accuracy of the measurments.

The internal memory stores more than 250,000 readings, which essentially means that these instruments never run out of memory.

The instruments enable the user to determine whether a microprismatic sign sheeting material has been applied correctly. Aperture reducers make it possible for RetroSign retroreflectometers also to measure small letters and symbols on road signs.

. The Road Sensor Control (RSC) software supplied with the

4-13

### DELTA / RoadSensors

instrument, combined with the USB interface, makes it easy to download data and generate reports MS-Excel and to transfer locations to Google Earth (if GPS installed and activated).

The RetroSign GR3 and GR1 are designed to interface easily with both current and future ID tagging and asset management systems.

### Add-ons

RetroSign GR3 and GR1 can be fitted with built-in precision GPS. This makes it possible to determine exactly where any specific measurement has been carried out.

RetroSign GR1 and GR3 can be fitted with Bluetooth for wireless connectivity.

For tracking your assets RetroSign GR3 and GR1 can be delivered with Barcode reader.

RetroSign instruments are available with an extension pole with remote control for measuring particularly tall or elevated signs.

### Calibration standards

RetroSign instruments are calibrated using references from DELTA's DANAK accredited laboratory and are traceable in accordance with standards issued by PTB (Physikalish-Technische Bundesanstalt, Germany) and NIST (National Institute of Standards and Technology, USA).

### Contact and further information

For further information about RetroSign GR3 and GR1 retroreflectometers, please contact:



Kjeld Aabye Market Manager

Phone +45 72 19 46 30 kaa@delta.dk roadsensors.com

### Add-ons



Extension pole



Bluetooth



GPS



Barcode reader

DELTA

Venlighedsvej 4 2970 Hørsholm Denmark Tel. +45 72 19 40 00 roadsensors@delta.dk roadsensors.com





### RetroSign® GR3 Retroreflectometer





Automate collection of your traffic inventory information with lightning-fast recording of retroreflectivity, GPS, RFID and barcodes. The handheld GR3 measures the coefficient of retroreflection, RA and meets all U.S. and European standards, including the FHWA MUTCD.

- Exceeds FHWA & ASTM requirements for retroreflectivity measurement
- Internal storage for 250,000 measurements
- Records sign retroreflectivity at 3 separate observation angles: 0.2°, 0.5° and 1°
- GPS and barcode readers included (RFID tag reader optional)
- Bluetooth and USB (cable included)
- Meets ASTM, CEN & CIE specs
- Automatic stray light compensation
- Low weight (only 4.6 lbs.) and ergonomic design reduces fatigue
- Road sensor control software transfers the results to a PC for report generation

### Interfaces with:





Kit Includes: GR3 Retroreflectometer, barcode reader, carrying case, NiMH battery, 110V charger, USB cable, carry strap, calibrator and lens cap.

RetroSign GR3 Retroreflectometer kit	3670-00010	\$9,745
Extension pole with remote control	3670-00002K	\$1,450
Extra NiMH battery	3670-00003	\$324
Serial communication cable	3670-00027	\$145
Fast-charge 110V battery charger	3670-00005	\$641
Replacement front lens cap	3670-00006	\$45
Replacement carrying case	3670-00009	\$752
New/replacement calibration	3670-00007	\$550
RFID tag reader	100387	\$995
Metal Barcode Tag (500 qty)	106058	\$715
Metal Barcode Tag (1000 qty)	106059	\$923
Metal Barcode Tag (2500 qty)	106060	\$1,430
Foil Metal Barcode Tag (500 qty)	106061	\$819
Foil Metal Barcode Tag (100 qty)	106062	\$1,066
Foil Metal Barcode Tag (2500 qty)	106063	\$1,788
Foil Metal Barcode Tag (5000 qty)	106064	\$2,990



Automate collection of your traffic inventory information with lightning-fast recording of retroreflectivity. Optional GPS, RFID, Bluetooth and barcodes available. The handheld GR1 measures the coefficient of retroreflection, RA and meets EN 12899 and ASTM E 1709.

- Internal storage for 250,000 measurements
- Records sign retroreflectivity at 0.2° observation angle
- GPS and barcode readers included (RFID tag reader optional)
- Low weight (only 4.6 lbs.) and ergonomic design reduces fatigue
- Road sensor control software transfers the results to a PC for report generation
- Interfaces with:

Bluetooth USB 48





RetroSign® GR1 (base unit)

\$7,745

St

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tc

item





Extension pole with remote control allows readings to be taken from ground level

202

Barcode tags, adhere to sign, scan with Retroreflectometer barcode reader, instantly record information for each sign

> Property of Your Company Name 08824

> > Phone 800-236-0112

FAX 800-444-0331

www.tapconet.com

### Gardnerville Town Board AGENDA ACTION SHEET



1.	<b>Not For Possible Action:</b> Discussion on the Main Street Program Manager's Monthly Report of activities for September 2015.
2.	Recommended Motion: Receive and file a. Funds Available:   Yes  N/A
3.	Department: Administration
4.	Prepared by: Paula Lochridge
5.	Meeting Date: October 6, 2015 Time Requested: 10 minutes
6.	Agenda:  ☐ Consent  ☐ Administrative
7.	<b>Background Information</b> N/A
8.	Other Agency Review of Action: Douglas County
9.	Board Action:
	Approved



### Main Street Gardnerville's Program Manager Report October 6, 2015

- Most of this past month I have been focused on events:
  - Our final "Thirsty Third Thursday Wine Walk" of the season. Our promotions committee is currently contacting participating businesses with surveys and we'll review that information at our next meeting then create a report to compare this season with previous seasons.
  - The "Harvest Fall Festival & Scarecrow Festival" at Heritage Park & Gardens, October 3<sup>rd</sup>.
  - o The 1<sup>st</sup> Annual "Slaughterhouse Lane Coffin Races" at Heritage Park, October 10<sup>th</sup>.
    - As of this report, September 30<sup>th</sup>, we have nine coffin teams signed up... with several other interested parties. We're very pleased with this number being it's the first time we've held this event.
  - Scott Bergan, MSG Vice-President and Promo Committee Chair, and I did a presentation to the Carson Valley Visitors Authority on September 30<sup>th</sup> regarding the "Great Race" event for June 19, 2016. The CVVA Board voted to commit \$1,000.00 to Main Street Gardnerville towards the Great Race. In addition to the monetary commitment they will also be happy to supply man hours to assist with the event as well as help promote the event on social media, their website and their calendar of events. We have also met with various restaurant owners and managers to request bids for the lunch we are required to provide to the "Great Race" drivers and staff. Once some of these details are confirmed, we'll being the promotion process and our efforts to secure sponsorships.
- Nevada Volunteers conducted a one-day Northern Nevada Volunteer Engagement Training 101 course in Reno on Tuesday, September 29. Our Board President, Linda Dibble, and I attended the training and found it very informative. They will be sending us all of the training materials electronically and would be happy to share that information with anyone interested.
- Linda Dibble, MSG Board President and Carol Sandmeier, HPG
  Committee Chair, both attended the Carson Valley Best Of Awards
  Luncheon on September 24<sup>th</sup> to receive our awards for "Best Non-Profit"
  and "Best Volunteer".
- Vicki Bates from the Heritage Park Gardens Committee will report on the Child Classes held over the summer as part of the Children's Garden Grant we received from the Nevada Department of Agriculture and also on the Lowe's Community Outreach Program Grant Award we've received.

















MainStreetGardnerville.org or 775-782-8027 EastForkGallery.com or 775-782-7629

### Sign Up Your

## "Coffin Team" Now



1st Annual

### STAUGHTERHOUSE LANE COFFIN RACES

Visit our Calendar on MainStreetGardnerville.org or the MSG Office at 1407 Hwy 395 N for Registration Information

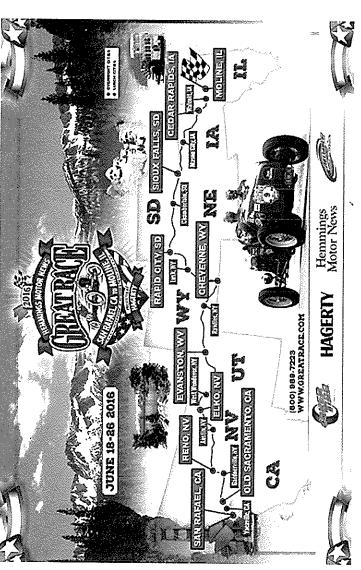
Main Street Gardnerville 1407 Main Street (Hwy 395 N), Gardnerville, NV 89410 Ph: 775.782.8027

www.MainStreetGardnerville.org Info@MainStreetGardnerville.org Main Street Gordnerville is a 501.c6 non-profit conporation & an equal opportunity provider and employe











# Budget from both the Town and MSG: \$8,000

The Town of Gardnerville & Main Street Gardnerville:

for Agreement with Great Race

for providing food for Drivers and Support Staff

for Traffic Control

nonrefundable Outdoor Festival Permit Fee

(6) Port-a-Potties and (3) Wash Stations

Marketing \$ 200 \$ 100 \$ 775 \$2,500 \$1,000

Promotional Materials

Volunteer wear: Such as t-shirts, bandanas, hats or badges for those working the event

\$10,575 total in expenses budgeted for this event.

Requesting \$2,575 from the Carson Valley Visitors Authority.





Doar Heritage Park Grardens/Main street Gardrawille,
My family Visited your community goorden
In June and had a wonderful expenence.
The boys were given two sunfraver plants
about 6" high from a nice volunteer at the
garden who also gove them Z painted rocks
to take nonce as sowenir. We planted the
sunfravers as soon as we got home and watched
them grow talk each day. Here is a picture of
the first fraver that bloomed. They are in their p.j's
as it is the first twing they check on when they wake up.
thank you for bringing such joy to our familie.
The Button's San moreline.



### **Gardnerville Town Board**

### **AGENDA ACTION SHEET**

	of Gardnerville budget for fiscal year 2015-2016.
2.	Recommended Motion: Approve Resolution 2015R-060 augmenting the Town of Gardnerville's 2015-2016 fiscal year budget.
	Funds Available:  Yes
3.	Department: Administration
	Prepared by: Tom Dallaire
4.	Meeting Date: October 6, 2015 Time Requested: 5 minutes
5.	Agenda: □Consent
6.	Background Information: The grant funds were not budgeted during the 15/16 budget cycle since we were hoping to start the Hellwinkel project in the 14/15 fiscal year. This augmentation recognizes those grant funds in the 2015-2016 budget. See Resolution and Augmentation form.
7.	Other Agency Review of Action: Yes \Bullet N/A
8.	Board Action:
	Approved — Approved with Modifications — Continued

### RESOLUTION NO. 2015R-060

### RESOLUTION AUGMENTING THE TOWN OF GARDNERVILLE 2015-2016 FISCAL YEAR BUDGET

WHEREAS, there is a need to revise the 2015-2016 Budget as follows:

GENERAL FUND	
Revenue	
Grant In Aid Othe	er \$123,500
Grant – State Q1	<u>\$307,250</u>
	\$430,750
Expenditures	
Board Designated	<u>\$430,750</u>
	\$430,750
ADOPTED THIS 6 <sup>th</sup> day of Octo	bber 2016.
,	
AYES	
- ************************************	The state of the s
***************************************	Works A. Bridge
	The state of the s
NI A 371"	
NAYE	The state of the s
	GARDNERVILLE TOWN BOARD
	DOUGLAS COUNTY, NEVADA
	DOUGLAS COUNT I, NEVADA
	Ву:
	Lloyd Higuera, Chairman
	J <del>D</del>
ATTEST:	
Tom Dallaire, Clerk to	the Board

is herein approved.	T RESOLVED that the	2015-2016 Fiscal Year Budget Augmentation
ADOPTED THIS d	lay of	, 2016 by the following vote:
AYES	COMMISSIONERS	S
NAYS		
ABSENT		
ADSERT		
	Ву:	
		rman glas County Board of Commissioners
ATTEST:		
Clerk to the Board		

### Douglas County Finance Division **Budget Augmentation** Date of Request: 10/6/2015 Requested By: Tom Dallaire For Fiscal Year: 15/16 Fund/Department: Gville/Public Works Revenue Revenue Expend Expend Account Name Fund Dept Account Increase Decrease Increase Decrease Grant - State Q1 610 000 334 123 307,250 2 Grant in aid other 610 000 331 140 123,500 3 Board Designated 610 926 563 900 430,750 4 5 6 8 9 10 11 12 **Totals** 430,750 430,750 Net Change 430,750 430,750 Purpose: 2. Hellwinkel channel(08D01), Kingslane sidewalk (12R02) Department Head or Finance Director Signature: Finance Division Use Only Approved By: Date: Journal #

### Gardnerville Town Board AGENDA ACTION SHEET



	public comment prior to board action.
2.	Recommended Motion: Funds Available: ☐ Yes
3.	Department: Administration
4.	Prepared by: Tom Dallaire
5.	Meeting Date: October 6, 2015 Time Requested: 5 minutes
6.	Agenda: □Consent
Ва	ckground Information: See attached.
7.	Other Agency Review of Action: Douglas County
3.	Board Action:
	Approved

	Douglas County Finance Division								
				Bud	get T	ransfer			
Date of Request: 1/1/2016 For Fiscal Year: 15/16			-			Requested By: Fund/Department:		Tom Dallaire 610-926	
	Account Name	e Fund	Dept	Acc	ount	Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 E	Board Designated	610	926	563	900				307,250
2 (	Capital Projects	610	926	562	000			307,250	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
				Total	s	-		307,250	307,250
			Ne	t Cha	nge			-	
	'urpose: Hellwir Change in Geoff's position	nkel channel n from engineer	to super	intende	nt				
-									
-									
-									
-									
De	partment Head or	Finance Dir	ector	Signa	ture:				
			Fin	ance l	Divisio	n Use Only			
An	proved By:								
Da	(			-				Journal#	<u> </u>
				-					

### Gardnerville Town Board AGENDA ACTION SHEET

□ Approved

Denied



1. For Possible Action: Discussion to reconsider a motion of the board at the April 7, 2015 town board meeting to "advise staff that we are opposed to any cost allocation from the county." If reconsideration is approved, an interlocal agreement will be presented for the board's consideration as Item 9 of this agenda; with public comment prior to board action. 2. Recommended Motion: Approve rescinding the previous motion "advise staff that we are opposed to any cost allocation from the county." Funds Available: Yes □ N/A – We can budget for it in the 611 fund. 3. Department: Administration 4. Prepared by: **Tom Dallaire** 5. Meeting Date: October 6, 2015 Time Requested: 20 minutes 6. Agenda: Consent Administrative **Background Information**: At the April 7, 2015 meeting the board made a motion not to pay for cost allocation. That direction was conveyed to county staff and some commissioners. That started a series of additional meetings and conversations over the past couple months. County staff will accept the cost allocation to the enterprise fund only, if we accept paying for the enterprise fund (611) only. The enterprise fund is an entity that services could be subcontracted out and the subcontractor would have to do their own administrative services. It is not a general fund expense. See attached minutes from April 7, 2015. 7. Other Agency Review of Action: Douglas County N/A 8. Board Action:

Approved with Modifications

☐ Continued

recommend that if you decide you want to go forward, that you condition it on legal counsel confirming it is in compliance with NRS. We will work to see if there isn't some way to make it work.

Mrs. Jones asked, if for some reason we have to wait, how long would it be before they are laying a sidewalk that we might have to rip out. If legal counsel comes back, how soon could we do a special meeting to get something approved?

Mr. Dallaire explained anybody else has to move on site with the current contractor already working on the parking lot. No one can do the improvements if he is building the wall. So if he's building the wall then all of this is most and we'll rip out the wall later and replace it all for \$150,000.

Mr. Miller talked to Bill Henderson. The original date for Sharkey's to be open was April 15<sup>th</sup>. They aren't going to hesitate and wait for us.

Mr. Dallaire clarified the contract for Sierra View is \$51,000. We still have testing and inspection. If we just do the \$49,000 and then we can work with Ray tomorrow and see what he says about the drop inlet. If Pegram provides the pipe then we are under \$45,600. The testing and inspection would be a separate contract.

No public comment.

Motion Jones/Miller to authorize the town manager to sign a contract not to exceed \$49,900 with Sierra View or other appropriate contractor for the improvements, subject to legal counsel's approval. Motion carried.

13. For Possible Action: Discussion to approve, approve with modifications or deny the NV Energy easement for the completed underground power lines across town property per the NV Energy agreement for undergrounding of the power lines between Gilman Avenue and Toler Lane, as part of the Hellwinkel Channel and pedestrian project (APN's 1320-33-310-006 and 1320-33-402-080), with public comment prior to Board action.

Mr. Dallaire stated when NV Energy relocates the power underground they need a new easement. That is what this is. As part of the contract we need to provide them with an easement. Once they put the power lines in they have access to them.

No public comment.

Motion Slater/Wenner to approve the granting of an easement for the underground power utility lines over the Hellwinkel channel/pedestrian trail property and over the Chichester detention pond parcel 1320-33-310-006 and 1320-33-402 080. Motion carried.

14. For Possible Action: Discussion and overview of the meetings to date including the County's presentation to the Board of County Commissioners and provide official direction to staff on the County's Cost allocation plan, with public comment prior to Board action.

Mr. Miller doesn't believe the cost allocation is going to fly with the county commissioners. They don't seem to be in favor of it as much as we think they are. This is a special project the county managers have taken on. It has been through three county managers and it hasn't flown yet.

Chairman Higuera asked not to forget the assistant county manager. When it was brought up to the commission, Jim Nichols put it on the agenda and during that time it was quite evident the towns are special and should have special consideration. If Jim Nichols hadn't stopped that conversation, they probably would have voted to can the whole process. But he cut them off saying, I can see there is a lot of confusion here. People just aren't understanding. I want to have some more meetings. It seems like there are at least three votes to not do any kind of cost allocation. It was interesting. It never came to fruition. The other part of the shoe is the enterprise funds. I kind of agree with Ken that we shouldn't pay any cost allocation. In talking with Tom, he feels it is the fair thing to do.

Mr. Dallaire explained in the interlocal agreement of 1997, which we say is still in effect today, the enterprise fund was created in order to provide service for the trash collection in the towns of Gardnerville and Minden. There was not another trash company at the time. The county commissioners made it official. The town admin fund is storm

drains, roads and parks, which are services the county already provides. I don't see why we aren't a general fund and part of the taxes the residents pay for the services already. I think the admin fund is different than the enterprise fund. I have no other income except through taxes. The enterprise fund is the fair thing to give up. I think Doug Johnson is pushing for that per phone conversations with him. In my report I gave five different options.

Mr. Miller thought if we offer to pay for the enterprise fund then I think they will take it.

Mrs. Slater liked Mr. Dallaire's response. I agree with what Ken is saying, there are a lot of things we shouldn't be charged for and by saying okay we're allowing it to be double dipped against our revenue.

Mr. Dallaire agreed it is double dipping on the admin side for all the things we maintain in town.

Mrs. Slater thought if we are forced to pay it that's one thing, but I don't think we should willingly step up to the plate and say we're going to write you a blank check. I think they need to understand our position. Let them bear the heat and order it if that is the bottom line.

Vice-Chairman Wenner heard the commissioners mention in the meeting they did not want to be offensive to the towns.

Mr. Miller brought up Jim Nichols wants Main Street to apply for funds and not take it out of economic development. If Main Street is not economic development what is it?

Chairman Higuera didn't mean for this to be an action item. He just wanted to hear how the board members felt.

Mrs. Jones doesn't have anything to add over what has been said. I think what is most important is this idea of double dipping on town residents. That's not true of East Fork where some of these cost allocations make sense. Then it becomes how do we most strongly say that to the commissioners? One of the ways is to have a motion unanimously approved by the town board so the next time Tom has to go back he can say my board felt so passionate about this they unanimously agreed on the record that we should oppose your cost allocation because our residents shouldn't be double dipped.

Mrs. Slater questions whether we want to come forth with the \$38,692 value. Are we setting a precedent for the future? We're saying we agree it's a recognized fee. So maybe the better stance is to say we provide a service to our residents covered by the fees we collect.

Chairman Higuera stated we have made that case over and over and over. They ignore it.

Mrs. Jones asked if anyone has stood up in front of the county commissioners and said I'd like a motion that says cost allocation should not apply to the towns.

Mr. Dallaire shared the possible options that were presented to the BOCC on behalf of county staff: the town agrees to pay full cost allocation, that's number one, phased in over a three to five-year period; second is the Town discontinue receiving county services and contract the services separately. That makes no sense. They have to audit our books. They have to report our books. The Town cannot write a check. Christine thinks we can write checks tomorrow on our own account. The third option is the Town pay only a portion of their cost allocation attributed to their enterprise funds.

Mr. Miller asked if it's not against state law why do we have to go to the state legislature to incorporate the town. We have to be in the position of being incorporated in order to write checks.

Chairman Higuera advised the double dipping situation has been brought up at our meetings more than once. They got a legal opinion from the District Attorney's office and the District Attorney's office says it is not double dipping.

Mrs. Jones advised reasonable attorneys disagree all the time. I don't just want to know Mark Jackson's office did it. I kind of want to know which attorney did it.

Mr. Miller asked if the software the county uses does the cost allocation automatically or do they pay a consultant each year?

- Mr. Dallaire answered they pay a consultant for the report.
- Mr. Miller believes that is a waste of taxpayer's money.
- Mrs. Slater did not want to forget that we gave up some of our taxes to the county.
- Mr. Dallaire advised that Steve Thaler asked Christine Vuletich how much the tax the town gave up actually amounted to in revenues. It was \$9,000 the town gave up that year and now it equates to \$55,000 this year. The county as a whole makes a lot more money taxing all of the residents in Douglas County than we can.
  - Mr. Miller asked how many years ago we gave up the \$9,000.
  - Mr. Dallaire thought two or three years ago.

Mrs. Jones called attention to page 14-21 and the completely disproportionate support of the Town of Genoa over the other two towns. They have also reduced our ability to have income and now they want to take about two percent of what we need to operate. It's easy to say this is not a lot except when we raised rates by \$3 in January, that was a big deal. It took months for staff to deal with the fallout. What happens when we have to raise rates again to deal with the cost allocation? It's stacking stones on top of each other. Pretty soon the tower is going to be so big it will smother us. My inclination is for us to take a strong board action that can give Tom the ammunition he needs to go back and get us as little cost allocation applied to us as possible, and hopefully zero. I think our voice has to be very strong to give Tom that backing.

Chairman Higuera added this item has been thrown back to the county manager's office to do some more negotiating and then bring it back to the commission again. That's when we need to fire all the ammunition.

Chairman Higuera called for public comment.

Mr. Kelly Kite, Douglas County citizen, commented I was on the commission when the relationship between Douglas County and the towns was not worth bragging about. I believe that was about the time the agreement came about. The five commissioners decided we need to build on the relationships we have. The towns do a lot of things that are beneficial to Douglas County. We do things for the town. So let's just let it slide. The thing we did not want to do is every time they call and ask a favor of the town you send them a bill. Every time Douglas County does something for the town they send you a bill. I've gone to a few county commission meetings. I don't' think any commissioner wants to get into that relationship. They're all citizens. We were elected by districts. And getting into a he said, she said type of relationship made no sense then and makes no sense now. Douglas County didn't want to get into the trash pickup. There are so many things that go back and forth. I saw an item to discuss with Douglas County about a permit for use of the park. Those are the kind of things that can add up to thousands and thousands of dollars. It doesn't make any sense. Yes, you gave up part of your tax revenues. I don't think you can beat that to death too much. I think you are right, for what it's worth.

No further public comment.

Motion Miller/Slater to advise staff that we are opposed to any cost allocation from the county. Motion carried.

(Break 6: 50 to 7:05 p.m.)

- 15. For Possible Action: Discussion to provide direction to staff on the town's Strategic plan, Goals, Values and Vision for Fiscal Year 2015/2016 including, but not limited to;
  - a. Discuss Towns Strategic Plan and Goals,
  - b. Discuss Town Values,
  - c. Discuss Town Vision, and other matters properly related thereto; with public comment prior to Board action.
  - Mr. Dallaire asked if everyone had their goals.

Mrs. Slater:

1. List at least one goal you would like to see completed in the 2016 budget cycle - 2013 goals accomplished first.

### **Gardnerville Town Board AGENDA ACTION SHEET**



- 1. For Possible Action: Discussion to approve, approve with modification or to deny an interlocal agreement between Douglas County and the Town of Gardnerville, approving cost allocation from Douglas County to the towns enterprise funds only, at a cost to the 611 Fund (Health and Sanitation) of \$20,464, for the fiscal year 2015/16, authorizing the Board Chairman to sign the agreement; with public comment prior to Board action.
- Recommended Motion: Approve the interlocal agreement between Douglas County and the Town of Gardnerville and authorize the board chairman to sign the

Funds Available: 

Yes □ N/A 611 fund will be modified to cover the cost 2015/2016

Department: Administration

4. Prepared by: Tom Dallaire

5. Meeting Date: October 6, 2015 Time Requested: 10 minutes

6. Agenda: □Consent □ Administrative

**Background Information**: This process has been going on for years. It came down to the point where we were putting the county commissioners into a position that they would have to make the call to pay all cost allocation from the towns or only the enterprise funds. This will be the best option the town board has before county staff will take the item back to the county commissioners for the final decision. The managers of the towns of Gardnerville and Minden have been working through the agreement that is before you today. This agreement includes the board's discussion with town staff, following Douglas County Polices and the new pay plan. The towns will have the flexibility to deal with staffing needs during the budget cycle without going to the board of county commissioners for position approval.

See attached agreement.

7.	Other Agency Rev	view of Action: Douglas County	₩ N/A
8.	<b>Board Action:</b>		
	Approved Denied	☐ Approved with Modifications ☐ Continued	

### INTERLOCAL AGREEMENT

(Cost Allocation for Administrative Services performed by Douglas County)

This Interlocal Agreement is made by and between Douglas County ("County"), a political subdivision of the State of Nevada, and the Town of Gardnerville ("Town"), an unincorporated town and a political subdivision of the State of Nevada, collectively referred to herein as the "Parties."

### RECITALS

WHEREAS, NRS 277.100(1) defines a public agency eligible to enter into an interlocal agreement to include counties and unincorporated towns; and

WHEREAS, NRS 277.180(1) provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which any of the contracting agencies is authorized by law to perform; and

WHEREAS, each Party is authorized by the laws of Nevada to perform or undertake numerous governmental functions and responsibilities as separate legal entities; and

WHEREAS, the Town was created pursuant to NRS chapter 269, and provides services to its residents, including without limitation, drainage; solid waste disposal; parks; recreation; streets, alleys, sidewalks; street lights; water distribution; acquisition, disposal, annexation or deannexation, maintenance and improvement of town property provided the town advisory board presents any proposed acquisition, disposal, annexation or de-annexation, maintenance and improvement of town property to the Board of County Commissioners for review and approval. Said services are of value to the County and its citizens; and

WHEREAS, but for the provision of the services provided by the Town, the same would otherwise be provided by the County, such that the Town's provision of such services is of inherent value to the County; and

WHEREAS, the County provides administrative support services to the Town, which allows the Town to keep staffing, equipment, and facilities at a manageable level, and is a benefit to both the Town and County; and

WHEREAS, by entering into this Agreement, the County and the Town, intend to formalize the County's provision of administrative support services to the Town;

NOW, THEREFORE, in consideration of the mutual covenants, hereinafter set forth, the Parties agree to the following:

1. Terms of the Agreement: This Interlocal Agreement will be affective when approved by the governing bodies of the Parties and properly executed in accordance with such approval. This

Interlocal Agreement is designed to be perpetual, and shall remain in full force and effect unless terminated as provided herein or amended or restated by mutual agreement of the Parties.

- 2. Services to be provided: The County shall provide administrative services identified in the County's Cost Allocation Plan to the Town, including the following:
  - a. Treasurer: Banking services, investment management services.
  - b. **Finance:** Accounting and financial reporting, coordination of independent annual financial audit, operating and capital budget development and management, debt management, payroll and accounts payable.
  - c. **Human Resources**: General Human Resources services, recruitments, employee services/benefits administration, and risk management.
  - d. Geographic Information Systems: Creation and maintenance of spatial and tabular data, development of customized applications, and production of custom digital or hard copy maps for internal and public use. GIS Services shall also include support of the Town's use of GIS software, data, and solutions.
  - e. **Technology:** Centralized technology projects; server, desktop PC, and workstation support; software applications; data network infrastructure; and security and maintenance.

Additionally, other departments providing administrative support services to the Town shall be deemed to be added to this non-inclusive listing, as appropriate, based on the study.

- 3. Determination of the costs associated with services being provided: The County shall identify the costs of these services in the annual Cost Allocation Plan (the "Cost Allocation Plan"). An independent Certified Public Accountant, in accordance with the policies and procedures contained in Federal Office of Management and Budget (OMB) Circular A-87, will prepare the County's Cost Allocation Plan. The plan shall be updated annually with actual expenditure information from the County's audited financial statements from the prior fiscal year. The Town shall have the opportunity to review and comment upon the Cost Allocation Study, including the data used to calculate the costs of services, each year prior to its annual update and approval by the County, to evaluate the cost effectiveness of each service provided, evaluate the appropriateness of each service provided, and to make appropriate adjustments thereto.
- 4. Payment of Services: The Town shall only pay for the administrative services provided to the Town's enterprise funds as indicated in the Cost Allocation Plan. Further, in recognition of the value of the services provided by the Town, the County shall not require payment of the Town's General Fund accounts within the Cost Allocation Plan.
- the County shall be addressed directly to the respective department head of each department providing the respective service to the Town, and if said department head does not address such concern(s) to the satisfaction of the Town, the Town may take the concern to the County Manager, and then finally to the Board of County Commissioners if the County Manager is unable to resolve the Town's concern(s). The County will be given at least sixty (60) calendar

days to address any concern expressed by the Town before bringing the matter to the attention of the Board of County Commissioners.

- 6. **Termination of the Agreement:** Either Party may, without cause, terminate this Agreement effective July 1 of the immediately following fiscal year, upon providing at least one hundred twenty (120) days' advance written notice to the other Party. The notice of termination may provide for termination of some or all of the services provided to the Town. If only some of the services are to be terminated, the County may elect to provide notice of termination of any or all remaining services. Because both Parties are public agencies, a joint public meeting of the Parties' respective governing Boards to discuss and appropriately plan for service termination shall be held within sixty (60) days of notice of termination.
- 7. Personnel Policies and Procedures: With respect to the provision of Human Resources services, the Parties agree that the provision of such services is dependent upon the Town substantially complying with the County Personnel Ordinance, and Personnel Policies and Procedures, as well as the Town coordinating with the Douglas County Human Resources Department on personnel matters. To the extent reasonably practical, the Town agrees to use the County's existing job positions and, where necessary, to place newly created job titles within the County's existing job classification system. The Town shall be solely able and responsible to compensate its employees and contractors independently, and to implement any compensation and/or classification study adopted by the County as the Town determines is appropriate. The Parties also agree that Town employees are not eligible to participate in the County's collective bargaining units.
- 8. County Authority: The County Manager is expressly delegated the authority, by the Douglas County Board of County Commissioners, to terminate this Agreement. Notwithstanding such delegation, the Town may request the Board of County Commissioners to review and modify any decision made by the County Manager relative to the termination of this Agreement, pursuant to this delegation of authority.
- 9. Notice: Each respective Party agrees to indemnify and hold harmless the other Party, to the extent provided by law, from and against any liability arising out of the performance of the Agreement, proximately caused by any act or omission of its own officers, agents, and employees, if such conduct occurs in the proper execution of their duties as a representative of their employer.
  - a. The laws of the State of Nevada shall be applied in interpreting and construing this Agreement.
  - b. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement.
  - c. This Agreement constitutes the full and final agreement between the Parties and shall not be modified except in writing and signed by both Parties.

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Interlocal Agreement Between Douglas County and the Town of Gardnerville

d. All written notices under this officials at the addresses stated:	Agreement shall be delivered to the following
County Manager Post Office Box 218 Minden, Nevada 89423	Town Manager 1407 Highway 395 North Gardnerville, Nevada 89410
e. This Agreement may not be assigns.	gned except by writing signed by both Parties and benefit of the Parties' respective successors and
IN WITNESS WHEREOF, the Parties hereto executed.	have caused this Interlocal Agreement to be
Dated this day of	, 2015.
DOUGLAS COUNTY	TOWN OF GARDNERVILLE
By: Doug N. Johnson, Chairman Douglas County Board of Commissioners	By: Lloyd Higuera, Chairman Town of Gardnerville Board
ATTEST: Douglas County Clerk	ATTEST: Tom Dallaire, Town Manager

### **Gardnerville Town Board AGENDA ACTION SHEET**



For Possible Action: Discussion to approve, approve with modifications or dempassage of Resolution 2015-01, which continues the board's adopted policy regarding opening invocations before meetings of the Town Board of Gardnerville and provides that the policy and resolution would automatically renew each year at the October meeting under the consent calendar unless a Board member requests that the invocation policy would be heard on the administrative calendar; with public comment prior to Board action.	y			
Recommended Motion: approve resolution 2015-01 to continue the practice opening invocations.  Funds Available:   Yes  N/A	Of			
Department: Administration				
Prepared by: Tom Dallaire				
Meeting Date: October 6, 2015 Time Requested: 15 minutes				
Agenda: Consent				
<b>Background Information</b> : Board Member Miller brought this up last September, when the board asked to see a resolution for approval. October 2014 the resolution was presented and approved to start holding an invocation prior to the actual board meeting. Board Member Miller has been coordinating the invocations and it has not been a staff burden for all the meetings over the past year. With only one no show, the program appears to be successful.				
See attached Resolution 2015-01, policy and minutes from August 2014.				
Other Agency Review of Action: □Douglas County ☑ N/A				
Board Action:				
Approved				

### RESOLUTION 2015-01

### A RESOLUTION OF THE GARDNERVILLE TOWN BOARD ADOPTING POLICY REGARDING OPENING INVOCATIONS BEFORE MEETINGS OF THE TOWN BOARD OF GARDNERVILLE

### WITNESSETH

WHEREAS, the Gardnerville Town Board ("Board") is a duly authorized town board pursuant to Nevada Revised Statutes ("NRS") Chapter 269 and Douglas County Code ("DCC") 18.06; and

WHEREAS, the Board wishes to solemnize its proceedings by allowing for an opening invocation before each regular and special meeting, for the benefit and blessing of the Board; and

WHEREAS, the Board now wishes to adopt this formal, written policy to clarify and codify its invocation practices; and

WHEREAS, the Founders of this country recognized that American citizens possess certain rights that cannot be awarded, surrendered, nor corrupted by human power, and the Founders explicitly attributed the origin of these, our inalienable rights, to a Creator. These rights ultimately ensure the self-government manifest in our deliberative bodies, upon which we desire to invoke divine guidance and blessing; and

WHEREAS, in Marsh v. Chambers, 463 U.S. 783 (1983), the United States Supreme Court concluded, "The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom." Id., at 786; and

WHEREAS, the Board desires to adopt a policy consistent with the Supreme Court's recognition that it is constitutionally permissible for a public body to "invoke divine guidance" on its work. *Id.*, at 792. Such invocation "is not, in these circumstances, an 'establishment' of religion or a step toward establishment; it is simply a tolerable acknowledgment of beliefs widely held among the people of this county." *Id.*,; and

WHEREAS, the Supreme Court has determined, "The content of [such] prayer is not of concern to judges where...there is no indication that the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief." *Marsh*, 463 U.S. at 794-795; and

WHEREAS, this Board is not establishing a policy that defines the Constitutional limits for permissible public invocations but instead desires to adopt guidelines that are consistent with the guidance provided by the several courts that have considered the validity of public invocations, the most recent of which is the *Town of Greece v. Chambers*, 463 U.S. \_\_\_\_\_\_, 2014, WL 1757828; and

WHEREAS, the Board intends to adopt a policy that does not proselytize or advance any particular faith, or show any purposeful preference of one religious view to the exclusion of others; and

WHEREAS, the Board intends to adopt a policy that will not show a purposeful preference to one religious view over another by not permitting the faith of the person offering the invocation to be considered when extending an invitation; and

WHEREAS, the Board accepts as binding the applicability of general principles of law and all the rights and obligations afforded under the United States and Nevada Constitutions and statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of Gardnerville that the Board hereby adopts the following written policy regarding opening invocations before meetings of the Board, to wit:

- 1. It is the intent of the Board to allow a private citizen to solemnize the proceedings of the Gardnerville Town Board. It is the policy of the Board to allow for an invocation, which may include a prayer, a reflective moment of silence, or a short solemnizing message, to be offered before its meetings for the benefit of the Board.
- 2. Although the invocation may be listed in the program or schedule of events, it shall not be considered an agenda item for the meeting or part of the public business at any regular or special meeting which has been noticed for Board action.
- 3. No member or employee of the Town or any other person in attendance at any meeting shall be required to participate in any prayer that is offered and such decision shall have no impact on the ability of the person to actively participate in the business of the Board.
- 4. The invocation shall be voluntarily delivered by an eligible member of the clergy or appointed representative of an organization from the Board's Assemblies List. To ensure that such person (the "invocation speaker") is selected from among a wide pool of representatives, on a rotating basis, the invocation speaker shall be selected according to the following procedure:
- a. A member of the Board and Town counsel shall cause a database to be complied and maintained (the "Assemblies List") of the assemblies and organizations with an established presence in Gardnerville and Douglas County that regularly meet for the primary purpose of sharing a religious perspective or exist for the betterment of the Town or county and their inhabitants (hereinafter referred to as benevolent organizations).
- b. The Assemblies List shall be compiled from all available sources including the listing for "churches," "congregations," other religious assemblies or non- religious/ non-profit organizations that are devoted to the betterment of the Town and its inhabitants in databases maintained by the Town, suggestions from Board members, the annual phonebook distributed by Tahoe Telephone Directories, research from the Internet, and consultation with local neighborhood

associations. All benevolent organizations with an established presence in the area are eligible to be included in the Assemblies List, and any such organization may request inclusion in the Assemblies List by written request to the Chairman of the Board.

- c. The policy is intended to be and shall be applied in a way that is all inclusive of every diverse religious assembly and benevolent organizations serving the citizens of Douglas County, irrespective of religious or irreligious affiliation. The Assemblies List is compiled and used for purposes of logistics, efficiency, and equal opportunity for all of the community's benevolent organizations, who may themselves choose whether to respond to the Board's invitation and participate. Should a question arise as to the authenticity of a benevolent organization, Town counsel shall refer to criteria used by the Internal Revenue Service in its determination of those organizations that would legitimately qualify for I.R.C. 501(c)(3) tax-exempt status.
- d. The Assemblies List shall also include the name and contact information of any chaplain who may serve one or more of the fire department, law enforcement agencies or military organizations within the County.
- e. The Assemblies List shall be updated, by reasonable efforts of the Town counsel, by December 15 of each calendar year.
- f. Within thirty (30) days of the effective date of this policy, and on or about December 31 of each calendar year thereafter, the Board shall publish a notice in a newspaper of general circulation in Douglas County, shall post a notice in the Town Board's chambers, and on the Town's website which shall read:

TOWN BOARD OF GARDNERVILLE'S INVOCATION POLICY The Town Board of Gardnerville makes it a policy to invite members of the clergy, religious representatives and representatives of other benevolent organizations in Gardnerville and Douglas County to voluntarily offer an invocation before the beginning of its regular and special meetings at which the Board may take action, for the benefit, blessing, wisdom and guidance of the Board. Any leader of a religious congregation or representative of a benevolent organization with an established presence in the local community, any chaplain for one of the local fire department, law enforcement agency or military units, are eligible to offer this important service at an upcoming meeting of the Board.

Any organization or individual willing to assist the Board in this regard, please send a written request at your earliest convenience to the Town of Gardnerville at 1407 Hwy. 395, Gardnerville, Nevada. Persons delivering the invocation are scheduled on a first-come, first-serve basis. The dates of the Board's scheduled regular meetings for the upcoming year are established by policy and are listed on the Board's website. Special meetings, when called, will be posted on the

Board's website as soon as the Board determines to conduct a special meeting. If you have a preference among the dates, please state that request in your written request.

This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect and ecumenism, the Board requests only that the opportunity not be exploited as an effort to convert others to the particular faith of the invocation speaker, nor to disparage any faith or belief different than that of the invocation speaker, nor to disparage any person by name or by inference.

### TOWN BOARD OF GARDNERVILLE CHAIRMAN

- g. As the invitation notice indicates, the respondents to the invitation shall be scheduled on a first-come, first-serve basis to deliver the invocation.
- h. In the event an eligible member of the clergy believes that the Board has not complied with the terms of this policy, the clergy member has the right to have the matter reviewed by the Board.
  - 5. No invocation speaker shall receive compensation for his or her service.
  - 6. No invocation shall exceed ninety (90) seconds in length.
- 7. The invocation shall be positive and uplifting and respectful of the diverse religions and spiritual makeup of Douglas County and the Town.
- 8. The invocation need not be religious in form but may be a thought, reading or moment of silence. The invocation speaker shall not ask members of the Board or audience to stand, bow their head, pray or other gesture. An invocation speaker may use a phrase such as "please join me".
- 9. The invocation shall not address any agenda item in a way to attempt to influence the Board's decision or mention anyone by name or by inference.
- 10. The invocation speaker shall not solicit membership or donations to a church or organization.
- 11. An invocation speaker who fails to follow this policy will not be invited to speak another invocation.
  - 12. Should a scheduled invocation speaker fail to attend a meeting when scheduled, the

Board will observe a moment of silence.

- 13. No guidelines or limitations shall be issued regarding an invocation's content, except that the Board shall request by the language of this policy that no invocation should proselytize or advance any faith, or disparage the religious faith or non-religious views of others.
- 14. The Board shall make every reasonable effort to ensure that a variety of eligible invocation speakers are scheduled for the Board regular and special meetings. In any event, no invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the Board, or at more than three (3) Board meetings in any calendar year. Should there be no requests or not enough sufficient requests to give the invocation at any of the monthly meetings of the Board, the Board shall cause persons to be invited on a random basis.
- 15. The Board shall not engage in any prior inquiry, review of, or involvement in, the content of any invocation to be offered by an invocation speaker.
- 16. To clarify the Board's intentions, as stated hereinabove, the following disclaimer shall be included in at least ten (10) point font at the top of any printed agenda published by the Board and shall be read aloud prior to the introduction of the invocation speaker:

"Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board and do not necessarily represent the religious beliefs or views of the Board in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Board. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the Town Board of Gardnerville.

- 17. Shortly after the opening gavel that officially begins the regular or special meeting and the agenda/business of the public, the Chairperson of the Board shall introduce the invocation speaker and the person selected to recite the Pledge of Allegiance following the invocation, and invite only those who wish to show respect for the traditional observances and/or the Board to stand.
- 18. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Board's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Board's respect for the diversity of religious denominations and faiths represented and practiced among the citizens in Gardnerville and Douglas County. This policy shall in no way govern the statements or comments authorized by the Board's procedure for any member of the general public on any agenda item; this segment of the Board's agenda is intended to afford any member of the general public to make any statements protected by the First Amendment of the United States Constitution.

19. This Resolution shall be automatically renewed at the October general meeting of the Board as an item for possible action under the October Consent Calendar unless a member of the Board requests that this Resolution be scheduled for possible action under the October Administrative Agenda.

RESOLUTION PASSED this _	day of October, 2015.
AYES:	NAYS:
ABSENT:	
ATTEST:	
TOM DALLAIRE, TOWN MANAGER TOWN OF GARDNERVILLE	LLOYD HIGUERA, CHAIRMAN GARDNERVILLE TOWN BOARD
APPROVED AS TO FORM AND CONT	TENT:
MICHAEL SMILEY ROWE, ESQ. ROWE HALES YTURBIDE, LLP TOWN COUNSEL	

Motion Miller/Higuera to approve Proclamation 2014P-02 recognizing the week of August 11 through 17 as Brain Injury Awareness week.

No public comment.

Upon call for the vote, motion carried.

7. Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for July 2014.

Mr. Miller reported for Ms. Lochridge. The Basque mural paperwork has been submitted to the planning commission and public notice has been placed on the building. Hopefully we will see it by October or November on the wall. The recent event of July 4, final tabulations are not quite done yet. Tom and Paula are still working on those. We should continue item 8. The other item is Roger Sandmeier, husband of Carol Sandmeier (Main Street board member and Heritage Park Gardens founder), passed away after recent surgery. Carol has done so much work for the Main Street program. The service is August 15<sup>th</sup>. Roger was always there to support us at the garden and be there to cook and gopher for all of us. August 15<sup>th</sup> at the Presbyterian Center at Zephyr Point at 1:00 p.m. is the service if anyone would like to attend.

8. For Possible Action: Discussion on July 4, 2014 Freedom 5K run/walk event and provide direction on continuing or discontinuing the event; with public comment prior to Board action.

Motion Miller to continue item 8 because the final numbers are not in on that. I will say we had 81 runners this year versus 21 last year. We had four times the amount of people. The advertising helps on the radio.

Ms. Wenner seconded the motion.

No public comment.

Upon call for the vote, motion carried.

Chairman Slater informed everyone we are going to take item 11 before we continue on.

11. For Possible Action: Discussion on Draft Resolution 2014-01, a resolution by the Gardnerville Town Board adopting policy regarding opening invocations before meetings of the Town Board of Gardnerville; with public comment prior to Board action.

Mr. Hales mentioned Mr. Rowe spent a lot of time on the resolution. He referred to the recent case Town of Greece versus Chambers where the Supreme Court supported public entities starting their meetings with a prayer. He went to other local governmental agencies, including the county, and took a look at their ordinances. From that he extracted what he needed and put together this resolution. He is quite comfortable that this resolution complies with the constitutional parameters. The resolution is not self-sustaining. It does require effort on the part of the board to reach out to all of the different religious organizations to invite them to come forward. It also presents the situation where someone may come and offer a thought or prayer that isn't in conformity with what other people in the audience may feel is appropriate. But you take one, you take all.

No public comment.

Vice-Chairman Higuera believed the resolution was very well done.

Ms. Wenner concurred, including the part where we decide in a year if we continue it.

Vice-Chairman Higuera asked if Mr. Miller was still up for putting this together.

Mr. Miller is, definitely. A start date would be the month of October. I have to put the list together and contact the individuals. If we try for September it might be too soon. We might miss somebody. I would hope that the local Record Courier would put an article in the paper about the resolution so it would be known to the public right away.

Mr. Hales advised you will have to publish the formal notice but your point is well taken.

Chairman Slater has read the well-written resolution and would commend town counsel for all the hard work and effort to bring forth a document that appears to be very fair and equitable. However, as I stated last month I agree with the comments that were raised by both sides. I still personally see this as a slippery slope for the town. I believe a moment of silence would be much more appropriate. I think the less controversy the town has to face, the better. If we start this it has to be reviewed each year. If it is not brought back next year and approved but it is the following year; we're not being consistent. To me a moment of silence is much more appropriate.

Mr. Philips would respectfully disagree with the chairman on this issue. I think the invocation is the way to go.

Mr. Miller hopes we could review this annually under the consent calendar unless there were comments that came up during the year. It is much more informal and doesn't bring the public issue every time. But it is on the agenda and it does point it out.

Ms. Wenner thought it would be a good thing to review it. I'm all for freedom of speech and freedom of religion. If we don't agree with it; that's our choice. I think it's okay for now. See what happens.

Vice-Chairman Higuera agrees with the majority of the board. A moment of reflection is good. We are talking about 90 seconds. I understand your concerns about the follow through. Ken has pledged to take this on. I realize he won't be around forever. I'm sure someone else will take up the cause. I am on board with the resolution.

Motion Miller/Higuera to adopt Resolution as presented by town counsel for the purpose of having opening invocation before meetings and to be reviewed annually.

No public comment.

### Motion carried with Slater voting nay.

Mr. Hales will have the resolution for the board to sign after the meeting.

- 9. For Possible Action: For Possible Action: Discussion on a request by Ken Hendrix, Jenuane Communities the Ranch, LLC, to modify an existing Planned Development PD 04-008 to:
- a. Increase the number of residential units from 41 to 42 in the multi-family zoning portion of the project;
- b. Request for approval of private roads without sidewalk;
- c. Request a variance of improvement standards to reduce the width of the right-of-way from 60 feet to 32 feet:
- d. Request to allow tandem parking for unit 1 in each of the proposed 14 buildings and;
- e. Request a waiver of the recreational vehicle storage requirement, totaling 5 spaces.

  The subject property is located at Heybourne Road and Gilman Avenue within the SFR-8000 PD/MFR (Single Family Residential and Multi-family residential) Zoning District within the Minden-Gardnerville Community plan (APN:1320-33-210-069); with public comment prior to Board action.

Mr. LaCost reported there have been a lot of changes on this project. Some of our concerns have been addressed and some were not. The new plan is in front of you. We have a presentation by Stephanie Hicks.

Ms. Stephanie Hicks, representing Jenuane Communities, the Esplanade at the Ranch multifamily project, was present. (A power point presentation was given on the project.)

Chairman Slater asked about tandem parking.

Ms. Hicks explained one car can't get out without the other car being moved.

Mr. LaCost asked about the trash totes. It doesn't seem like there is enough space to get one trash tote to each residence in those gaps. We need a three foot clearance in between trash totes. Is there enough room in those specified areas?

Ms. Hicks has not done the measurements. I didn't realize there was a three foot clearance concern. We are amenable to little paved sections where they can come out and put their totes that wouldn't be on the road.

### **Gardnerville Town Board AGENDA ACTION SHEET**



1.	For Possible Action: Discussion to approve or deny adjusting the merit scoring system for Town of Gardnerville Employee Performance Evaluations, and make it retroactive to July 1, 2015 for the beginning of the 15/16 fiscal year; with public comment prior to Board action.
2.	Recommended Motion: Approve the merit system as proposed, making in retroactive, July 1 <sup>st</sup> 2015. Funds Available: Yes
3.	Department: Administration
4.	Prepared by: Tom Dallaire
5.	Meeting Date: October 6, 2015 Time Requested: 10 minutes
6.	Agenda: □Consent □ Administrative
sys bee aw propla per Ar pro eva des the Ade sho 6%.	Ackground Information: The current merit system we are using is not consistent with the stem Minden staff is currently using. The managers of Gardnerville and Minden are trying to come more united when dealing with county departments and want to be consistent in trading staff for their work within the town. This came to the board on 6/3/14 and staff ovided three options at that time. See the attached information on the current system in the today. The town managers of Gardnerville and Minden would like to make staff after attending a county provided performance management training, the current evaluation occass is lacking in content and meaning with the three options allowed within the current evaluation program. Proposed is the scoring system used by Minden, and new evaluation scriptions to be used for staff reviews. One staff review is waiting on this modification and is a reason behind making retroactive starting July 1. ditionally, the staff who are at the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the top of their position pay range bonus will be modified to the position pay range bonus will be modified to the position pay range bonus will be modified to the position pay range bonus will be modified to be provided part to the position pay range bonus will be modified to be provided part to the position pay range bonus will be modified to be provided part to the provided part to the position pay range bonus will be modified to be provided part to the provided part
	☐ Approved ☐ Approved with Modifications ☐ Continued

### Exhibit 'B'

### Town Evaluation Scoring Criteria for PMP program Policy Town Capped Pay Bonus Scale Scoring System Policy

### Proposed Merit Scoring System using the county PMP program for staff evaluations – 2015/2016 - max MERIT 4%

Merit Rating	PMP Merit Score	Merit Increase	Performance Description
EP	100 - 96	6%	<b>EP – Exceptional Performance</b> : (above target) The employee who receives this rating has consistently demonstrated substantial knowledge and ability in performance of job duties. Consistently exceeds expectations and requires minimum direction or supervision. Constantly willing to assume additional duties and
EP	95 – 91	5%	responsibilities. This employee clearly displays leadership by innovation they bring the task and is a self-starter, performing this task beyond the normal job responsibilities and does it for the betterment of the community. They are respected member of the team and provide the respect to others.
SP	90 – 86	4%	SP - Successful Performance: (at target)This employee who receives this rating has consistently demonstrated knowledge and
SP	85 - 81	3%	ability to meet performance expectations, generally corrects any errors with minimum instruction. Is a good team player and is willing to provide assistance in a respectful manner. They accept
SP	80 – 76	2%	supervision in a positive manner and always look for ways to do a better job.
RI	75 – 70	1%	RI – Requires improvement (below Target) This employee who receives this rating does not achieved the expected level of performance and requires improvement to meet the specified
RI	69 - 0	0%	standard of performance. They may not consistently accomplish objectives. Shows little or no initiative and improvement is required if employee is to retain employment.

Scores that fall at a breaking point will be rounded on a conventional basis. For example;

A score of 90.5 would be rounded to 91 resulting in a merit of 5%.

A score of 90.4 would be rounded to 90 resulting in a merit of 4%

### Exhibit 'B'

### Town Evaluation Scoring Criteria for PMP program Policy Town Capped Pay Bonus Scale Scoring System Policy

Current Town of Gardnerville Merit System

6% Me	rit - Avg 3	0/2
0/0 1416	Avg 3	/0
100-97	6%	
96-93	5%	
92-89	4%	2
88-85	3%	4
84-81	2%	1
80-77	1%	
76-0	0%	

### Exhibit 'B'

### Town Evaluation Scoring Criteria for PMP program Policy Town Capped Pay Bonus Scale Scoring System Policy

Current Max. Pay Bonus Scale Scoring a 4% is 0% and 5% is 0.5% and 6% is 1% of max wage.

Town Bo	oard Approved the follow	ving Merit system on _	, 2015
(item	on the agenda)		-

### Proposed Max. Pay Bonus Scale Scoring a 4% merit is 1.0% and 5% merit is 2% and 6% merit is 3% of their current wage.

maximu scale bo		Hourly rate	1	ual Salary er merit	in	Actual crease cceived	1	oposed us Policy	ł	ounty s policy
\$40,000	(example)	19.23								
	1% Merit	19.42	\$	40,400	\$	400	\$	-	\$	-
	2% Merit	19.62	\$	40,800	\$	800	\$	-	\$	-
	3% Merit	19.81	\$	41,200	\$	1,200	\$	<u></u>	\$	-
	4% Merit	20.00	\$	41,600	\$	1,600	\$	400	\$	-
	5% Merit	20.19	\$	42,000	\$	2,000	\$	800	\$	200
	6% Merit	20.38	\$	42,400	\$	2,400	\$	1,200	\$	400

### **Gardnerville Town Board AGENDA ACTION SHEET**

Approved

Denied



1. For Possible Action: Discussion and review of existing Town Standards for lights, signs, and park equipment and trail amenities and associated costs with some found alternatives, with public comment prior to board action. 2. Recommended Motion: Per board discussion. Staff is looking for direction on if the current standards are good or need to be modified. Motion to provide staff direction to modify the town standards as discussed, bringing back the final standards for approval. Funds Available: 
Yes ☑ N/A 3. Department: Administration 4. Prepared by: **Tom Dallaire** 5. Meeting Date: October 6, 2015 Time Requested: 45 minutes 6. Agenda: Consent **☑** Administrative Background Information: Currently the Town standards have identified park equipment which is costly for the town to replace or the developer to provide. Staff is looking for clarification on the standards to provide some flexibility and uniformity within the town. Staff is mainly looking to discuss these standards to be used in parks versus the nature trail or other non-park areas. See attached presentation. 7. Other Agency Review of Action: Douglas County V N/A 8. Board Action:

Approved with Modifications

Continued



### Town of Gardnerville General Improvement Standards

The purpose of this document is to provide basic information on improvements and amenities that are required of all projects within or proposed for annexation to the Town of Gardnerville. While not all inclusive, persons may readily obtain detailed information by contacting the Town offices. The Town has adopted Douglas County Design and Improvements Criteria, "Orange Book" standards, and the Town Policies and Procedures manual. Improvements within or impacting State rights-of-way shall comply with Nevada Department of Transportation (NDOT) standards. The Town will require additional improvements when deemed appropriate and necessary. All development shall comply with the Gardnerville "Plan for Prosperity and Design Guidelines" which are available at the Town offices.

### Lighting

- Town Streets require "acorn" style lights, 3000K LED light head on black steel fluted poles (NV EnergySPPC standard). Lights shall be installed on all town maintained "Local Roads" that are to be dedicated to the Town for maintenance at ONLY the following locations; at-turning points, cul-de-sacs, and intersections. ONLY. Coordinate design, meter location with SPPC, or with an electrical contractor and/or engineer, The Town will approve the final plan.
- Street lighting on private streets will be not be accepted by the Town for maintenance, and the Town will not be responsible for the monthly utility bill. Poles and fixtures shall be the same as on Town streets.
- > Street lighting on regional roads shall be the same standard as Town streets. The Town shall approve final design.
- ➤ The Town will require additional lighting near parks, pedestrian malls, and other areas of public interest. The Town shall approve final design.
- Parking lots and other privately maintained space available to the public shall use decorative lights and poles similar to the "acorn" NV EnergySPPC fixture and fluted black steel pole.

### Traffic Signal and Crosswalk Poles

Poles and arms shall be black. Control equipment cabinets shall be white, <u>unless</u> <u>previously approved in writing</u>. The cabinets shall be addressed and marked with the <u>town logo if the unit is going to be dedicated to the town for ownership and maintenance</u>.

### **Traffic Control Sign Posts and Signage**

Regulatory stop signs, street name signs, posts, and ancillary equipment meeting Town standards shall be installed prior to acceptance of all off-site improvements for maintenance. For reference, typical installations shall consist of (1) FIN-B4 finial, (1) SP4X14 fluted sign pole, (2) TSS0936 sign trim, (1) TSS0909 logo trim, (4) 0936SS GB street sign blade, (1) TSTOP30 stop sign trim, and (1) SB-64 slip base. Contact Town offices for further supplier information.



### Landscape

- The Town will not maintain landscape areas between curb and sidewalks. Perpetual maintenance of these areas is the responsibility of the adjacent property owner or <u>real property owned by the developments</u> homeowners association (HOA).
  - Automatic irrigation must be included. Irrigation system connected to adjacent property in residential areas. Standalone systems acceptable for commercial or in cases of an HOA. The Town will not maintain landscape areas.
  - Trees from the "Town Recommended Tree List" shall be used.
  - DG ground cover (redish in color from Al's Pit in North Carson City)Cobble Rock Mulch with weed block is highly encouraged in landscape strips and required within the town maintained areas.
  - Landscaping in the public-right-of way in commercial areas shall utilize Town standard tree grate and stamped concrete design. Contact Town for supplier and further information.
  - The Town shall approve all landscape plans.
  - The Town will not accept dedication of and/or maintenance of neighborhood monument signs and fences.

### Litter Receptacles

- All litter receptacles <u>located within a town maintained park</u> shall be Town standard Victor Stanley "Ironsites S-42 VS Green" <u>used in all publicly accessible areas (parks, shopping centers, etc)</u>, or <u>approved equal</u>.
- All litter receptacles located within the town and maintained by the town shall be Victor Stanley "Ironsites S-36 VS Green" or approved equal.

### **Benches**

All benches shall be Town standard six (6) foot "Victor Stanley C-10 VS BlackGreen" used in all publicly accessible areas (parks, shopping centers, etc.), or equal.

### **Tree Grates**

All improvement plans shall use Town standard tree grate (East Jordan Iron Works custom Gardnerville grate) or equal for trees located within the public right of way adjacent to parks and commercial areas. Contact Town offices for more information.

### **Parks**

Picnic Tables-Town standard Wausau Tile (model TF 3215 ground sand color), or equal. Minimum 6 tables with 1 ADA table, per acre.

<del>-</del>

- Benches-Town standard, minimum 4 per acre.
- Litter Receptacles-Town standard, 1 litter receptacle per bench and table minimum.
- Drinking fountain-Town standard MDF model 440 DB (green) or equal, minimum 1 per acre with drain connection to sanitary sewer, or building department approved leach line and sump overflow.
- Restroom Buildings will be Town standard Romtec, or <u>approved equivalentequal</u>, buildings. Coordinate design requirements through Town.
- Firigation Systems will use Rainbird controllers, valves and Rainbird rotor sprinklers 6500,5000, 4500 with #8 nozzle and 1800 popup 360 deg adjustment sprinklers or approved equal equipment only. Contact Town for detailed criteria.
- Park Play Equipment-Coordinate design with Town.
- Park Monument Signs-one Wausau Tile model TF 8002 (Sand color) or equal, patterned after the Heritage Park sign is required for every park dedicated to the Town.
- Tree Grates-use Town standard.



Walkways-All walkways and paths shall be concrete. The Nature trail or pedestrian path within the open space areas shall be 3" of ac pavement or 4" PCC; path width to be 10' with 2' of DG on either side of paved path.

### **Town Maintained Storm Drain Facilities**

- Detention basins need to be constructed for dual use as park space. Automatic irrigation and sod shall be installed, minimal landscaping in the pond area with a 34"+ DG.
- Storm water treatment devices shall be required if the private storm water system overflows into the Town maintained drainage system or into a regional detention or retention pond, maintained by the Townwhen deemed necessary by the Town's engineer.
- Irrigation flows shall be incorporated into storm drain system designs.
- All storm drain and irrigation piping shall be reinforced concrete pipe with watertight joints, and placed within the public right of way.

### **Private Storm Drain Facilities**

Storm drain facilities proposed or required to be maintained privately, including but not limited to storm water treatment devices, piping, catch basins, and retention/detention ponds, that will convey runoff into Town maintained storm drain systems must have a maintenance and operations plan reviewed and approved by the Town. Applicant is required to submit such plan before improvement plans will be approved. Adequate funding for perpetual maintenance of such facilities must be demonstrated in the plan and prior to approval of the project.

### Plans, drawings, and specifications

- Two copies of all plans, hydrology reports, traffic studies, geotechnical reports, specifications, and any other design information must be submitted to the Town for review and approval.
- Two One copyies of as paper as built drawings, and one in both paper and electronic format are required before final acceptance of improvements.
- A digital CAD file (DWG format) indicating the amenities (streets, signs, lights, benches, and striping) that are being offered for dedication and maintenance by the Town of Gardnerville.

### Solid Waste

- Commercial projects will be reviewed for required dumpster quantities and enclosure locations. See Town standard enclosure sizes detail. See Douglas County Development Guidelines for enclosure sizes.
- Multi-family unit solid waste collection is five (five) dwelling units per dumpster maximum. Or a single tote can be provided to the individual condo units if storage is provided at each site and a location is identified within the street for collection.
- Town trash service is required for all <u>Commercial and Residential</u> developments within the Town <u>per Douglas County code</u>.

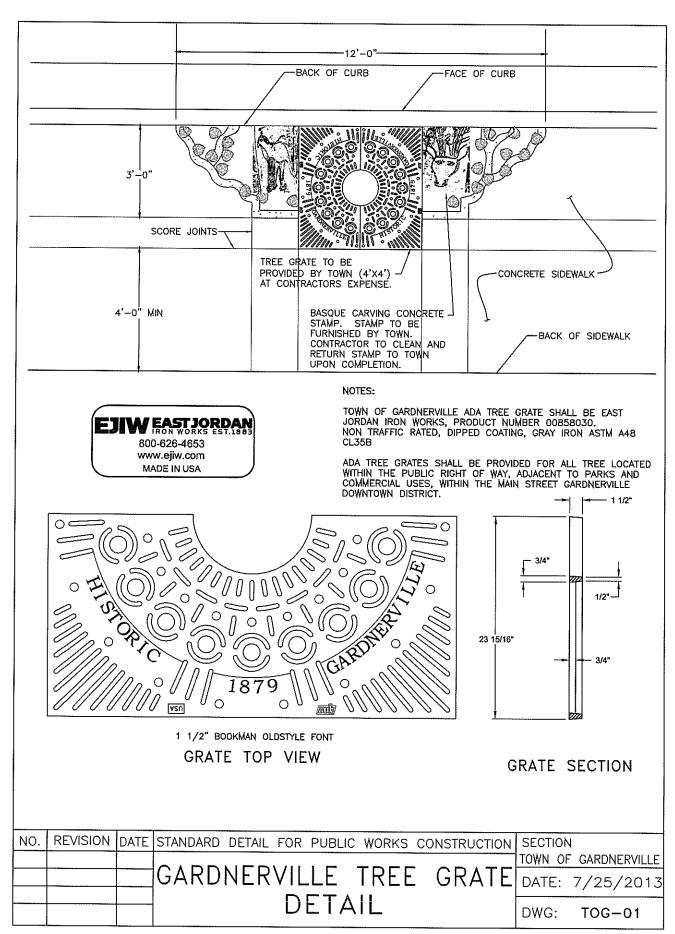
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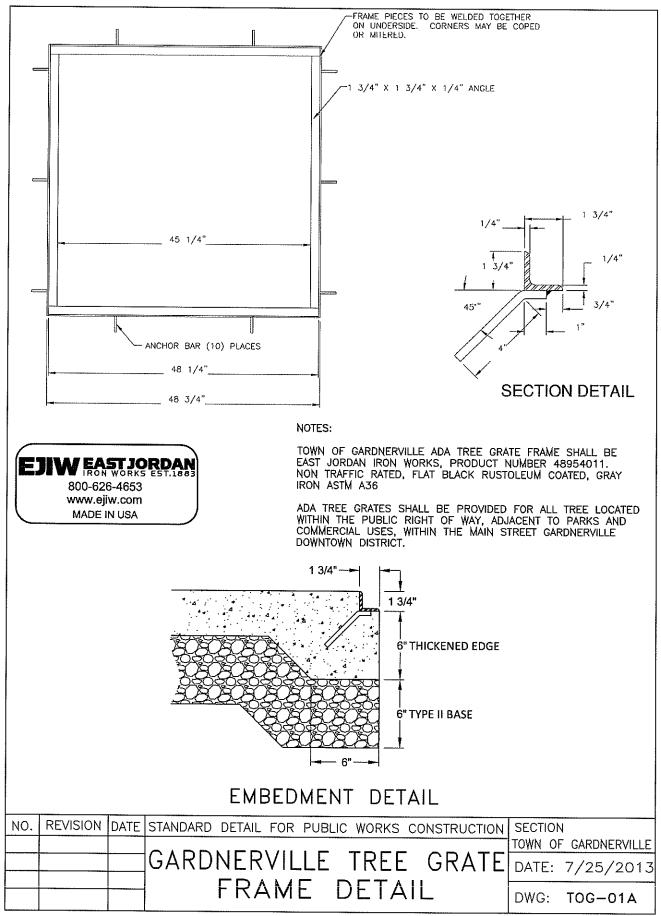


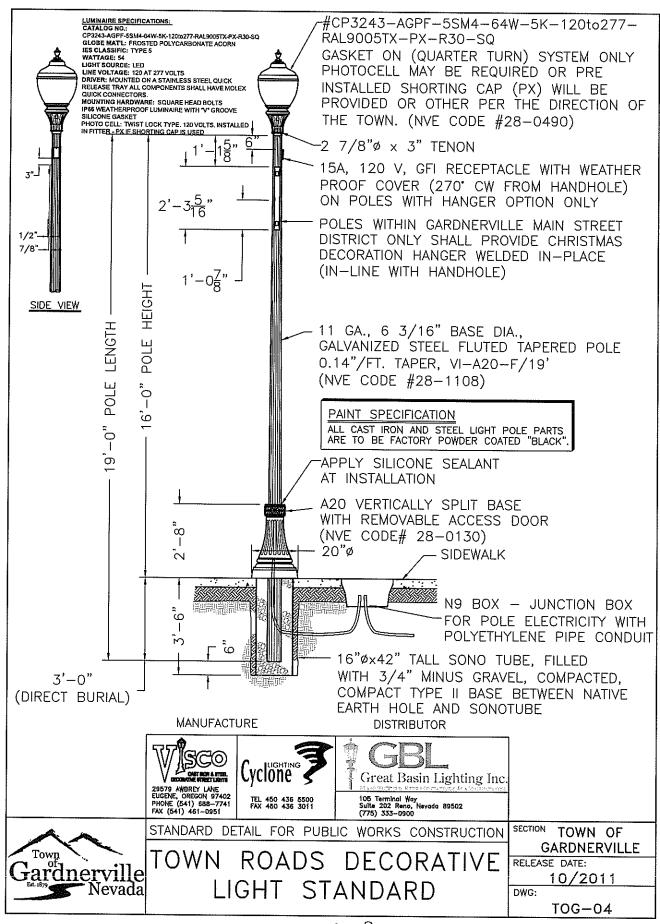
### **Standard Town Conditions of Approval**

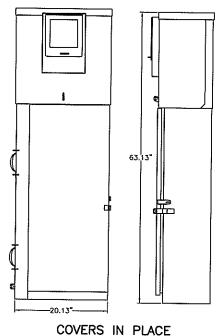
The following general Town conditions of approval are applied to every project in conjunction with any other requirements as set forth above.

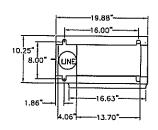
- All administrative, engineering, or legal fees incurred by the Town in connection with reviewing the project shall be reimbursed and paid to the Town prior to the issuance of final approval.
- > Improvement plans shall be reviewed and approved by the Town's engineer.
- Estimate of value for all offsite improvements dedicated to the Town is required before final acceptance of those improvements.
- Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
- All drainage and agriculture irrigation facilities shall be piped and placed in the public right-of way.
- Construction runoff and dewatering practices shall be in accordance with appropriate permits obtained from the Nevada Division of Environmental Protection. Discharge into existing Town storm drain systems will only be allowed upon written approval from the Town, and will be subject to discharge quality and storm drain cleaning requirements set forth by the Town engineer per the Town Policies and Procedures manual.
- Maintenance plans and level of service for landscaped areas proposed for care by a HOA are required to be submitted for review and approval by the Town Board, who will either recommend approval or denial to the Board of County Commissioners of the maintenance plan
- Any damage to the Town's existing infrastructure, including, but not limited to, streets, curb and gutter, sidewalks, or drainage systems caused by the development of a project shall be repaired or replaced by the developer.
- Annexation to the Town is required if development is located outside the current town boundary.
- Two One copyies of record drawings in both paper and electronic PDF AutoCAD format are required in addition to the AutoCAD (\*.DWG) of all town dedicated and maintained improvements, before final acceptance of improvements by the Town Board.
- Projects shall comply with adopted County Master Plan as revised and approved by the Douglas County Board of Commissioners.







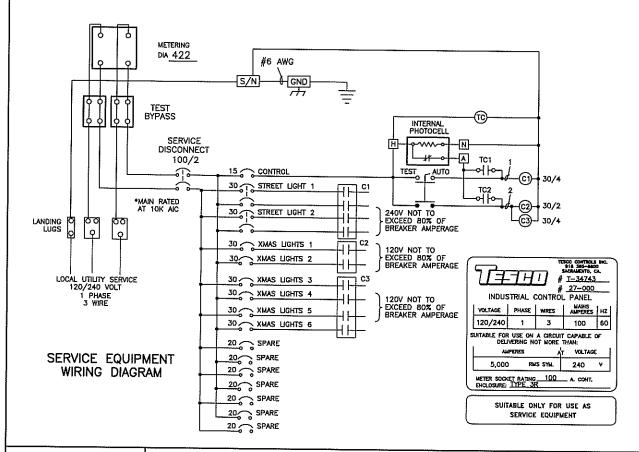




\*\*NOTE: LOAD CURRENT FOR ALL BREAKERS NOT TO EXCEED 80% OF BREAKER AMPERAGE

### **ENCLOSURE CONSTRUCTION NOTES**

- EXTERIOR 12 GA. H.D. GALV. STEEL AND INTERIOR 14 GA. COLD ROLLED STEEL ELECTRICALLY WELDED AND REINFORCED WHERE REQUIRED.
- 2. CONSTRUCTION WILL BE NEMA 3R, RAINTIGHT.
- 3. ALL NUTS, BOLTS AND SCREWS WILL BE STAINLESS STEEL.
- 4. NUTS, BOLTS & SCREWS WILL NOT BE VISIBLE FROM OUTSIDE OF ENCLOSURE.
- NAMEPLATES WILL BE PROVIDED AS REQUIRED.
- 6. CONTROL WIRING WILL BE MARKED AT BOTH ENDS BY PERMANENT WIRE MARKERS.
- 7. A PLASTIC COVERED WIRING DIAGRAM WILL BE ATTACHED TO THE INSIDE OF
- ENCLOSURE WILL BE FACTORY WIRED AND CONFORM TO REQUIRED NEMA STANDARDS AND UL 508A STANDARDS.
- 9. COLOR TO BE: WHITE





STANDARD DETAIL FOR PUBLIC WORKS CONSTRUCTION

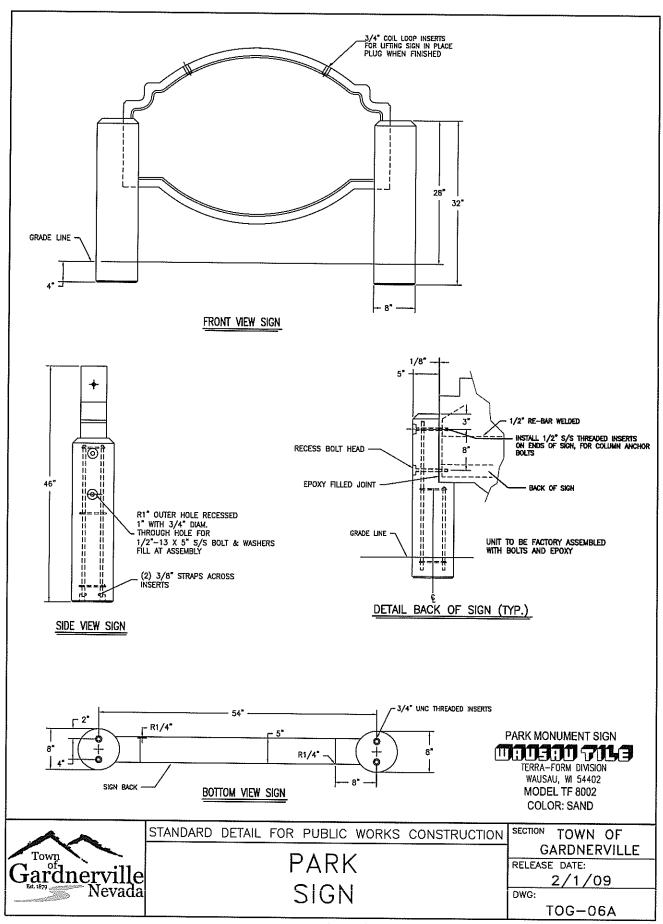
TOWN LIGHT SERVICE EQUIPMENT DETAIL

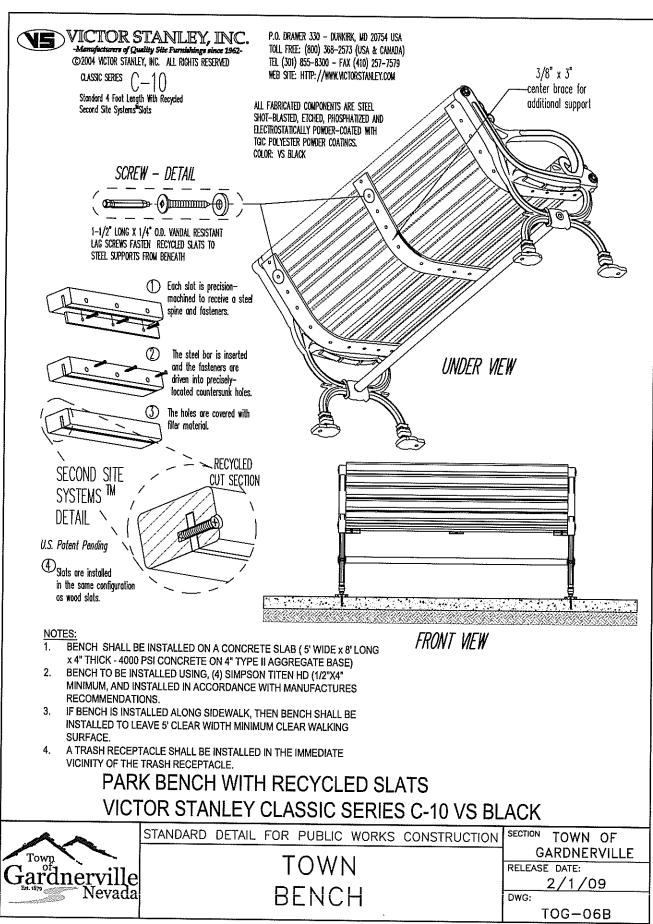
GARDNERVILLE

RELEASE DATE: 2/1/09

DWG:

TOG-05

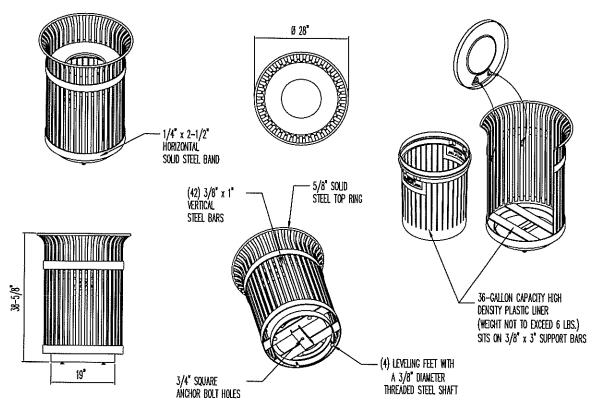






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### AVAILABLE OPTIONS:

POWDER COATING

10 STANDARD COLORS, CUSTOM COLORS (INCLUDING THE RAL RANGE). CUSTOM PLAQUES & DECALS

AVAILABLE WITH STEEL PLAQUES IN VARIOUS SIZES AND PRESSURE SENSITIVE VNYL OUTDOOR DECALS.

### NOTES:

1. MINIMUM OF SIX (6) RECEPTACLES PER ACRE. INSTALL ONE RECEPTACLE IN THE IMITATE VICINITY OF EACH OF THE PROPOSED PICNIC TABLES.

STANDARD TAPERED FORMED LID

LID IS SECURED WITH VINYL COATED GALVANIZED STEEL AIRCRAFT CABLE. CABLE IS LOOPED AROUND WELDED IN PLACE ATTACHMENT BRACKETS AND CRIMPED IN PLACE.

### STANDARD LITTER RECEPTACLE VICTOR STANLEY IRONSITES SERIES S-42 VS GREEN

36-GALLON LITTER RECEPTACLE SHOWN: STANDARD TAPERED FORMED LID



STANDARD DETAIL FOR PUBLIC WORKS CONSTRUCTION

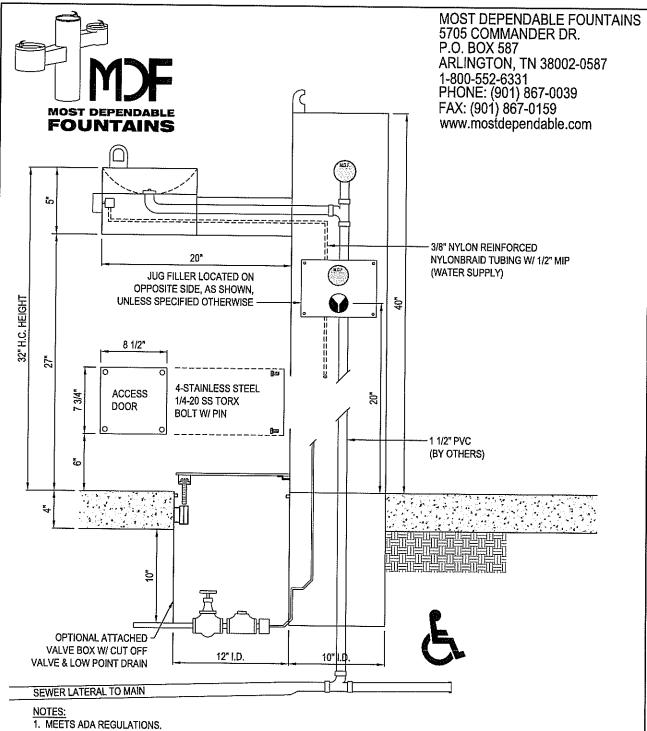
TOWN TRASH RECEPTACLE

TOWN OF **GARDNERVILLE** 

RELEASE DATE:

2/1/09

TOG-06C



- 2. DO NOT SCALE DRAWINGS.
- 3. INSTALL ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
- SHOWN WITH OPTIONAL JUG FILLER AND ATTACHED VALVE BOX WITH CUT OFF VALVE AND LOW POINT DRAIN.
- 5. MINIMUM OF 1 DRINKING FOUNTAIN PER ONE (1) ACRE OF PARK AREA IS REQUIRED.
- 6. A DRAIN CONNECTION TO PUBLIC SEWER IS REQUIRED TO BE PROVIDED.

MDF MODEL 440 DB (GREEN)



STANDARD DETAIL FOR PUBLIC WORKS CONSTRUCTION

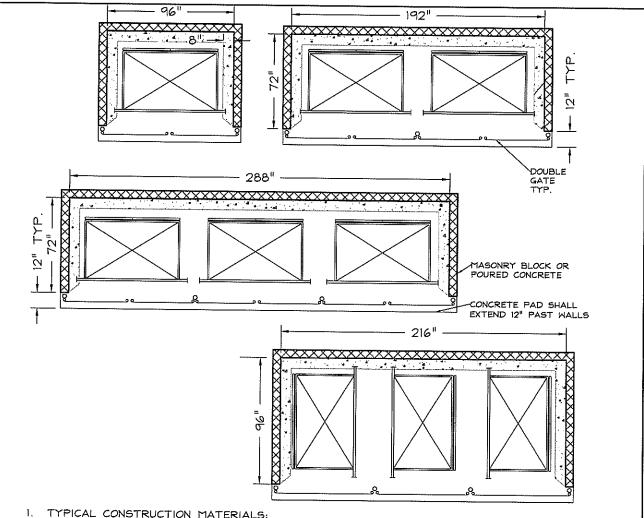
TOWN PARK
DRINKING FOUNTAIN

SECTION TOWN OF GARDNERVILLE

RELEASE DATE:

<u>2/1/09</u> DWG:

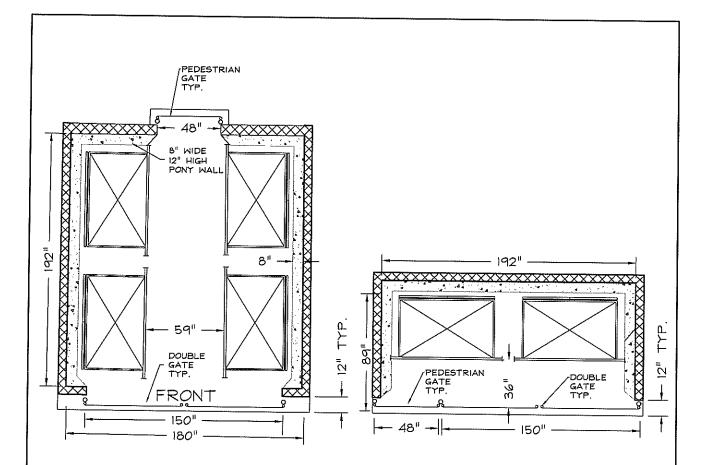
TOG-06D



- 1. TYPICAL CONSTRUCTION MATERIALS: MASONRY BLOCK OR POURED CONCRETE
- 2. GATES ARE REQUIRED FOR ALL INSTALLATIONS
  GATES SHALL BE MOUNTED ON METAL POSTS IMBEDDED
  IN CONCRETE AT CORNERS, NOT ATTACHED TO CORNERS
  METAL FRAMED WITH CHAINLINK AND COLORED SLATES
  GATES SHALL OPEN 170 DEGREES MINIMUM
  GATES SHALL LOCK IN EITHER OPEN OR CLOSED POSITIONS
- 3. SURFACE CONCRETE LEVEL

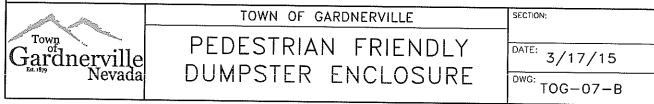
  CONCRETE MINIMUM THICKNESS OF 4" ON 4" AGGREGATE BASE SURROUNDING PAVED AREA LEVEL WITH ENCLOSURE
- 4. STOPS (MIN 12" TALL) TO PREVENT DUMPSTER FROM HITTING WALLS WHEN MOVING IN AND OUT SHALL BE PROVIDED.
- 5. SLOPE FROM THE FRONT OF THE TRASH ENCLOSURE SHALL BE A MINIMUM OF 2% AND MAXIMUM OF 4%.
- 6. ENCLOSURE HEIGHT SHALL BE 72 INCHES.
- 7. ANY REQUIRED DRAINAGE SHALL NOT INTERFERE WITH MOVEMENT OF THE DUMPSTER.
- 8. CLEAR ACCESS EQUAL TO THE SIZE OF THE ENCLOSURE, BUT NOT LESS THAN 8'X10' MUST BE MAINTAINED IN FRONT OF THE ENCLOSURE AT ALL TIMES.
- 9. ENCLOSURES ARE FOR THE EXPRESS USE OF CONTAINING DUMPSTER'S, NO OTHER USES ARE PERMITTED.

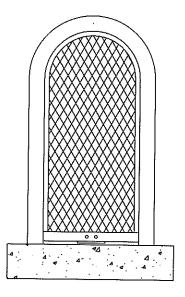


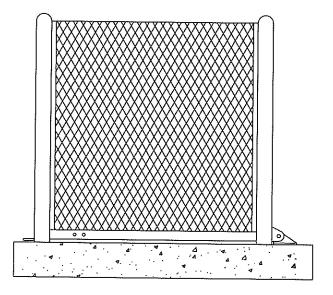


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- 10. ADDITIONAL VARIATIONS OF PEDSTRIAN FRIENDLY ENCLOSURES ARE WELCOMED AND NEED TO BE APPROVED BY TOWN OF GARDNERVILLE STAFF BEFORE CONSTRUCTION







### STANDARD GUARDSHACK™ ENCLOSURES

### GUARDSHACK™ GENERAL SPECIFICATIONS

- All pipe shall be 1 1/4" schedule 40 A.S.T.M. A-53 Grade A- Electric Weld pipe.
- Angle Iron shall be 1" x 1" x 1/8" steel.
- Stainless steel units shall be 1 ¼" schedule 10 A.S.T. M. A-312 304 S.S.
- Expanded metal shall be ½" spacing x # 13 Ga. flattened diamond pattern steel.
- Stainless steel units shall be ½" spacing x # 13 Ga. flattened expanded metal diamond pattern type 304 S.S.
- All stainless steel expanded metal shall be sandblasted prior to fabrication to remove burrs, flashing and sharp edges.
- There shall be no exposed ends of expanded metal on the outside of the enclosure.
- Welding shall be a minimum of ¼" long welds on 4" spacing.
- Standard mounting brackets shall be welded on each end of lift off enclosures.
- One bracket on hinged units shall be welded on end opposite hinges.
- Hardware kits provided for mounting enclosures.
- On 304 S.S. units, all hinges, exposed hardware, and brackets shall be 304 S.S.
- All hardware shall be securely attached to enclosures.
- All enclosures shall withstand a minimum of 200 lbs. per square foot without any permanent deflection or distortion.
- 3/8" spacing between angle iron framework of enclosure and slab to prevent rusting.
   Only pipe ends to touch slab.

### STANDARD GUARDSHACK™ AND COAST GUARDSHACK™ SIZES INTERNAL DIMENSIONS

GS - 3 GS - 3.3	10" W x 24" H x 40" L 16" W x 30" H x 30" L	HINGED
CGS-3.5	16" W x 30" H x 40" L	HINGED HINGED
GS - 4	(CGS-3.5 S.S. ONLY) 16" W x 30" H x 46" L	HINGED

For 304 S. S., order as CGS using same model #

### POWDERCOATED UNITS

### Pre-powdercoat Treatment Process

Clean GuardShack™ unit with a S-44 alkaline cleaner, overflow rinse, apply an AC-8115 iron phosphate treatment, overflow rinse and finish with a #198 sealer rinse to prevent rusting and improve adhesion.

### Powdercoat Treatment Process

Units shall be preheated and coated by electrostatic application of 2.0 to 3.5 mil thickness on all surfaces. Powder shall be TCI 8810-6058 Forest Green or approved equal Impact Resistance Finish 160 inch pounds direct 160 inch pounds reverse, per ASTM D-2794 specs. Gloss Finish >85, per ASTM D-523. Adhesion to be rated excellent when tested to ASTM D-3359 standards.



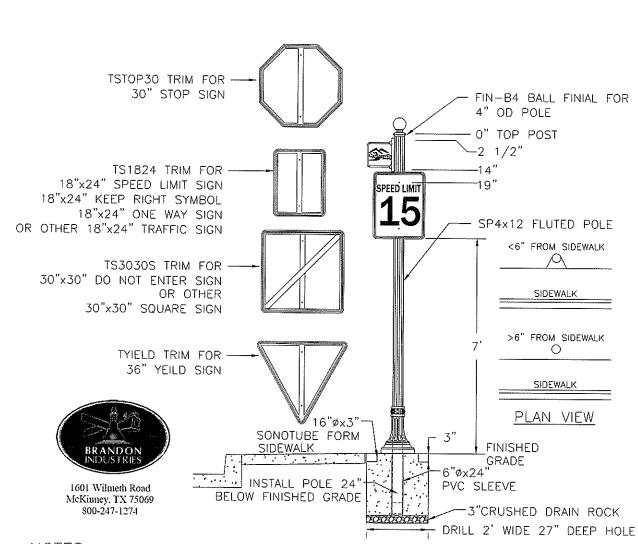
TOWN OF GARDNERVILLE

GUARDSHACK™ ENCLOSURES SECTION:

DATE: 3/11/13

DWG:

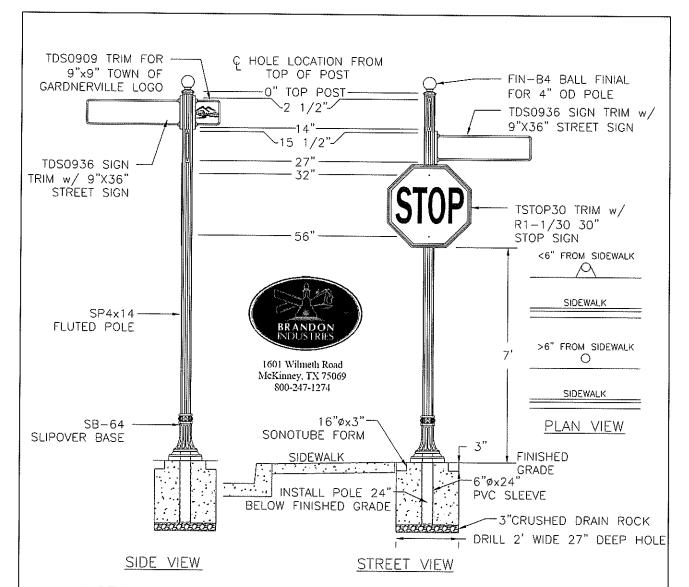
TOG-08



### NOTES:

- 1. SIGN MATERIALS, CONSTRUCTION AND PLACEMENT SHALL BE IN CONFORMANCE WITH THE MOST RECENT EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND SECTION 215 OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.
- SET CENTER OF SIGN POLE BETWEEN 12 AND 24 INCHES FROM THE BACK OF SIDEWALK.
- 3. STOP SIGN 30" MINIMUM, PLACED 7'-0" FROM GRADE.
- 4. SIGN POST SHALL NOT BE ANCHORED IN SIDEWALK, DIRECT BURY OR OPTIONAL BREAK AWAY MODEL CAN BE USED WITH SLIGHT BASE MODIFICATION.
- 5. IF CONCRETE COLLAR IS WITHIN 6 INCHES OF THE SIDEWALK CONNECT TO SIDEWALK.





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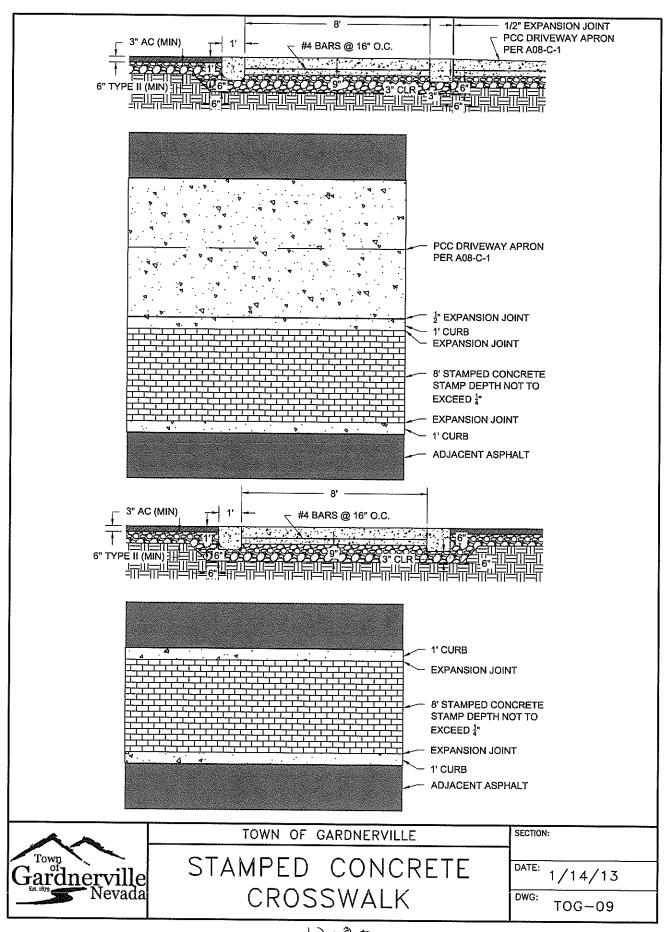
TOWN OF GARDNERVILLE

TOWN ROAD DECORATIVE STOP/STREET SIGN

SECTION:

DATE: 3/11/13

TOG-02



### **TF31287**



Size:

66" x 52" x 30" H

Weight:

860 Lbs.

Material: Reinforcing:

Reinforced concrete 1/4" Dia. steel rebar

Logo Options:

Inkjet or cast

### **Ground Concrete & Terrazzo:**

Misty Gray - Gray - Sand - Brick Red - Brown - White Blend

### **Ground Glass Concrete:**

Terrazzo - Gray - Sand - Charcoal

### **Polished Concrete:**

Gray - Sand - Brown - Brick Red

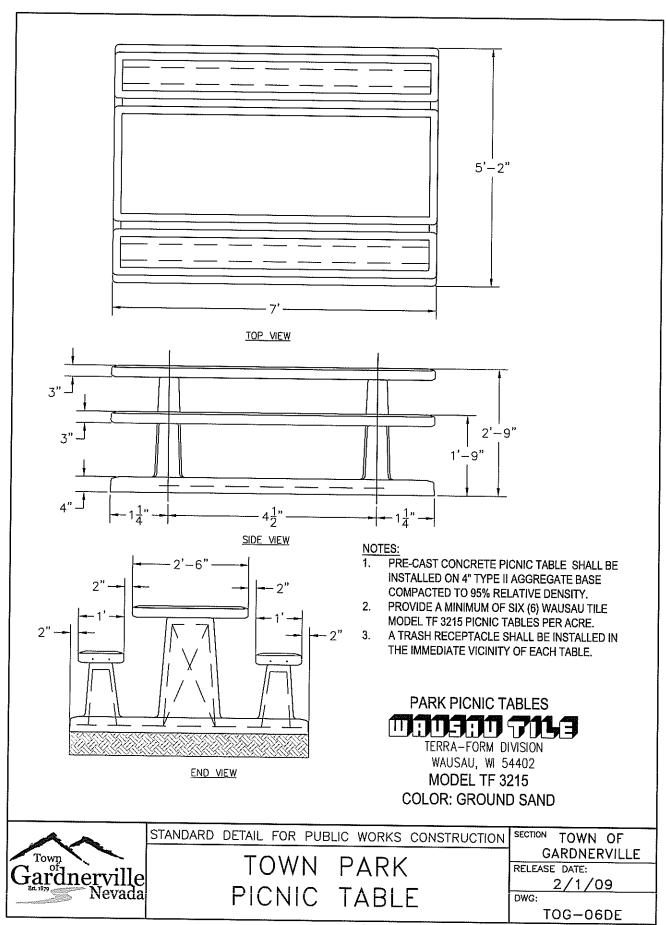
### **Custom Options Available**



**Color Options** 



Finishes



## Park Signs

### TF8011

reflects your community, organization or business. Exposure to Our concrete signs give a warm welcome when placed at the area. Proudly display your message with a concrete sign that the elements and freeze-thaw conditions will not change the overall appearance. Enjoy a long term investment with these entrance of a city, town, village, park, or recreation low maintenance and vandal resistant signs.

are favorites of our customers all around the country. They are Lettering: Either cast-in or embossed, these attractive letters as deep as 34" and feature all the popular fonts and colors. Plaques or metal lettering and silk screen logos are also available to customize your sign.

supplements, and ASCE 7-05. It has been tested to withstand Florida Building Code 2007 with the 2008 and 2009 FBC Wind Load Certified: This design (TF8011) is certified per wind-speed of 150 mph, exposure category "B".

### ITEM NUMBER:

DIMENSIONS 62" x 8" x 42"

WEIGHT:

1,000 lbs.

Lettering Options: Metal, embossed, plaque, or cast ADDITIONAL FEATURES:

MATERIAL Concrete

SHAPE

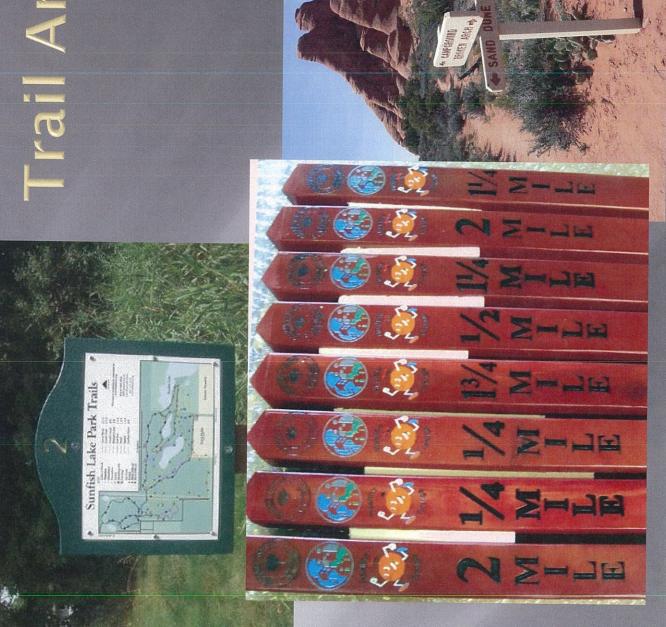
Other

REINFORCEMENT: Yes





# Trail Amenities



www.enerfusioninc.com

BLACK BROWN CEDAR GRAY GREEN SAND WOOD

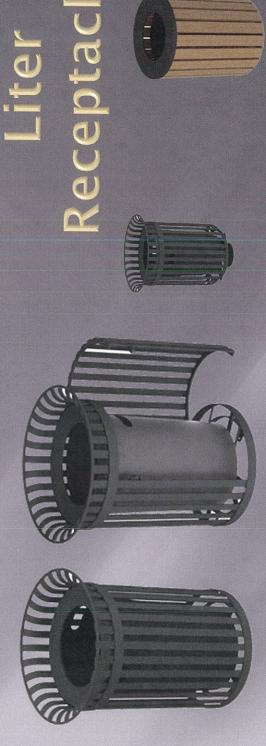


## Benches

WAUSAU Made metal benches







Receptacles



Site Scapes - metal or wood or plastic slates





Victor Stanley - metal or wood or plastic slates







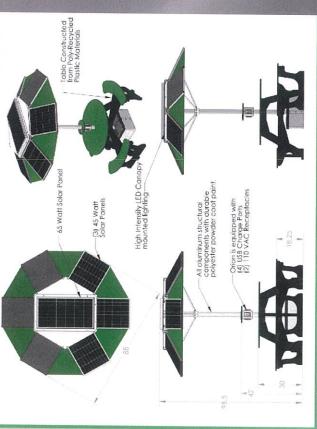






www.enerfusioninc.com

# Power Charge Canopy







### **Gardnerville Town Board AGENDA ACTION SHEET**



	activities for September 2015.
2.	Recommended Motion: N/A Funds Available: □ Yes □ N/A
3.	Department: Administration
	Prepared by: Tom Dallaire
4.	Meeting Date: October 6, 2015 Time Requested: 5 minutes
5.	Agenda: □Consent
6.	Background Information: Presented at meeting.
7.	Other Agency Review of Action: Douglas County
8.	Board Action:
	☐ Approved ☐ Approved with Modifications ☐ Continued

### Gardnerville Town Board AGENDA ACTION SHEET



1.	Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for September 2015.
2.	Recommended Motion: None required.
	Funds Available:   Yes  N/A
3.	Department: Administration
4.	Prepared by: Tom Dallaire
5.	Meeting Date: October 6, 2015 Time Requested: 10 minutes
6.	Agenda: Consent Administrative
	Background Information: See attached report.
7.	Other Agency Review of Action: □ Douglas County ☑ N/A
8.	Board Action:
	Approved



Lloyd Higuera , Chairman Mary Wenner, Vice Chairman Cassandra Jones, Board Member Ken Miller, Board Member Linda Slater, Board Member

### Town Manager Monthly Report September 2015 Board Meeting

- A. Gardnerville Station (former Eagle Gas): BRAMCO is having difficulty with all the paperwork that comes with CDBG. Candice is doing a great job keeping him informed and walking him through the federal steps. This is a large learning curve on everyone's part. We are getting through it. Should start beginning of November weather permitting. I did miss the forum in Virginia City, Candace was able to go and get the information. See attached report from Candace.
- **B.** 395 Crosswalks We submitted the RFQ to NDOT for review. They approved it. I need to get the RFQ out for the consultants review. Does one of the board members want to be on the selection committee?
- C. Kingslane Sidewalk Project Shared the plans with NDOT for their review. We continue on the design time permitting. There have been a lot of other projects right now needing our time. I walked the project with our electrical contractor and he has applied to NV energy for a preliminary design meeting and budget.
- D. Hellwinkel Channel: Impact started and is 98% complete with the excavation. We had him save the loamy material to push back over the excavated material to provide 2" of soil for the seeds in the future. No news from the Army Corps on their approval. Turned in the grant reimbursement packet. Thank you Carol for all your work on that. They were impressed and she made it easy to find minor things they want clarified. So we are meeting before the board meeting. I can provide an update if you are interested.
- E. Great Race: Paula and I met with Jon Park and Sharkey's about their restaurant supplying lunches for the event. Helped Paula put her presentation to the CVVA and they will grant \$1,000 to the event.
- F. Bucket Truck need to prepare a bid for a used bucket truck.
- G. Office Items:
- Cost allocation and the agreement are finally done.
- Attended the Critical Issues conference. Thank you to Continuum for the ticket.
- Attended the Economic Development Committee where we discussed the connectivity and the solar issue.
- Gained approval from the county on superintendent, maintenance assistant, and sanitation specialist positions.
- Set up the GPS in the table to get street light data. Possibly sign Inventory based on the board meeting.
- Attended an Asset Management meeting with the County and Minden.
- No word yet on the Old Gym Playhouse.
- I have heard nothing further from the two local gentlemen interested in the property around Heritage Park for a large MFR apartment complex project.
- I plan on being out of the office October 8<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>.
- I attended a policies and procedures class in Sacramento. So I am looking to revise some of these things. This is a large undertaking and need to get staff situated before going too far with it.

Town Manager Status Report

### Memorandum

Date: September 30, 2015

TO: Tom Dallaire, P.E., Town Manager

Town of Gardnerville

From: Candace H. Stowell, AICP

Subject: Gardnerville Station (Eagle Gas Station) Status Report for

July - September 2015

Following is a status report for Gardnerville Station (Eagle Gas) for the months of July, August, and September 2015.

### 2014 CDBG Grant

### Administrative Matters

There have been two CDBG draw requests processed for the Stantec/Dube design work for a total of \$48,280.50. Stantec will not submit a third invoice. As a result, not all of the \$50,000 in CDBG funds will be needed for the design work.

Jean Barrette approved the budget amendment request to de-obligate funds for the canopy demolition and instead move these funds (\$15,200) to the gasoline tank removal project (for a total of \$38,700).

### Design Team

The Stantec/Dube Design Team presented the final design concepts to the August 4 Town Board meeting.

### Bid for Gasoline Tank Removal

Bramco is completing the Wage Comparison Worksheet and a pre-construction conference call will need to be scheduled with Jean Barrette and Ted Kozak from Douglas County in early October.

### Canopy Demolition

The Section 106 Application was submitted to the State Historic Preservation Office on September 11. SHPO has requested additional information on the parcels that are across the highway from the Eagle Gas Station property. This work should be completed by Friday, October 2.

### 2016 CDBG Grant

Douglas County will hold an information session on Friday, October 9. CDBG applications are due October 26. I was able to meet the new Douglas County planner, Ted Kozak, at the CDBG Application Workshop in Virginia City. I will be walking the site with Ted on Friday, October 2.

### Petroleum Fund

NDEP approved the additional soil excavation work for the heating oil tank. McGinley & Associates will need to bid the project.

### **Updated Project Budget and Milestones**

An updated Project Budget and Milestone Charta for 2014-2015 and 2015-2016 are attached to this status report. The Project Budget for Phase II is based on the cost estimates prepared by Stantec and Dube Group. The Phase II cost estimates include the preparation of construction documents but do not reflect costs for contingencies, bonds and other items included in the Stantec cost estimate.

Attachments: Project Budget

Milestone Charts for 2014-2015 and 2015-2016

# GARDNERVILLE STATION (EAGLE GAS) MILESTONES 2014-2015 Updated October 1, 2015

			2014					2015	5.		
TASK	July	August	September Oct	October November	er December	r January	February	March	April	May	June
Receive CDBG Grant Award											
Publish Early Notice for Floodplain											
Review Draft EA											
Finalize CDBG Subrecipient Agreement											
First Quarterly Report due 9/30											
Re-Enroll in Petroleum Fund for FY 2014-											
2015											
Receive Results from Spill Assessment											
Publish Combined NOI/RROF, FONSI & Final											
Notice for Floodplain (15 & 7 days)											
Submit EA and RROF to State and allow 15											
days for public comment											
Second Quarterly Report due 12/30											
Obtain State Approval (Authority to Use											
Funds)											
Issue RFQ for Design Team											
Select Design Team											
Submit Boundary Line Adjustment to											
Douglas County (Recorded April 16)											
Issue Bid for Gasoline UST's											
Award Bid for Removal of Gasoline UST's											
Third Quarterly Report due 3/30											
Hold Public Workshop with Design Team											
Quarterly Report Due 6/30											
Eagle Gas Station Acquired on June 7, 2013											

### GARDNERVILLE STATION (EAGLE GAS) MILESTONES 2015-2016 October 1, 2015

				2015						2016			
TASK	July	-	August September	October	November	November December	January	February	March	April	May	June	July
Town Board approves final design													
concepts													
Remove Gasoline UST's (2014 CDBG)													
Complete Heating Oil Tank Excavation													
(Petroleum Fund)													
Submit Zoning Map Amendment &													
Design Review Application to Douglas													
County													
CDBG Quarterly Report Due 9/30													
Submit 106 Application to SHPO													
2016 CDBG Application Deadline for													
Douglas County													
Ranking of CDBG Applications by BOC													
Close out 2014 CDBG Grant													
2016 CDBG Advisory Committee													
2016 CDBG Grants Awarded													
Eagle Gas Station Acquired on June 7, 2013	2013												