



GARDNERVILLE TOWN BOARD

Meeting Agenda

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

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

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

Tuesday, November 7, 2017

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 November 2, 2017 on or before the third day prior to the meeting date, by Paula Lochridge, Office Assistant, Signed: *Paula Lochridge* in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:25 A.M.

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at 8:35 A.M.

Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at 8:44 A.M.

Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at 8:54 A.M. and on the Internet at www.gardnerville-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.

Notice: "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"

INVOCATION – Pastor Rich Lammay, High Sierra Fellowship

4:30 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE – Linda Slater

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.



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

- a. August 29, 2017 Special Board meeting,
- b. October 5, 2017 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.
3. **For Possible Action:** Approve October 2017 claims.
4. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Carson Valley Chamber of Commerce for the 20th Annual Parade of Lights, December 2, 2017 starting at Heritage Park and ending in Minden Park, and a waiver of associated street closure fees by Town of Gardnerville. This event includes closures of the following Town maintained streets from 3:00 p.m. to 8:00 p.m.: Gilman, South Ezell Street and Eddy Street.
5. **For Possible Action:** Approve \$5,000 expenditure to Douglas County from the Town of Gardnerville for cost share on the \$27,000 project between the County and FIWI Communications LLC to design, install and configure a 100Mb licensed encrypted microwave link between the Town of Gardnerville Administrative Office and the existing wireless links on the Light Pole at Stodick Park.

ADMINISTRATIVE AGENDA

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

6. **Not for Possible Action:** Presentation on Conner Ritchie's Eagle Scout Project on Gilman Island, including landscaping, and installing benches and trash receptacles along the Town Martin Slough Trail. Presentation by Conner Ritchie. (approx. 10 minutes).
7. **For Possible Action:** Presentation on a campaign called "Planting the Promise" by the Partnership for Community Resources. Presentation by Daria Winslow (approx. 10 minutes).
8. **For Possible Action:** Discussion to award or deny town contract 2017-1615 (PWP DO 2017-235) Maintenance Yard Improvements and Sidewalk Extension to V& C Construction, in the amount of \$351,269, including Base Bid only with a provision for a 10% increase in the contractor's price for testing and inspection. Discussion on the bid award and authorize the Town Manager to sign the contract documents. Committed funds for the project that were budgeted in the 2016/2017 budget account 611 (Health and Sanitation fund) in the amount of \$160,000 and use \$60,000 from 610 (Gardnerville General Fund), and authorize transfer of the truck purchase to capital projects in the amount of \$150,000 to be used on the project, and; with public comment prior to board action. (approx. 10 minutes).
9. **For Possible Action:** Discussion to approve, approve with modifications, or deny the request from RO Anderson to accept maintenance of a portion of SIP 0057 for the final extension of Lasso Lane, including asphalt concrete paving, curb, gutter, sidewalk, storm drainage catch basin and outlet pipe, riparian pad, and new street light, within road right of way of Phase 2D of the Ranch at Gardnerville, recently renamed Heybourne Meadows, Phase 2D; with public comment prior to board action. (approx. 5 minutes).
10. **For Possible Action:** Discussion to approve, approve with modifications, or deny the Town Social Media Policy; with public comment prior to board action. (approx. 20 minutes)
11. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for October 2017. (approx. 5 minutes)
12. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for October 2017. (approx. 5 minutes)



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

13. **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.(approx. 10 minutes)

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Christmas Kickoff – Heritage Park 5:00 PM December 2nd
Chambers Parade of Lights – Heritage Park to Minden Park, December 3rd

Next monthly meeting December 5, 2017



GARDNERVILLE TOWN BOARD

Special Meeting Minutes

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

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

Tuesday, August 29, 2017

5:15 p.m.

Gardnerville Town Hall

5:15 P.M. Chairman Miller called the special meeting to order at 5:15 p.m. and determined a quorum was present.

PLEDGE OF ALLEGIANCE – Chairman Miller led the flag salute.

1st PUBLIC INTEREST COMMENTS period (No Action will be taken)

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.

No public comment.

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

ADMINISTRATIVE AGENDA

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

1. **For Discussion and Possible Action: to make a formal recommendation to Douglas County Board of County Commissioners regarding the modification of the southeasterly portion of the Minden Gardnerville Urban Service Boundary or Gardnerville Area Plan. The boundary would be revised to include approximately 408 acres located east of Orchard Road, and south of Toler Road, north of Pinenut Road extended to the east side of the Allerman Canal and remove approximately 319 acres between Highway 395 and the Carson River, known as the Hussman Ranch conservation easement or modified per the public input and board discussion on the vision of the extent of the town boundaries over the next 30 to 40 years. The urban service boundary is the limit of the future town boundary as shown in the current master plan. This item is not annexing any parcels into the Town of Gardnerville boundary, only expanding the Town's Urban Service Boundary for future limits of the town. Possible action may include;**

 - a. recommend to Board of County Commissioners that language be added to the Master Plan update requiring that county staff work with the towns to update each Plan for Prosperity to reflect desired changes to the Urban Service Boundary for each of the towns, prior to the next master plan update;
 - b. recommend to Board of County Commissioners to change the boundary at the current Master Plan update and direct staff to work with the county on updating the towns' Plan for Prosperity to reflect a sustainable plan ensuring the town prosperity upon the buildout of the town;
 - c. no action at this time and wait 5 years for the next opportunity to update the urban service boundary;
 - d. or other options as discussed during the meeting;

with public comment prior to Board action.

Mr. Dallaire reviewed the request, background and recommendation for the board. The community area plan is 9,922 acres total. We are talking about modifying the agricultural section of the east valley plan from 595 acres to 105 acres, for planning purposes. This urban service boundary is starting to become an issue, as Gardnerville has expanded over the past 20 years to the limits. If the new verbiage in the master plan is approved we won't be able to move the urban service boundary except in five year intervals, five year updates of the master plan. That could be problematic for the future of the town. We don't have to grow. We don't have to annex. The zoning that is under the existing developed parcels hasn't changed. Most of the receiving area is developed. We also have ag land in the area plan boundary which includes the Hussman Ranch, and a portion of Rivertree Ranch. The master plan is not being updated with the zoning that happens when they actually build out. The urban service boundary does not include the Hussman Ranch, but the Gardnerville Community Plan boundary does. The mapping and what is being reported for zoning is not accurate for the actual use. The growth management element of the proposed master plan

update Policy 2.5 was rewritten during this update. There is a direction for the next five years to update the zoning mapping to match the actual use, which is good. Meeting with Minden to discuss the north part of the boundary in the future would be a great opportunity to work together and get this cleaned up. The proposal before you would be the extent the town could grow in the future and we would be able to plan for its uses. One of the reasons I would like to extend the town easterly is so we can plan for the future and diversify the zoning and plan for the potential growth. We can put it in the Plan for Prosperity as we update the Plan for Prosperity and show the property owner what we think is the best route for town growth and then plan for transportation, drainage, and diversify the land use. We are really planning for the future to diversify our revenue stream when we do max out the town and we are not able to grow anymore. We would update the Plan for Prosperity and identify where the new areas should be located. If we extend Grant Avenue, it is a collector road for the county and it would easily be extended up to East Valley. Then you are collecting through an industrial area, a future collector road out of the proposed expansion area and also collecting roads from the existing service area. That's not on the proposed Virginia Ranch specific plan. But I will be working with Mr. Pegram to try and see if we can change that. His contact on the plan has indicated that he will not update that. We can plan for the town flooding. We have the Pine Nut wash that is causing flooding issues for Chichester and the Ranch. We can plan for a regional pond. That would reduce the flow coming down out of the drainage basin. We have the option to do that if we plan correctly. Notify the developers that this is what we would like to see. At least we would have a plan that shows how we would like to help our community. Minden/Gardnerville Sewer District's urban service boundary is the Allerman Canal. I have been told by the Gardnerville Water Company that their service boundary is the Allerman Canal, as well. Park Ranch is within their urban service boundary to the north. The transportation plan proposal in the master plan you don't see a lot of information on the town's transportation needs. In the Plan for Prosperity we can address that. We can analyze what the uses will be, what kind of traffic does that generate and have direction in the plan identifying where roads should be built. I would like to extend Service Drive to Industrial Way and Industrial Way to Muller eventually. That is something that doesn't help the level of service on the overall county plan, so they are not putting it in the transportation plan.

Chairman Miller shared Mr. Peri reached out to each one of the board members on a one-on-one basis within the last 10 days. We had a conversation where we did not discuss what was said by the other board member at all. But I want to make the public aware of that.

Mr. Dallaire advised there are only a couple of property owners in this red outlined area: Godecke, Sierra Nevada Southwest and Peri. There is a small piece owned by Curtis and another small area residential parcel that could be affected by this discussion.

Vice-Chairwoman Jones asked if the flood maps used are the updated flood maps.

Mr. Dallaire answered yes.

Vice-Chairwoman Jones asked if the zoning of the parcels that are in question to add are all A19.

Mr. Dallaire answered yes.

Vice-Chairwoman Jones asked, this is beyond what we are deciding today, but can receiving areas be removed, or otherwise relocated from areas in the county.

Mr. Dallaire doesn't know. It is a good question. There is a section in the master plan update dealing with just receiving areas. I think it would be appropriate for the county to look at that again.

Mr. Higuera asked in 1996 do you know how many acres we had available to develop?

Mr. Dallaire doesn't have those numbers. It's the same urban service boundary. I did give you the budget based in 1996. But I do not have the area. I can try to get that for you.

Mr. Higuera noted we are growing and if we don't have more places to grow then we stop. If you have growth you have to plan.

Mr. Dallaire pointed out it would be like what we've done with the Plan for Prosperity downtown. So without some sort of plan we had it all out there. Martin Stahl came forward. He wanted to do apartments. The plan showed what we wanted and he was able to change it. If there is a plan to make things simpler for the developer, then it will go right through.

Chairman Miller called for public comment. Please announce yourself and sign in.

Mr. Frank Godecke would like to thank Tom for his hard work. You may recognize me from a couple months ago. I was trying to get a receiving area designation through the planning commission that didn't go very far. One of the problems I had asked Mimi where receiving area could go. I was told it can only go within the urban service boundary. I asked how you change the boundary. She answered we'll move that where receiving area is. I feel there is a twisted logic here. I will never get receiving area if that how we go about this. Whether or not I get receiving area, we are not discussing that. We are discussing moving the town boundary. We want to look out over the horizon. Good planning dictates you look out 30 or 40 years. You don't look at 5 or 10. You want to see over the horizon and plan for transportation elements; where your prosperity is going to be; what kind of development you want to see happen. It's not a case of if my property will get developed it's when it gets developed. Nobody has a crystal ball. We didn't see the way growth was going back in the late 90's early 2000's. Nobody anticipated it would come to a halt in 2008. Within the potential of developing the property, we can create a regional detention basin of fairly significant size. A 50 to 60 acre detention basin that would be an average depth of 10 to 12 feet which would give you about 700 acre feet of water capacity to detain which would go a long way to mitigate the flooding issues on the south end of Gardnerville, as well as the Martin Slough and a myriad of other aspects. That has to be something that is worked out with the developer at that time. I am amenable to work with that. Whenever you have a development that comes before the planning commission, they have to set aside 25 percent of their development as open space. David (Hussman) can attest to what kind of damage can occur in a field and when flooding occurs and how much work it is to get it back into production. That's some of the things we have looked at. Tom mentioned the transportation element. Extending Grant Avenue would be a good thing. If my property were to develop, you could expect there would be about 1200 units with 25 percent open space. Then you have the mitigation of transportation. Right now my access point is on Toler. If Grant Avenue was extended through my property to the Williams Ridge Industrial Park and ultimately to East Valley Road, that would create a transportation corridor that would relieve traffic on Toler. I hope we can extend the town boundaries today or ask the county to extend the town boundaries. I am encouraging you to do that today. Thank you.

Mr. David Hussman stated as far as our property, obviously it won't be developed. We are not getting service from the town today. It doesn't look like we're losing anything. It seems a logical place to go to the east. I am in support of you moving the urban service boundary in that direction as Tom has proposed.

Mr. Matt Bernard is only here as an interested party. When I saw you were having a special meeting, what is so important. Minden isn't considering moving their boundary. One of the things that drove me crazy is why. It seems like the reason we are here is Policy 2.6. Why? Is there a reason? Why a special meeting? You have a neighbor to the north that proposed 2900 units. The suggestion tonight is not consider that property in any way. My understanding is if you don't do it now that land owner is on the sideline for the next five years. What about the guy that lives north. I don't have all the answers. The process befuddles me when we feel the need to have a special meeting. Why can't we decide when we move our urban service boundaries. Maybe MGSD has some master plan that is thoughtful and is a reason for the canal being their line. I kind of like how you do it when you look at a project at a time. Does it have merit? What is the land use? Do I move the town boundary to annex something because it makes sense or must the planners tell us that we have to decide years ahead. Then we have to consider what we want to do inside. Why? I don't have all the answers. The whole thing about 2.6 seems to be the reason we are here. I don't understand the process.

Mr. Butch Peri would like to thank Tom for a lot of work. He really doesn't have a dog in the fight here. He is just doing his job. I wish more government people would do their job. As the gentleman before me said, questions need to be asked why? As David said, it makes sense. Frank said you have to look to the future and have to think. This doesn't give people a license to do things that aren't good for the community. It's like a baby. He can't walk until he crawls, and then stand, walk and run. I just think we need to have a sustainable vision of how the growth in this community should go. We should look to the future. It needs to be balanced. There's no reason we can't have a balanced community with small businesses, residential and multifamily. Just a balanced growth. It's crazy that people in Gardnerville have to go to Reno to buy a dress, shoes or a suit. There's no reason this community can't grow in a balanced way so it makes sense. You need to look at what Tom has pointed out and just use your good gut common sense and do your job. I talked to everyone individually so I don't need to go over the same points. Think about the future and do a good job. Thanks Tom for taking this bull by the horns. Maybe we do have one county commissioner here tonight. If you happen to cross in front of some of the other county commissioners and you agree with what Tom is saying, let them know what you think.

No further public comment.

Mrs. Slater felt it is our duty and responsibility as board members to move our town forward for the community. That's looking at the whole picture and asking where we want to be 10, 20, 30 years down the road. I think a lot of valid and positive points have been brought forward. We need to touch on the Plan for Prosperity. What do we want? What do we want our community to look like. We know we can't continue the corridor down 395. We have to expand in a direction other than that. I support what Tom said about doing what we can to remove some of the residential areas from the flood plain. I think we need to plan for future development that is balanced. We cannot sustain just residential. We have to have diversification. Therefore I support this project,

Ms. Wenner agrees with everything Linda said.

Mr. Higuera believes it makes sense. As far as expanding the urban service boundary, I think it makes sense to extend it to where MGSD and the water company are now. Frank, your project is really down the road. You are looking at a long planning stage. Whereas Butch has everything in the ground already. If this were to take off how soon could you actually start doing something?

Mr. Peri has been approached by one developer. But as I stated one of the big problems is what happens is a big chunk of land is bought, they inflate the project with the cost of land and then if there is an economic downturn then you have problems. The ideal way would be in phases. As Frank said you set up the open space that can be the center of the project and then build phases in both directions from that open space. In my case, a nice park. I have no problem setting aside some land for a fire department or grade school. So I don't know where the closest grade school is in that area. I didn't take a good look at the Corley project. That's where I am talking about balanced growth. But I could see actually starting on some houses and starting in the range where they run from \$250,000 range or \$229,000, and not any higher than \$379,000, \$389,000. But it has to start with the land being at a price so it doesn't inflate the house right away. If you sell the phase then you can raise the price of the next phase.

Chairman Miller wanted to remind everyone the public comment section is closed.

Attorney Ytrubide commented we are not focusing on any individual project. But conceptually I can understand the board wants to have some idea of how things progress.

Mr. Higuera agrees with Linda. We have to look at the future growth and planning.

Mrs. Slater wanted to say during this process I hope there will be a time when you can talk to the county and find some way of making that connection on the roadway. We are going to have that bottleneck before we know it. I know we are not in the planning stage but I think it's something you need to bring up with the county.

Chairman Miller very seldom voices an opinion, because I try not to influence the other board members with what the chairman might think. But if we don't do the planning now we are looking at another five years. Two of the board members and myself and Linda Slater, if we are re-elected may not be part of that process. If we don't take the opportunity to plan now, as we are unified as a board on most subjects, it may not be unified in the future.

Vice-Chairwoman Jones thinks Mr. Bernard made an excellent point. The growth management policies that have been proposed are driving this discussion. I don't think we would be having this discussion except those provisions in the master plan and it underlies the importance of the master plan. The master plan is an agreement between the county, its constituents, and the various sub-entities, including the Town of Gardnerville and the other utility providers on how and where development should occur in our community. It's a document that needs to be honored and followed so we can have responsible planned growth. I'm not just talking about where buildings go and the zoning. I'm talking about services, schools and roads. It's reviewed every five years because it's a plan that should grow and change as our community grows and changes. But in the in-between it needs to be honored so that every party can follow it and plan accordingly. Now is the time to review this issue. If we are going to encourage a change like this, now is the time to have this discussion. On the issue of a loophole, I think a loophole is exactly that and it undermines the entire purpose of having a master plan. It's not fair to everybody working on this and planning for the next five years if we can just change it in the in-between. A loophole like this just undermines the very purpose of going through the master planning process. A change in the urban service boundary is not a change in town boundary. It's not an annexation. It's not a change in zoning. It's not even a change to a receiving area. It's simply a recognition that whatever happens with that land most directly affects the residents of Gardnerville. So the Gardnerville Town Board needs to be consulted on applications affecting that property. It adds us as one of the boards along the way that those landowners need to come to. My concern is what happened with Corley Ranch. We were very aware of what was going on and yet we had no voice. The comparison of the aerial photos is just another example. There has been a lot of development, a lot of growth in town over the last 20, 25 years. But there has been more outside of town

and that growth outside of town affects us as much as it does anyone else. We have not had any input into that. Now that development is knocking on our door and if we don't expand our urban service boundaries we will have no voice in what happens next. I want to be clear that my position does not include endorsing changing in zoning, additions to receiving area or the development plans. I think those have to be considered and agendaized separately. I do not want the voices of Gardnerville cut off from offering input into those issues. Not for the parcels that we have specifically identified here or to the parcels to the north that were subject to the proposal last October. If they aren't part of our urban service boundary we simply cannot provide input to the planning commission or the county commissioners. If we are going to grow, and I don't know that we have to grow, it needs to be controlled, managed and balanced. I campaigned on the promise that I wanted Gardnerville to be similar when my kids graduate high school as to when I started them in kindergarten. We have to be looking 30, 40 and 50 years ahead and this is the only way to do it. I don't know how else we have a voice in this if we don't expand our boundaries.

Motion Jones/Slater to recommend to the Board of County Commissioners to change the urban service boundary in the current master plan update and to direct staff to work with the county and the Town of Minden on updating the towns' Plan for Prosperity to reflect a sustainable plan for growth towards ensuring the town prosperity upon buildout of the town. Motion carried unanimously.

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

No public comment.

Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager



GARDNERVILLE TOWN BOARD

Meeting Minutes

Ken Miller, Chairman
Cassandra Jones, Vice Chairwoman
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Linda Slater, Board Member
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Tuesday, October 3, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Rob Simpson, Assistant Pastor of Valley Christian Fellowship

 4:30 P.M. Chairman Miller called the meeting to order and made a determination of a quorum

PLEDGE OF ALLEGIANCE – Cassandra Jones led the flag salute.

PRESENT:

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

Jennifer Yturbide, Town Counsel
Tom Dallaire, Town Manager
Geoff LaCost, Superintendent Public Works
Carol Louthan, Administrative Services Manager

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.

Ms. Wenner went to Splash Dogs over the weekend. As soon as I was walking in they announced thank you very much to the town board. They had a good turnout.

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.

Motion Slater/Jones to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

September 5, 2017 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Wenner to approve the previous minutes.

No public comment.

Upon call for the vote, motion carried unanimously.

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.**
Read and noted.

2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities.
Approved.
3. **For Possible Action:** Approve September 2017 claims
Approved..
4. **For Possible Action:** Approve Resolution 2017R-077 augmenting the Town of Gardnerville's Fiscal Year 2017-2018 budget.
Approved.
5. **For Possible Action:** Approve continuing Resolution 2017R-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.
Approved.

Motion Jones/Slater to approve the consent calendar.

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:** Discussion to approve Resolution 2017R-02, in support of and financial commitment to the Main Street Gardnerville program for the Main Street Gardnerville's state application; with public comment prior to board action.

Mr. Dallaire pointed out with the state program now available for Main Street, Mr. Peter Wallish is the program director for the state. There is an application form that they need to fill out. Main Street Gardnerville is looking for a written document to support them. We drafted this up. If we need to make corrections we can bring it back. Main Street is working on the detail portion.

Ms. Debbi Lehr, Main Street Program Director, explained the state will be grandfathering us in and they are taking five additional towns into the program. They mention \$30,000 as the commitment between the county and the town for a town our size. The application says \$25,000. Either way we are still onboard. We just wanted to give them something that even though you totally support us we are going forward as though we were brand new. Minden will not be applying. Minden has decided to disburse and cease operating on October 31. They are going to help with the Turkey Trot and finish helping with Small Business Saturday. They asked us to take on the May 4th event. They have offered the event to Main Street Gardnerville or the Town of Minden and I am still waiting to hear about that.

Motion Jones/Higuera to approve Resolution 2017R-02.

No public comment.

Upon call for the vote, motion carried unanimously.

7.  **Not For Possible Action:** Discussion on the Main Street Manager's semi-annual Report of activities and financials.

Ms. Lehr has her director's report in board packets. She went over the financials. We have our district vitality group who will go out and do a sales blip to the businesses. We've had a lot of moving around. Gadzooks has moved to midtown. DST Coffee opened on the 30th. And they have been busy ever since. I think we decided there were only two vacancies. As far as social media since I came on, Twitter has risen to 323 followers. Facebook has gone up to 598 followers, and Instagram, which I started, is up to 213 from zero. We had a great opening in May for the sidewalk gallery with the annual Douglas High photo installation in May. We did the Sweep the Town in May in conjunction with the town. We did our five wine walks which were up, including the rain last week. We ended up with a total of 182 walkers. We were totally 122 walkers over last year and made \$5,261 more than last year. Our Fall Harvest and Scarecrow Festival is Saturday 9 – 3 at Heritage Park and Heritage Park Gardens. Our coffin races are next Saturday. We are currently at three coffins. We also have three sponsors this year. We are selling tombstones

for ad space for \$50. We have a lot more sponsors and a lot more vendors. The Freedom 5k had 104 runners. We made a profit of \$20.19. We have decided to go on and work with this next year and probably bring the price up. Turkey Trot is at \$40. We think there is a happy medium that we can make a little bit more of a profit and promote it from January through July. Small Business Saturday is November 25th. We are doing Christmas Tree Bingo. We will be doing a blood drive at the museum. I am working on the Nevada Main Street program and the Minden Main Street is ceasing. California Main Street conference is February 21st through the 23rd. National Main Street Conference is March 25th through the 29th. The March conference is in Kansas City, Missouri. February is in Pleasanton, California.

8.  **For Possible Action: Discussion to accept and sign an agreement between Douglas County and the Town of Gardnerville for \$539,350 in a grant from the Nevada Community Development Block Grant Programs for redevelopment of the former Eagle Gas Station site, authorizing the town manager to sign the associated documents; with public comment prior to board action.**

Mr. Dallaire hasn't brought this to you since we submitted for the second round. We finally finished the environmental assessment report and now Douglas County has created the agreement. They took it to their board two weeks ago and now we need formal approval. This is the last step before we receive the notice to proceed.

Vice-Chairwoman Jones asked if after this we would be able to submit for bids.

Mr. Dallaire will submit the plans after we get the notice to proceed. I suspect we will get monthly installments. Once we pay the check and they receive it then we submit the paperwork and get reimbursed.

Vice-Chairwoman Jones issue is the speed at which we can break ground. With winter coming do we wait until spring?

Mr. Dallaire answered it will depend on the bidding process. We have several projects close to going out to bid. I need to update the contract documents for the Nevada Department of Transportation projects and specifically Kingslane. We will have to work through getting the contract docs approved once we get the notice to proceed. We will then give Jean everything on our end that we are submitting for a permit. They will then review it and make sure it is appropriate. We have been waiting for information on salaries. Our project was selected to be audited. I believe we were selected because of proximity to Carson City. With the storm drain basin being installed in the parking lot it is a huge improvement to the flood analysis. Anderson is working on that right now. I walked it with the gentleman who is doing the plans to add a few more things. He is pretty comfortable with the fact we would be able to convey the 50 year event with the new pipe underneath Toler. Once it gets to 100 year we are reducing it from about 12 inches of water to about three. It would actually be drivable in a flood event, which is what we were hoping. The detention basin will still help with the onsite drainage and also the highway drainage. The individual that came from the feds didn't like the environmental assessment report and what we put down as far as the properties surrounding it. There was a couple extra properties we needed to add to the report and to do that we had to send out a notice to the tribe. They had to sign off that there were no known artifacts.

Mrs. Slater asked if that is something the tribe is going to be asking for on every project that is done?

Mr. Dallaire answered if it is federal. The building department is moving forward. We will get the bid out over winter. They can do work on the inside. There is a lot of remodel that will be out of the weather. We will be cutting the slab inside and all the utilities will be brand new coming to the site.

Chairman Miller mentioned the tree stump has to come out.

Mr. Dallaire didn't think there was any reason to have someone come in and just do that. We will have them remove it when we put the storm drain in. I was hoping to get that in first, but I need the study to get done so we have plans to build and show NDOT where these connection points are and how much of a benefit this is going to be for them and their highway.

Mrs. Slater added they will want the reconfiguration.

Mr. Dallaire advised if not, then we will just put the sidewalks in away from the existing curb that is there today. They can match up to it whenever they get their act together.

Mrs. Slater suggested Mr. Dallaire contact Assemblyman Wheeler. Explain to him some of the issues that we have been dealing with in the state. See if there is any assistance he can't give us. He does represent Douglas County.

Mr. Dallaire stated this is really a formality. It is signing the paperwork. Mimi sent it to the commissioners.

Mrs. Slater asked Mr. Dallaire to speak with Assemblyman Wheeler and see if something can't be done.

No public comment.

Motion Slater/Jones to accept and sign an agreement between Douglas County and the Town of Gardnerville for \$539,350 in a grant from Nevada Community Development Block Grant Programs for redevelopment of the former Eagle Gas station site, authorizing the chairman of the board to sign the associated documents. Motion carried unanimously.

9.  **For Possible Action:** Discussion to approve, approve with modifications, or deny the following proposed town policies or revisions to town policies:
- a. **Town Social Media Policy**
 - b. **Greenwaste Policy 22.12**
 - c. **Collection Days 21.3**
 - d. **Solid Waste Collection Routing 21.4**
with public comment prior to board action.

Chairman Miller asked if they could take all these in one motion or do we have to itemize.

Attorney Yturbide would like them itemized. I have some issues that I wanted to discuss on the social media policy.

Mr. Dallaire has had Carol go over and update the policies on greenwaste, collection days and solid waste. The social media policy is really a reaction to the county policy. There are a lot of rules in the policy that we do not follow because we can't. As far as the town goes we should help our businesses. Otherwise half of the things we post wouldn't be allowed.

Attorney Yturbide's initial reaction didn't have the benefit of the county policy. I was reviewing the outline, which I think is provided for discussion. When you are dealing with social media there are some issues that are raised. One of them is what kind of forum it is. If the government is providing a forum for the public to use and leave messages, you have to have a policy that is very neutral on viewpoint. I didn't want you to adopt a policy in reaction to what has been presented without having an opportunity to think about what the potential issues are. I did some research and found an article that was of interest. You have been provided with a copy.

Chairman Miller asked if something comes up on our site that refers to me or refers to one of the other board members and Carol being the administrator, she would hopefully notify us what is there. What is our responsibility to answer these?

Attorney Yturbide thought that is the first question you have to ask yourself. What is your purpose for having a social media site? I don't know the answer to that. I was hoping to get more direction in terms of how you use it.

Mrs. Slater mentioned last year at the Nevada League of Cities conference a speaker spoke about media. You have to have an administrator in the office that oversees. It is used primarily for notifications. They said make sure every one of your employees reads it and signs off on it. They have had instances where things have come back and they found them on there and there may or may not be a reason for dismissal. If every employee has read it and understood it, then you could take action. You want to make sure all your employees understand it.

Attorney Yturbide responded the reason they are saying that is it becomes a condition of employment where an issue could be potentially be subject to some form of discipline.

Chairman Miller gave an example if a derogatory comment is made about your job.

Mrs. Slater felt if you have something where they have read it and signed that they have read it and agree to the rules and regulations of the policy then there is no way for them to get out of it. Just protect yourself and make sure each of the entities have this policy that has been signed off by all the employees.

Attorney Yturbide believed any of your rules of employment that talk about the policies, the whole handbook should be one that is signed off on. That is a personal use of social media. I don't know that the employees do that or have that ability.

Vice-Chairwoman Jones thought the way the current policy reads subject to this and the Douglas County policy, the Douglas County policy specifically states after hours use of social media could be subject to discipline.

Attorney Yturbide advised you would want them to sign off on the entire handbook. Then you also have something potentially in conflict. If the administrator reserves the right to accept or reject proposed postings based upon the controversial nature of material, the county indicates they are not going to be deleted or removed based upon the views expressed. In my view those are potentially at odds with one another.

Vice-Chairwoman Jones is inclined to table 9a to give an opportunity to redraft our policy with more specificity because of that conflict problem. If we're adopting the Douglas County Social Media Use Policy, which portions are we not adopting; or where in conflict our document controls and we don't need to get more specific. We should probably table our social media to give Jennifer time to review it and maybe propose something more specific.

Chairman Miller looks at it differently since we are an advisory board to Douglas County. We're not a deciding board that we are subject to their policies as elected officials. So I think we have to adopt their policy no matter what we do on our own.

Mrs. Slater asked if we have the ability to add additional policies to the county's subject to these additional policy issues.

Attorney Yturbide just wants to make sure you are not adding in anything that is in contravention to what is described within the county policy.

Mrs. Slater would go along with Chairman Miller that we are an advisory board and that's how it should be governed. Do we have the ability to add something if we find there is a conflict?

Attorney Yturbide read something in the policy which has a disclaimer saying if it's a social media policy that is managed by you then you could potentially do more. I don't think doing something in contravention would be a good idea.

Vice-Chairwoman Jones thought historically we have used our Facebook page as a pass through for other town benefiting information. So if you follow the Douglas County Social Media Policy as written, because it requires a link back to the county site, we could not do anything that links back to Main Street. If you read it it's used as a method to disseminate public information as a promotional tool. This is called a pull model for news. The idea is when someone wants to know what is happening in the county they pull the information down as compared to a push model, which is outward emails. By following this social media policy, Douglas County is limiting itself to only information you want to pull down specifically for Douglas County. If we translated that directly to the Town of Gardnerville, the problem is that's not how we use our social media. We use it as a pass through for pulling information down on businesses in our community. It's part of the economic vitality we built into our town. I don't want to adopt this lock, stock and barrel without looking at whether or not we can include an ability for pass through of information from businesses and organizations in town. Adoption of the Douglas County policy would prohibit us from reposting Main Street or something from the Carson Valley Arts Council.

Attorney Yturbide will look into that issue in terms of what extent. I don't know the answer right off.

Mr. Dallaire added this is all specific to the Douglas County social media aspect. So how do we, as a town underneath that policy, address our needs? So the thought was to specifically state in our policy what we wanted to do, which is what we are trying to accomplish.

Vice-Chairwoman Jones felt our purpose would include ensuring economic vitality for the Town of Gardnerville.

Mr. Dallaire added it's not just events and things that we hear about. The whole purpose is to build this as a network so that when an emergency happens we have people following it and utilizing it. We repost events occasionally. There are other events that we have been trying to share. The intent was to try and get a little more specific policy generated that we are using today. We don't use all the same platforms that the county does, so just what we are using at the town level.

Attorney Yturbide asked if one of the other things that you were trying to accomplish is that it be within the geographical limits of the town.

Mr. Dallaire agreed.

Mr. Higuera agreed they should table the policy.

Chairman Miller asked if we just left out the county and put our own policy out there, it doesn't mean we reject the county's, but we have our own policies within our own government.

Mr. Dallaire answered we still have to modify this somehow because it's already a policy that they've adopted. We, as a county employee, have to abide by it. The problem I have is they pushed it out, and the sections we were having issues with they weren't taking out.

Chairman Miller didn't think they were thinking of the economic vitality at all.

Mr. Dallaire believed it's all about building a following to be a useful tool for the town.

Chairman Miller called for public comment on item A.

Mr. Glenn Linderman wondered if the county policy is applied only to the county's use of the county's social media rather than the town's use of the town's social media. Does the county policy cover everything that could possibly be done on social media? Then who is allowed to post is another issue. As far as the policy goes, if the county policy says they are applied to every social media outlet that is under any sort of county purview or if it's just the ones for the county that the county runs as county employees. If you are not posting on the county's social media then maybe you could have a different policy. If you are looking to make changes to the county policy, maybe the simplest change would be to make it narrow enough that it only applies to the county direct employees as opposed to indirect employees.

The part that bothers Chairman Miller is it says, "elected officials."

Vice-Chairwoman Jones pointed out on page 9-2 IIA is that this is a policy that covers "all Douglas County Social Media sites posted by the department directors, elected officials or their designees." It's required to be proofed by the county manager, the public information and community relations coordinator and the applicable elected official. The way I read that I have a Facebook page that I put up as a candidate four years ago. Everything I post on there has to go through the county manager and through Melissa? I'm pretty sure they didn't mean to do that.

Mr. Linderman commented it sounds extremely restrictive. That sounds like even on your own Facebook page. And what about your Heritage Law site? There's a conflict right there. They can't really control what you do as your business. That policy seems overbroad.

Attorney Yturbide suggested having a discussion with them about their policy in general is probably a good idea and what their intention was. How does our social media and computer system work right now? Are we through the county?

Mr. Dallaire stated the server goes through the county. It's our server.

No further public comment.

Motion Jones/Slater to table A and move onto B. Motion carried unanimously.

b. Greenwaste Policy 22.12

Vice-Chairwoman Jones commented when you see the addition and deletion under the title “residential,” there is an “s” that I can’t tell whether it is deleted. It doesn’t look like it was deleted. The original was one additional. But the addition is up to two and then there is this random “s” out there. “Residential households are offered up to two 90 gallon waste totes” and there is a spare “s” hanging out there.

Mr. Dallaire did change the greenwaste can so we described it a little more. Pretty minor changes.

No public comment.

Motion Jones/Higuera to approve the new greenwaste policy 22.12 as amended. Motion carried unanimously.

c. Collection Days 21.3

Mr. Dallaire changed the way we do billing to mandatory collection of commercial accounts once a month.

Vice-Chairwoman Jones remarked it hasn’t been updated in 15 years. I think it’s about time.

Mr. Dallaire also changed the placement of the tote wheels against the curb.

No public comment.

Motion Higuera/Slater to approve C, Collection days. Motion carried unanimously.

d. Solid Waste Collection 21.4

Vice-Chairwoman Jones has another grammatical problem. The new bullet point in the middle “the crew shall use the same route once it is established in.” In what? And also there is no period at the end. “The crew shall use the same route once it is established.” My question is the use of the acronym DVR in the last bullet point.

Mr. Dallaire explained it doesn’t record the driver, it records what happens around. If a driver is in an accident we have video proof of how it happened.

Mrs. Slater felt that was a good idea.

Mr. LaCost advised if someone assaults one of our drivers or throws something on the truck we can go back to the camera and say he really did. It is for the benefit of both the drivers and the residents.

Vice-Chairwoman Jones suggested spelling that out and not use the acronym.

Mrs. Slater asked the cost of the DVR per truck

Mr. LaCost thought around 4 to \$500.

Mr. Dallaire mentioned Craig installed them.

No public comment.

Motion Jones/Wenner to approve the solid waste collection routing 21.4 with the change to the third bullet point and spelling out DVR. Motion carried unanimously.

10.  **For Possible Action:** Discussion to approve, approve with modifications, or deny funding a portion of the NV Energy work, in conjunction with the Douglas County School District’s Carson Valley Middle School for the site improvement project providing underground power in the amount of \$12,989.35. The services provide underground power adjacent to High School and Courthouse Streets with a vault and

conduit stubs onsite for possible future projects to provide underground power along Courthouse Street; with public comment prior to board action.

Mr. Dallaire reviewed they are done with construction. We had some huge concerns in the beginning on what they were proposing. We looked at undergrounding the entire street all the way down and with the timing and having to pay prevailing wage, we decided to hold off on our portion, which is undergrounding the next three poles. They do have one pole left. They put a vault and stubbed out underneath the walkway conduit so we will be able to tie in when we finish the underground down Courthouse Alley. Basically it was the vault, extra conduit and the labor associated. Splitting the cost seemed to be fairly easy. The school already paid Core Construction so I had them generate an invoice for us to pay. That will allow us to tie into that system, eliminate the last pole and put our electrical underground. The school district put in two more handicap ramps and fixed the one across the street. A huge improvement from the way it used to be. Traffic seems to be flowing a lot better. I will be excited to get the pedestrian flashers in.

No public comment.

Motion Higuera/Jones to approve funding the portion of Nevada Energy work in conjunction with the Douglas County School District's Carson Valley Middle School for the site improvement project providing underground power in the amount of \$12,989.35. The services provide underground power adjacent to High School and Courthouse Streets for the vault and conduit stubs on site for possible future projects to provide underground power along Courthouse Street. Motion carried unanimously.

11.  **For Possible Action: Discussion and direction to staff on current and future projects such as: Gardnerville station, Street projects, curb and gutter storm drain improvements along Hwy 395, trail improvements, Hellwinkel barns, etc., to develop priorities and look at funding opportunities; with public comment prior to board action.**

Mr. Dallaire reviewed the projects completed, being worked on (Village Motel boundary line adjustment, crack repair project in Chichester, Eagle Scout project two phase project for the Martin Slough pond landscaping and trail amenities, Gardnerville station, Industrial Way, Southgate, Service Drive, update the ramps to the crosswalk at 395, Kingslane, trail realignment, sinkhole at Elges, tripping hazard at the funeral home on 395 at the S curve, Douglas sidewalk near Cemetery and French sidewalk repair), and the project wish list (Martin Slough south pond cleaning, trash trucks needing replacement).

Mr. LaCost reviewed the status of the trash truck to be delivered. We need more storage but at this time I don't see how or where we can do that. Ideally a new facility would be able to house the trucks. We need a new facility.

Mr. Dallaire still has some sidewalk repair, former Eagle Gas, Gilman/Ezell (the three and a half acres annual payment to Spence Properties), road maintenance, cape seal Industrial and Southgate, patch and microsurface Wilson and Northampton, install trees and extend the water line at the Hellwinkel barns, tree treatments on all the trees, the gator is ordered and we need to order a field tractor. Maintenance yard plans are done. The permit is ready to go. I am almost finished with the contracts. I will update it to the newer version of contract docs after these projects go out. For NDOT I have to update to a newer set of contracts. That will take some time and focus to get them correct. Urban service boundary took a lot of time last month. Master plan update, we are still meeting with the Chamber. We just started the Leadership Douglas County Committee. County department heads are trying to get together a program for developing internal talent and leadership. We are meeting every other week the next couple of months to try and put together a program specific to Douglas County so people have an opportunity to move up. I have a meeting with Mike Gilbert again tomorrow related to Mike Pegram's project, Hellwinkel project, multifamily apartment complex on four acres and the strip of land between Peri, Curtis Sons and Godecke's property that Tom Bruce owns.

No action taken.

12.  **Not For Possible Action: Annual training relating to the provisions of NRS 241 (Open Meeting Law) required by NRS 269.579. Presentation by: Jennifer Yturbide, ESQ. Town Counsel.**

Attorney Yturbide gave a power point presentation on the open meeting law.

13.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for September 2017.**

Attorney Yturbide reported I went over the agendas, reviewed items, revised some of the items, attended meetings. I reviewed some of the policies presented, looked at the social media pitfalls and open meeting law presentation. We have some policies that have gone back and forth that we are coordinating. I had an opportunity to speak with the deputy district attorney in relationship to the sidewalk policy and some others that we are trying to revamp, revise and update and had communication with staff.

14.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for September 2017.**

Mr. Dallaire shared we had an issue come up about the smoking policy. I was curious about your expectation of staff smoking while working.

Ms. Wenner commented only on break.

Chairman Miller agreed. If they are out on a shovel you don't have a smoke.

Mr. LaCost asked if they are out and taking a break, are they allowed to smoke out at the Gilman ponds?

Mrs. Slater stated if they are outside and on break. Just like any person in a retail business. You should also consider that when chewing tobacco.

Mr. LaCost did have a report of an employee seen out smoking while working. The question was brought up and I wanted the board's opinion. I understand breaks, town facilities and vehicles. I just wanted to make sure we were all on the same page.

Attorney Yturbide asked if the question is the appearance of the public if the person is out wearing a town of Gardnerville uniform.

Mr. LaCost asked if they have the logo on and they are out in public, is that acceptable.

Mrs. Slater believed as long as they are on a break. And the reason I say chewing is because with chewing comes spitting. And a lot of people find that very offensive. If they are on their break, and as long as they are not within the town facility it would be okay.

Mr. LaCost stated the policy specifically calls out smoking. Some of the guys chew tobacco. We are not going to allow them to chew tobacco except on breaks?

Mrs. Slater believes chewing and smoking go hand in hand.

Mr. LaCost is perfectly fine with that. I just want to make it fair across the board.

Mr. Dallaire pointed out the county policy is specifically in buildings. And the state of Nevada's policy is specifically in buildings unless it is a designated area. There are certain buildings that you can smoke in. But it specifically states that's where you can smoke. It varies from department to department in the state from 20 to 35 feet from the door and basically the discussion is as long as the smoke isn't blowing back into the building you are good. I have not been able to find that a state worker should not smoke while working.

Attorney Yturbide asked if he is saying "use of tobacco products then?"

Mr. Dallaire added e-cigarettes, vapes and hookah.

Chairman Miller mentioned marijuana.

Mr. LaCost stated marijuana is considered a drug and they all have their CDL's as part of their requirements. If they are tested and come up positive it's an automatic termination per Douglas County policy. I don't believe you are allowed to have a CDL if you are on medical marijuana.

Mr. Dallaire met with the town managers yesterday and we are going to look at going to the county commissioners at the same time to update Title 18. I can provide a copy of that and see if there is something you want added or changed. We don't need the fire hydrant section. The sidewalk issue is what brought it up. Our section is pretty vague and the county's is making it more enforceable. There is actually an enforcement element to it.

Attorney Yturbide mentioned there were some items in the sidewalk policy as it exists right now in title 12 that we don't want to have in title 18.

Mr. Dallaire has a few things that need to be cleaned up, but not much. I think just making sure it is clear. Maybe look at the transportation element and see what the county has. They are not enforcing our "no parking" on Southgate and Service Drive. They are ignoring it. They wanted the curbs red out there so they could enforce it. I can ask if the citizen patrol could do that. Is there anything else you wanted to talk about?

Mrs. Slater asked about item 12, building improvements in the 2018 application.

Mr. Dallaire met with Karen to discuss what their project entails. They have a little over a million dollars for that project. They have money that we can leverage against CDBG funds. Rob Hopper with NNDA was pretty excited. He could pitch that to CDBG and see if they would fund redoing Meadow Lane to have pedestrian access down to the facility. We can do curb, gutter and sidewalk. I would recommend doing it back of curb and not having a planter strip in there. But if you want a planter strip we could make it work. We could do potentially four and half feet on either side to get to that. I don't know that that was an accepted town improvement. It wasn't constructed when they built the subdivision.

Mr. LaCost mentioned an issue on Meadow that arose last week is the tree that blew over. The root system apparently is in the sewer lateral across the street. The person across the street wants the person with the tree to pay for the damage. MGSD said it wasn't their problem.

Mr. Dallaire commented the social services project would add another building to the one that is there. They are adding rooms and a hallway around the building that is there. We have talked to them about emergency access back out to Meadow Lane from Kingslane. We have never supported another road to connect to Meadow Lane. I am concerned there is an open trench and if we need to get emergency vehicles through we have to get that fixed.

Mrs. Slater thought major improvements need to be made there. Once social services moves in there there will be more traffic. The older we get the more we trip over things.

Mr. Dallaire can get that moving. We'll have to apply to get on the county commissioner's list. I don't think anyone else is applying because of the process. It has to be economic development driven. Karen is working up the application and we'll get it typed. Pete Knight is receptive about relocating the ditch back to the Cottonwood Slough. Basically it would remove the ditch all the way to where the water company's well No. 1 is and we wouldn't actually have to cross that ditch anymore.

Chairman Miller mentioned under item 1, evidently there will be a new owner of Frontier Antiques. He wanted to put in storage units. We looked at that and that wasn't a mixed use. In the future there may be some improvements as far as replacing some of the mobile home units with permanent buildings, which would be well received, I hope.

Mr. Dallaire added the owner submitted a pre-application to see what the code requirements were. The county told him he couldn't actually do storage units. If he could do permanent apartment units and then add the bays on it, that would suffice. He asked about the Town Record, Do any of the board members have any ideas for the newsletter? Somebody want to write an article?

Mrs. Slater suggested adding something again about the yard sale signs.

Vice-Chairwoman Jones mentioned putting in a highlight about the town businesses that received the spotlight award.

Ms. Wenner shared Splash Dogs said they had 60 diners going to the JT that night.

Mr. Dallaire will put in something again on yard sale signs.

Mrs. Slater suggested adding they are looking for donations for fireworks.

15.  **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.**

Ms. Wenner passed along the Carson Valley Arts Council has adopted a revision to its mission statement, which now reads: “the mission of the Carson Valley Arts Council is to create a climate for the arts through presentation and promotion of cultural and educational events for the Carson Valley youth and community and the greater western Nevada/Lake Tahoe region.” They also wanted everyone to know that their annual membership meeting will be Wednesday, October 18th at 5 pm.

Mrs. Slater reported at the last meeting we discussed a League position on the distribution of the local government share of revenue derived from the 15 percent excise tax assessed on marijuana. There are currently 18 entities that will share in the revenue, but because Douglas County has chosen not to allow marijuana in our county it will not apply to us. We also discussed the upcoming conference educational session. I will moderate on the Main Street section. We’ll have a panel of four very qualified representatives. We will have one on the national level. We have an assemblywoman on the state level, a gentleman from the private sector organization level and one on the local level. I have prepared the bios for each one of them. They are very impressive. I think everybody will enjoy it. Lastly I received an email from Wes Henderson and he said some time ago they made a discovery that the representative for the small towns and GID’s can serve three consecutive years. So they asked if I was interested in serving a third term. I said I would be honored. Although it is open for anyone to apply. The conference is next week in Mesquite. It was determined that the following meeting will be in downtown Winnemucca.

Mr. Higuera had one comment. Debbi covered everything in her report. But Main Street Gardnerville is really getting squared away financially. I think as of yesterday Debbi signed a copy of her agreement. She is the first employee of the newly restructured Main Street Gardnerville. They are going the employee route rather than a contract worker. She covered everything else in her report.

Mrs. Slater asked since Main Street Minden is no longer going to be in existence, is there any way Main Street Gardnerville would be able to gather volunteers form Minden?

Mr. Higuera thought Debbi is already working on that. Minden never had many volunteers. They never had a full board. We have a hundred or more volunteers. So there really isn’t much to get from that. I think we probably could inherit a good event by going with the Star Wars event.

Chairman Miller mentioned one of the volunteers we have had in the past, Yu and Jon Parker, are moving to Japan for three years. They are planning on coming back. Yu called and let me know. She wants to get together before they leave.

 **2nd PUBLIC INTEREST COMMENTS period (No action will be taken)**

Vice-Chairwoman Jones wanted to make a comment. I wanted to take a moment to put on the record I will not be running for re-election next year. I am honored to have served with each of you. This is an experience I highly recommend for anyone who wants to learn more about the community and take their time and talent and invest it in making Gardnerville a success. I hope I have been an asset to Gardnerville during this time. I am not resigning so I will be here quite a bit longer. I can assure you I would continue on this board but a new opportunity has come up for me. There will be an open seat in the East Fork Justice Court in 2018. I have talked to Tom and confirmed that he will not be refiling. I believe that my skills and experience would better serve the community as an East Fork Justice Court judge. In that elected position I would be able to assure every resident in the valley regardless of their age, their race, their gender or their disability, that every resident has equal access to and equal protection under the law.

So it is with a great appreciation to you that I am embarking on this new goal and new campaign. I look forward to a robust campaign for the justice of the peace job. And in that spirit ask for your vote. The filing period is in January. It is three months earlier than any other elected position, which is why the decision is being made this early.

Chairman Miller commented Mrs. Jones has been very valuable.

Mrs. Slater shared they will miss her a lot. It has been good to hear your viewpoints from where you come from on the issues.

No further public comment.

Vice-Chairwoman Jones will be here for another 15 months. You will get to hear more.

Meeting adjourned at 7:32 pm.

Ken Miller, 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:** November 7, 2017 **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



Thank
You

Board members & Staff,

Thank you for your
awesome support of our
air show it is certainly
appreciated. Hope you had
a chance to enjoy the event.

Bobbi



Watershed Connections

Delivering News to the Carson River Watershed Community

Inside this issue:

Golden Pinecone Awardee Linda Conlin	1
Headwaters Restoration Success	2
Drainage Master Planning in Douglas County	3, 7
Carson City Weed Coalition Update	4
New AmeriCorps Member	5
Source Water Protection Update	6
Fall Color Events	7
Upcoming Events	8

Scan to be directed to our website:



www.cwsd.org

Linda Conlin, Golden Pinecone Sustainability Award Winning Educator! By: Brenda Hunt, CWSD

CWSD extends our heartfelt congratulations to Linda Conlin, former Director of River Wranglers, on being this year's Golden Pinecone Sustainability Award Winner in the Educator category! The [Golden Pinecone Sustainability Awards 2017](#), hosted by [GREENevada](#), will celebrate awardees on Tuesday, November 7th, at the National Automobile Museum in Reno. The awards recognize individuals and organizations for their efforts to make our community environmentally healthy and safe, and to promote sustainable living practices.

We highlighted Linda's retirement and her legacy as an amazing youth educator in the [Summer Edition of Watershed Connections](#). Linda Conlin stepped down as the Director and Lead Educator of River Wranglers in July after 23 years of dedicated service. Working largely with K-12 students in the Carson River Watershed, Linda championed hands-on education programs that reached over 2,000 students annually.



Linda Conlin at Floodplain Management Forum
Photo by Brenda Hunt

Her model of teaching high school students to mentor elementary students—who then become high school mentors to a new generation of environmental stewards-- is Linda's legacy and a testament to her sustained commitment and leadership. In an email introducing the new River Wranglers Director Linda stated, "I will continue to be involved in our watershed as a RW board member. As you know about 65% of the human body is made of water and I think most of mine is Carson River water!" Having worked as a UNCE 4-H educator for 23 years prior to spearheading River Wranglers, Linda's 46 years of passion, unwavering dedication, and tireless leadership is why she is the ideal Golden Pinecone Sustainability Award winning educator! Congratulations Linda, well done!!

Headwaters Restoration a Success in Alpine County By Gavin Feiger, AWG Watershed Program Manager

On Saturday, September 9th, 55 volunteers worked on eight watershed restoration projects throughout the Carson River watershed for the Alpine Watershed Group's (AWG) 18th Annual Markleeville Creek Day. Representatives from various local organizations served as team leaders and project coordinators, including Alpine County, Alpine Garden Club, Alpine Trails Association, American Rivers, California Conservation Corps, California State Parks, Friends of Hope Valley, Sierra Nevada AmeriCorps Partnership, and community members were all present for this collaborative work day.



Photos Courtesy AWG

The group accomplished the following in the Carson River Watershed:

- ◆ 50 feet of streambank stabilized, one acre of trail revegetated, and a footbridge built at Turtle Rock Park near Markleeville
- ◆ 475 feet of streambank stabilized and 375 willow stakes planted in Hope Valley
- ◆ 400 additional willow stakes procured for future restoration and education
- ◆ 150 pounds of native seed spread and 200 pounds of invasive weeds removed from Grover Hot Springs Meadow
- ◆ 50 native trees protected from beaver
- ◆ 24 storm drains stenciled, 6 picnic tables stained, and trail maintenance in downtown Markleeville
- ◆ 27 pounds of trash removed from local rivers and stream

The event was a big success and it was great to see the community come together to help out and celebrate our local streams and waterways. Afterwards, volunteers enjoyed tasty treats provided by Raley's, Starbucks, Trader Joes and Nature's Bakery.



Restoration work continued in Bear Valley the following weekend. AWG partnered with Lake Alpine Water Company and 13 volunteers on the western slope of Alpine County to improve trout spawning habitat by stabilizing streambanks and building a footbridge at Bear Lake.

The Alpine Watershed Group would like to thank our volunteers for coming to Markleeville Creek Day. We would also like to thank our sponsors for helping to make this restoration event a success: Trout Unlimited – Sagebrush Chapter, Bently

Enterprises, Broadbent and Associates Inc., and Douglas Disposal Inc. Contact Gavin Feiger, awg.gavin@gmail.com, visit [AWG's Facebook page](#) for more photos, and/or [our website](#) to sign up for the AWG newsletter and discover opportunities to get engaged with Alpine County's watersheds!

Drainage Master Planning in Douglas County, Nevada

By: Courtney Walker, Douglas County

Douglas County, in partnership with the Carson Water Subconservancy District, recently received a \$285,000 grant from FEMA to create the Johnson Lane Area Drainage Master Plan (Johnson Lane ADMP). The primary purpose of the Johnson Lane ADMP is to identify the flooding hazards based on existing conditions and provide a prioritized list of projects that will allow the drainage facilities to function to current Douglas County Standards. The Johnson Lane area is located in the eastern part of the County just below the Pine Nut Mountains. The neighborhood is located on an alluvial fan, and is subject to flash flooding due to summer thunderstorm activity.



Photos Courtesy Douglas County

The development of the Johnson Lane area goes back to the 1950s. The area primarily developed due to serial parcel maps which only required development to provide infrastructure similar to adjacent areas. Large portions of Johnson Lane area developed without much thought given to stormwater conveyance. The historic drainage patterns have been altered due to the network of roads, homes, landscape berms, and undersized drainage infrastructure. Offsite flows and existing drainage networks have never been comprehensively studied or engineered to any standard.

As the area continues to develop, open space for drainage has become scarce. Major flash floods occurred in 1991 and 1992. In the summer of 2014, flooding occurred when 1.23 inches of precipitation fell in two hours. Just weeks later, 1.5 inches of precipitation fell in 20 minutes. The existing drainage infrastructure was quickly overwhelmed. The Nevada Division of Emergency Management estimated that 146 parcels were damaged by flood waters. Estimated damage to public infrastructure was \$927,205 and \$1,556,983 of damage occurred to private properties. In 2015, flash flooding again affected the Johnson Lane area causing damage to approximately 162 parcels and an estimated \$2.2 million in damages to public infrastructure (2015 storm damage estimates for private property were not provided by the Division of Emergency Management).



Since the floods of 2014 and 2015, residents have erected property-wide berms to protect their parcels from flooding. These berms have completely altered the natural drainage and were erected without considering the drainage needs of downstream properties. The Johnson Lane ADMP aims to return flows to historic locations and provide regional flood protection.

Continued on Page 7



Carson City Weed Coalition Update

By Dan Anderson and Lyndsey Boyer, Carson City

With the floods of January and February we knew it was going to be a big year for noxious weeds, but we didn't expect just how much growth we would receive! Throughout Carson City the extra moisture



Photos Courtesy Carson City

brought massive germination and growth of noxious and invasive weeds. We saw species such as poison hemlock, expand their range. The seasonal flooding also posed some significant treatment challenges as many of the areas treated annually around Carson City were inundated late into the summer. Even those areas that weren't underwater had severely damaged roads, making access and treatment to those sites nearly impossible.

Despite facing these challenges, the Coalition was able to get out and complete some on-the-ground treatments. Our main focus this year was on perennial pepperweed, hoary cress, musk thistle, Canada thistle, and poison hemlock. As always, we're constantly on the lookout for new infestations of yellow star-thistle and Scotch thistle, and looking to catch medusahead before it starts. With all that added moisture, we are seeing a second round of germination of perennial pepperweed and hoary cress – so the Coalition will be treating well into the fall.

Other activities this season focused on mapping new infestations, participating in a number of educational events, and applying for grant funding. In August, members of the Coalition attended a noxious weed workshop in Pilot Hill, CA. The workshop focused on yellow star-thistle and medusahead treatment efforts in

California and the progress being made through targeted grazing. Sheep are used to graze yellow star-thistle and have shown some incredible results. Amazingly, sheep can be conditioned to eat yellow star-thistle - even after it has gone to flower! The workshop results are a perfect example of employing integrated pest management strategies to treat a significant noxious weed issue on the landscape.

Please help in our efforts to tackle noxious and invasive weeds within our city. Together with early detection and rapid response, we can keep Carson City free of weeds. Questions or concerns? Please contact the Carson City Weed Coalition or refer to the links below for information on plant identification and noxious weed locations.

Phone: Dan Anderson, 775-283-7035

Email: dhanderson@carson.org

Facebook: <https://www.facebook.com/CCWeeds>

Plant ID: <http://www.eddmaps.org/west/Species/>

Maps: <http://www.eddmaps.org/west/distribution/>



CWSD Welcomes Our First AmeriCorps Member

CWSD welcomes Louise Thompson, the Carson Water Subconservancy District's new AmeriCorps (Corporation for National and Community Service) member, starting October 10, 2017. As our Watershed Program Technician, Louise will be specializing in outreach and education,



while assisting CWSD with a myriad of planning and coordination efforts. Louise brings a working background in education, ecological restoration, and, most recently, fisheries. She earned her B.A. in Psychology from St. Cloud State University in Minnesota and post AmeriCorps, hopes to continue her education with a M.S. in Natural Resources at the University of Minnesota.



Individuals that commit their time and skills to get things done for America

Louise has a strong interest in water resources and is excited to begin learning as much as possible about the Carson River Watershed. In addition to learning all what she can, Louise is thrilled to be combining her skills and ready to make positive contributions to the CWSD and watershed programs. Louise enjoys

outdoor recreation of any kind, farmers markets, community events, and cooking.

CWSD is partnering with the [Truckee Meadows Parks Foundation](#) to be a host site for our AmeriCorps member. We are excited to have Louise join our staff! Welcome, Louise!



April 29 – May 2, 2018 | Lake Tahoe, California

www.rivernetwork.org



River Rally, hosted annually by River Network, is a national conference for river and water champions. River Rally brings together hundreds of people from across the United States and the world who care about rivers and water issues.

Community Source Water Protection Education Summary

By: Kristin Roaldson , Resource Concepts, Inc.



Photos Courtesy RCI

Since 2012, Resource Concepts, Inc. (RCI) has assisted with the Integrated Source Water Protection Program through the Bureau of Safe Drinking Water at the Nevada Division of Environmental Protection (NDEP). Through a collaborative planning process, RCI has helped the counties in the Carson River watershed to develop and implement Source Water Protection Plans. The plans have an educational component to inform citizens about protecting source water for themselves and for future generations. Our team has participated in many educational events throughout the watershed with the goal of spreading the message of source water protection to students, parents, teachers, and the general public.

Over 2,200 students throughout the watershed have been educated in 2017 alone. We have taught lessons to middle schoolers in Carson City and Douglas County and provided booths at STEM/STEAM nights. We have enjoyed being part of the Trout in the Classroom and Ag in the

Classroom programs and have participated in the Lyon County Faire and Carson Valley Days. We rely on watershed and groundwater models to convey source water protection concepts to students, asking the following questions:

- ◆ When you turn on the faucet, where does the water come from?

In the Carson River watershed, much of the water is sourced from groundwater so we explain aquifers, wells, and pumps.

- ◆ What is the difference between a storm drain and a sewer?

The storm drain is a pipe that takes runoff from the street directly to the river without treatment and a sewer is a pipe that takes water from toilets, showers and sinks to a wastewater treatment plant to be treated.

- ◆ What is a watershed?

A watershed is an area of land that drains all the streams and precipitation to a common low point which in the Carson River is the Carson Sink. The word watershed is sometimes used interchangeably with drainage basin or catchment. Ridges and hills that separate two watersheds are called the drainage divide. ([USGS website](#))

- ◆ How can water become polluted or contaminated?

Pollution or contamination can come from agriculture, industry, residential, urban, and natural sources. We can be good stewards of the land and water by changing our behavior and being a good example to others.



The Source Water Protection Program is managed by Kim Borgzinner with the Bureau of Safe Drinking Water and the RCI team includes Project Principal Marvin Tebeau, Project Manager/Engineer Jill Sutherland, Fluvial Geomorphologist Lynn Zonge, Environmental Engineer Kristin Roaldson, and Environmental Technician Jake Azevedo. RCI has been grateful for the opportunity to engage with residents of the Carson River Watershed through this program. Please contact Kristin Roaldson, (775) 883-1600, kristin@rci-nv.com for additional information or educational opportunities.

The primary goals of the Johnson Lane ADMP are:

- ◆ Identify and characterize historic drainage patterns.
- ◆ Identify and characterize the existing and potential flooding hazards based on current conditions.
- ◆ Assess the risks of the flood hazards and categorize the flood hazards for mitigation considerations.
- ◆ Prioritize and provide estimated costs for infrastructure improvements to provide flood protection to the properties within the ADMP geographic boundaries.



Continued from Page 3

Photos Courtesy Douglas County

The results of the ADMP will be used to prioritize additional actions to help existing property owners and development. The results will also be used to guide future development and help plan drainage infrastructure and flood mitigation measures appropriate for the physical and natural environment.

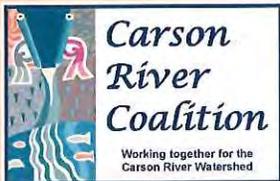
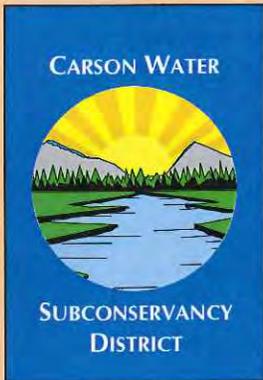
Douglas County is hopeful the Johnson Lane ADMP can serve as a model for additional drainage master plans in the area. JE Fuller is the consulting firm hired to complete the work. They have experience putting together several plans like this in Arizona. For more information, please contact Erik Nilssen,

Save a Stamp!
Sign up for
CWSD's e-blast
list for a digital
newsletter copy.
cwsd@cwsd.org

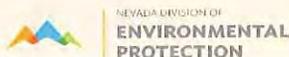
Editor:
Brenda Hunt

Production:
Shane Fryer

Thanks to Contributors!
Brenda Hunt
Gavin Feiger
Courtney Walker
Dan Anderson
Lyndsey Boyer
Kristin Roaldson



This newsletter has been developed in part with Clean Water Act 319 (h) funds from the Nevada Division of Environmental Protection.



Upcoming Events

October 7- 8, 2017,
Alpine Aspen Festival
Saturday 9:00AM-8:00PM
Sunday 10:00AM-4:00PM
Hope Valley, CA
Visit: www.AspenFest.org

October Events at Fort Churchill State Park! Join Park Staff for All Hallows Eve— Oct. 21, 2017, and Make a Difference Day— Oct. 28,2017. For more information
Visit: parks.nv.gov

October and November Muscle Powered Events in Carson City, NV. For more information
Visit: www.musclepowered.org

October 21, 2017, 2:00 PM
3-Mile Fall Colors Hike at Carson River Park, Hosted by Carson City Parks, Recreation, and Open Space Department. For more information call 775.283.7711.



October 27, 2017 (still tentative)
one hour post sunset
Star Party at River Fork Ranch
For more information
Visit: www.nature.org

November 12-17, 2017
Flood Awareness Week Events!
Nov. 12: Flood Awareness Week Kick-off 10:00Am—2:00PM Meadowood Mall, Reno
November 14: Douglas County Flood Awareness Event
For more information
Visit: www.nevadafloods.org

February 26-March 1, 2018
Nevada Water Resources Annual Conference, Las Vegas, NV
For more information
Visit: www.nvwra.gov

April 29 – May 2, 2018,
River Network's 4-Day River Rally is in our backyard at Olympic Valley this year! Early Registration Opens Dec 1, 2017
[Register Here](#)

CARSON WATER SUBCONSERVANCY DISTRICT
777 E. William St., #110A
Carson City, NV 89701

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action: Approve Health and Sanitation & Public Works Departments Monthly Report of activities**
2. **Recommended Motion: Approve as submitted**
Funds Available: Yes N/A
3. **Department: Administration**
Prepared by: Carol Louthan
4. **Meeting Date: November 7, 2017**
5. **Time Requested: N/A**
6. **Agenda: Consent Administrative**
7. **Background Information:**
Trash (September landfill figures)

Credit Cards (September figures)

Residential Accounts	1789
Commercial Accounts	232
Green Waste Accounts	1380
Recycling Accounts	0
Cleanup Dumpsters	16
X cans	350
# of new residential accounts	12 accts transferred to new owners
# of new commercial accounts	0
Minimum User Accounts	30
Total tons of trash	345.44
Total tons of Greenwaste	48.35

Total Amount	\$5056.65	
Total Transactions	39	
Visa	35	\$2,646.29
Mastercard	4	\$1,385.52
American Express		\$0
Terminal	2	\$ 565.98
E checks	3	\$ 458.86

8. **Other Agency Review of Action: Douglas County N/A**
9. **Board Action:**
 Approved Approved with Modifications

Superintendent Town Public Works Monthly Report

Public Works & Parks – 10/2017

- Finished shutting down water for parks and lineals for the winter.
- Final cuts of the grass in the parks and lineals were completed.
- Started the Fall cleanup trimming bushes and collecting debris
- Street sweep 2-3 times a week to remove fallen leaves and debris.
- Start Christmas light checks. 395 installation expected around November 20th
- Crack filled Guinness and prepped Cardiff.
- The crack fill machine needed servicing and the main pump was replaced by Construction Sealants and Supplies in Reno.
- Tree hit in front of Overland October 19th. Will be replaced November 3rd.
- New Gator arrived and looks great. The old Gator was sent in for servicing of the transmission.
- 1-2 department staff assisting H&S for the month due to sick leave issues.
- Last day for “Todd” the seasonal is November 3. He did a great job this year!

Health and Sanitation (H&S) – 10/2017

- New rear loading refuse truck #621 delivered on October 19th. Working out the bugs and staff is personalizing the truck currently. Needed extra lights for safety, signage, the locks needed to be rekeyed, etc.
- 1-2 and sometimes 3 short staffed for most of the month.

Engineering and Contracted Work – 10/2017

- 2017 1615 Maintenance improvements and sidewalk extension project put out to bid, responded to questions, and bid opening on November 1st.
- Collecting quotes and specifications for a budgeted field tractor. Field trip to see models with staff that will be using the equipment.
- Worked with Boy Scout “Connor” pouring concrete pads and installation of benches and trash cans along the Gilman Trail Amenities project. 17 volunteers donated 106.5 hours to help with this Eagle Scout project.
- Fence installed along Hellwinkel Channel and Motel. Looks good.
- Meeting with the Sheriff’s department about the Parade of Lights.

Boy Scout Project - Connor

Monday, October 23, 2017



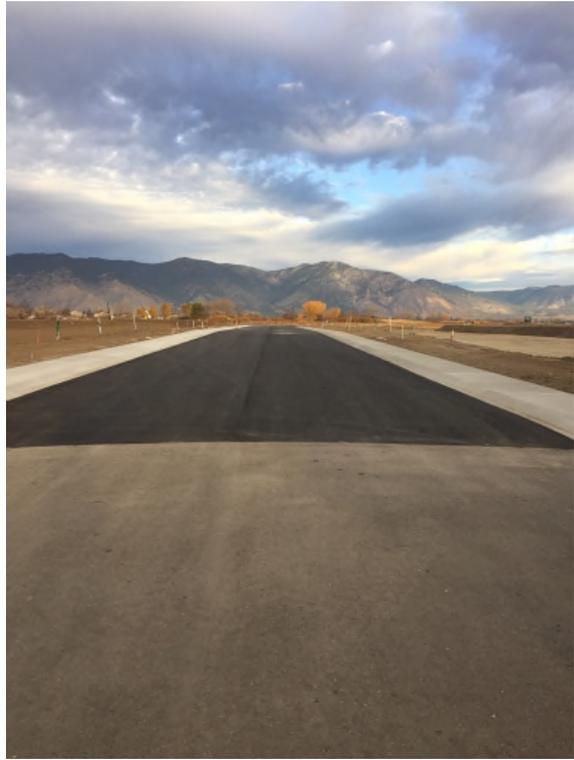
2-3

October Points of Interest

Tuesday, October 31, 2017



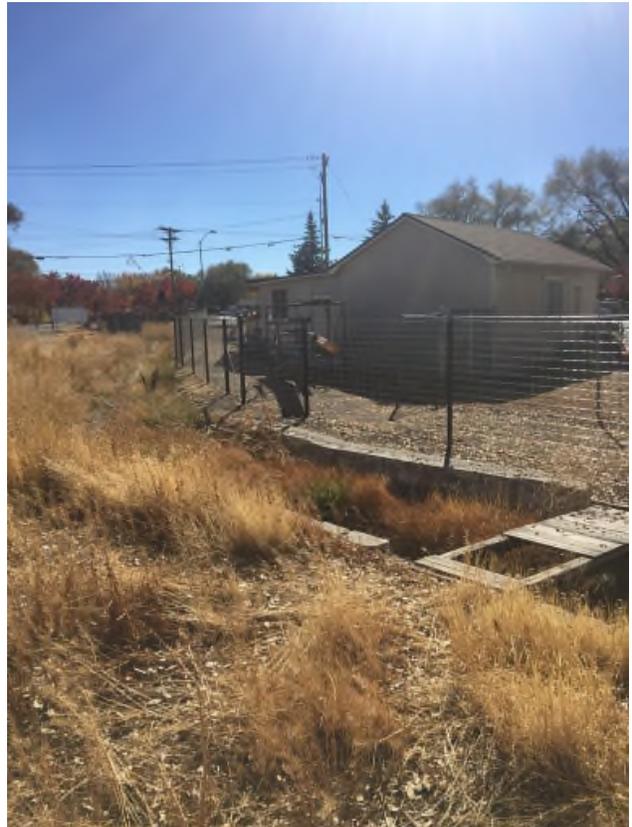
New 2017 Gator



Road almost finished at the end of Lasso in "The Ranch"



Fence Installed at Hellwinkel Channel and Motel



Fence Installed at Hellwinkel Channel and Motel

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action: Approve October 2017 claims.**
2. **Recommended Motion: Approve as submitted**
Funds Available: Yes N/A
3. **Department: Administration**

Prepared by: Carol Louthan
4. **Meeting Date: November 7, 2017** **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



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

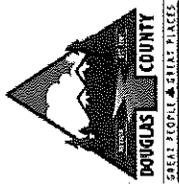
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 921 - Gardnerville Admin										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	10/17 BOARD	Gardnerville	Paid by Check # 668762		09/28/2017	10/04/2017	10/04/2017		10/06/2017	250.00
24008 - Jones Cassandra Esq	10/17 BOARD	Gardnerville	Paid by Check # 668775		09/28/2017	10/04/2017	10/04/2017		10/06/2017	250.00
28960 - Miller Kenneth	10/17 BOARD	GVILLE	Paid by Check # 668802		09/28/2017	10/06/2017	10/06/2017		10/06/2017	275.00
2969 - Slater Linda	10-17 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 668865		09/28/2017	10/06/2017	10/06/2017		10/06/2017	250.00
8364 - Wenner Mary	10-17 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 668903		09/28/2017	10/06/2017	10/06/2017		10/06/2017	250.00
Account 510.150 - Board Compensation Totals										\$1,275.00
Account 511.201 - PEBS-Ret.Medical										
20219 - NV ST Public Employees	10-17 PREMIUMS	731	Paid by Check # 669193		10/13/2017	10/13/2017	10/13/2017		10/13/2017	9.68
Account 511.201 - PEBS-Ret.Medical Totals										\$9.68
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 9-17	77578271340502795	Paid by Check # 668742		09/16/2017	10/06/2017	10/06/2017		10/06/2017	112.07
29103 - Frontier	782-3856 9/17	77578238560808025	Paid by Check # 668742		09/16/2017	10/06/2017	10/06/2017		10/06/2017	54.12
13097 - Verizon Wireless	9793737140	84201114600001	Paid by Check # 669483		10/01/2017	10/20/2017	10/20/2017		10/20/2017	325.99
Account 520.055 - Telephone Expense Totals										\$492.18
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	RI103374217	600003046	Paid by Check # 668725		09/15/2017	10/06/2017	10/06/2017		10/06/2017	45.00
Account 520.060 - Postage/Po Box Rent Totals										\$45.00
Account 520.064 - Travel										
21673 - Dallaire Tom	Dallaire	Travel Claim	Paid by Check # 668699		09/13/2017	10/03/2017	10/03/2017		10/06/2017	129.08
12997 - Do Co Procurement Program	9-17 DALLAIRE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	409.73
12997 - Do Co Procurement Program	9-17 LOUTHAN	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	523.95
21673 - Dallaire Tom	10/10-12/17	TRAVEL	Paid by Check # 669590		10/13/2017	10/26/2017	10/26/2017		10/26/2017	82.16
2969 - Slater Linda	10-10/10-13-17	TRAVEL/MILEAGE/MEA LS	Paid by Check # 669735		10/13/2017	10/26/2017	10/26/2017		10/26/2017	623.27
Account 520.064 - Travel Totals										\$1,768.19



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department-921 - Gardnerville Admin Account 520.080 - Insur.-Liability 14867										
3402 - Warren Reed Insurance		NICHO-3	Paid by Check # 668631		09/14/2017	09/29/2017	09/29/2017	09/29/2017	09/29/2017	25.00
				Account 520.080 - Insur.-Liability Totals				Invoice Transactions 1		\$25.00
Account 520.084 - Replacement & Repair 9-17 TUTHILL										
12997 - Do Co Procurement Program		TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	20.50
				Account 520.084 - Replacement & Repair Totals				Invoice Transactions 1		\$20.50
Account 520.089 - Power 2856009 9-17										
2924 - NV Energy		2856009	Paid by Check # 669381		09/26/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	468.26
				Account 520.089 - Power Totals				Invoice Transactions 1		\$468.26
Account 520.092 - Heating 0015779022 10										
3021 - Southwest Gas-Las Vegas		2410015779022	Paid by Check # 669448		10/13/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	23.14
1072224004 10										
3021 - Southwest Gas-Las Vegas		2411072224004	Paid by Check # 669448		10/13/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	34.80
1188600002										
3021 - Southwest Gas-Las Vegas		2411188600002	Paid by Check # 669448		10/13/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	39.14
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$97.08
Account 520.093 - Utilities-Sewer 17-100285										
2030 - Minden-Gardnerville Sanitation		0296	Paid by Check # 669063		10/01/2017	10/13/2017	10/13/2017	10/13/2017	10/13/2017	67.71
17-100574										
2030 - Minden-Gardnerville Sanitation		0594	Paid by Check # 669063		10/01/2017	10/13/2017	10/13/2017	10/13/2017	10/13/2017	21.16
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$88.87
Account 520.097 - Maint B&G 17304										
8197 - Carson Valley Telephone Co		G'VILLE	Paid by Check # 669577		10/13/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	47.50
				Account 520.097 - Maint B&G Totals				Invoice Transactions 1		\$47.50
Account 520.136 - Rents & Leases Equipment 99406871										
4753 - Ricoh USA Inc		1481234-3433221	Paid by Check # 668568		09/12/2017	09/29/2017	09/29/2017	09/29/2017	09/29/2017	165.41
5050575599										
4753 - Ricoh USA Inc		16769392	Paid by Check # 669421		10/01/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	66.60
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$232.01
Account 520.170 - Memberships 9-17										
6680 - Secretary Of State		TOWN OF GARDNERVILLE/APP FOR APPT-NOTARY	Paid by Check # 669428		10/12/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	35.00
				Account 520.170 - Memberships Totals				Invoice Transactions 1		\$35.00



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin										
Account 520.187 - Internet Expense										
32036 - Spectrum Business	0012509 10/17	8354110060012509	Paid by Check # 669452		10/02/2017	10/20/2017	10/20/2017		10/20/2017	64.99
32036 - Spectrum Business	0598044 10/17	8354110060598044	Paid by Check # 669453		09/28/2017	10/20/2017	10/20/2017		10/20/2017	34.99
				Account 520.187 - Internet Expense		Totals		Invoice Transactions 2		\$99.98
Account 520.200 - Training & Education										
8466 - Business Council Of Douglas Co	3681	GVILLE	Paid by Check # 668670		09/19/2017	10/06/2017	10/06/2017		10/06/2017	65.00
2398 - NV ST Dept Of Agriculture	11-17 TESTING	CERTIFIED PESTICIDE APPLICATOR TESTING (3)	Paid by Check # 668820		09/28/2017	10/06/2017	10/06/2017		10/06/2017	150.00
12997 - Do Co Procurement Program	9-17 KIDD	HR	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	75.00
				Account 520.200 - Training & Education		Totals		Invoice Transactions 3		\$290.00
Account 521.100 - Professional Services										
27041 - Main Street Gardnerville	12-PYMT	GVILLE	Paid by Check # 668795		09/28/2017	10/06/2017	10/06/2017		10/06/2017	45,000.00
				Account 521.100 - Professional Services		Totals		Invoice Transactions 1		\$45,000.00
Account 521.130 - Legal Services										
12372 - Jennifer Yturvide Law PC Corp	236	GVILLE	Paid by Check # 669650		10/06/2017	10/26/2017	10/26/2017		10/26/2017	2,420.00
				Account 521.130 - Legal Services		Totals		Invoice Transactions 1		\$2,420.00
Account 532.056 - Subscriptions										
21673 - Dallaire Tom	CAD MASTERS 8-17	Reimbursement	Paid by Check # 668699		08/15/2017	10/03/2017	10/03/2017		10/06/2017	1,065.00
31463 - SeamlessDocs Inc	1797	TOWN OF GARDNERVILLE	Paid by Check # 669108		10/01/2017	10/13/2017	10/13/2017		10/13/2017	600.00
12997 - Do Co Procurement Program	9-17 DALLAIRE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	123.50
				Account 532.056 - Subscriptions		Totals		Invoice Transactions 3		\$1,788.50
Account 533.800 - Office Supplies										
2549 - Dallaire Tom-Petty Cash	10-17 GVILLE	PETTY CASH	Paid by Check # 668993		09/27/2017	10/13/2017	10/13/2017		10/13/2017	10.00
12997 - Do Co Procurement Program	9-17 DALLAIRE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	395.48
12997 - Do Co Procurement Program	9-17 LACOST	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	12.30
12997 - Do Co Procurement Program	9-17 LOUTHAN	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	185.41
				Account 533.800 - Office Supplies		Totals		Invoice Transactions 4		\$603.19



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 533.806 - Software	44189	G'VILLE	Paid by Check # 669290		10/02/2017	10/20/2017	10/20/2017		10/20/2017	37.50
				Account 533.806 - Software Totals				Invoice Transactions 1		\$37.50
2549 - Dallaire Tom-Petty Cash Account 550.001 - Miscellaneous Expenses	9-17	G'VILLE	PETTY CASH		08/23/2017	09/29/2017	09/29/2017		09/29/2017	53.68
2549 - Dallaire Tom-Petty Cash	10-17	G'VILLE	PETTY CASH		09/27/2017	10/13/2017	10/13/2017		10/13/2017	16.00
				Account 550.001 - Miscellaneous Expenses Totals				Invoice Transactions 2		\$69.68
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 44		\$54,913.12



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

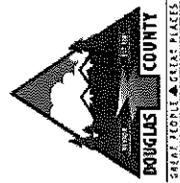
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.037 - Weed Spraying										
18821 - Fastenal Industrial/Cons Suppl	NVMIN66030	NVMIN0011	Paid by Check # 669302		09/26/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	59.20
Account 520.037 - Weed Spraying Totals Invoice Transactions 1										
1268 - Ewing Irrigation Products	4078744	30447	Paid by Check # 669004		09/13/2017	10/13/2017	10/13/2017	10/13/2017	10/13/2017	178.19
2510 - Parts House	763861	4170	Paid by Check # 669090		09/25/2017	10/13/2017	10/13/2017	10/13/2017	10/13/2017	16.93
13485 - Ahern Rentals Inc	18031489-1	205304	Paid by Check # 669201		09/06/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	14.98
13485 - Ahern Rentals Inc	18046892-1	205304	Paid by Check # 669201		09/11/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	7.98
13485 - Ahern Rentals Inc	18092950-1	205304	Paid by Check # 669201		09/20/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	27.97
726 - Central Systems Electric Inc	204411	TOWNGA	Paid by Check # 669249		09/11/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	13.56
8037 - Crop Production Services	34456196	1119549	Paid by Check # 669264		09/28/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	1,010.00
12997 - Do Co Procurement Program	9-17 LOUTHAN	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	79.98
27147 - Impact Construction Inc	1136	GARDNERVILLE	Paid by Check # 669337		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	1,078.00
12198 - O'Reilly Auto Parts	3530-144112	1075650	Paid by Check # 669390		09/07/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	25.98
2680 - Renner Equipment Co Inc	S28506	GARDN003	Paid by Check # 669417		09/18/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	25.63
2680 - Renner Equipment Co Inc	S28770	GARDN003	Paid by Check # 669417		09/25/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	42.37
2680 - Renner Equipment Co Inc	S29044	GARDN003	Paid by Check # 669417		09/30/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	80.60
Account 520.084 - Replacement & Repair Totals Invoice Transactions 13										
2924 - NV Energy	791804 9-17	791804	Paid by Check # 669382		09/28/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	464.62
Account 520.089 - Power Totals Invoice Transactions 1										
2153 - Minden Town of	1862.01 9/17	1862.01	Paid by Check # 669062		09/26/2017	10/13/2017	10/13/2017	10/13/2017	10/13/2017	28.55
Account 520.090 - Water Totals Invoice Transactions 1										
Account 520.090 - Water Totals Invoice Transactions 1										



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

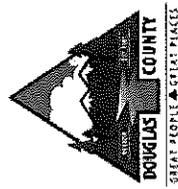
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	17-100756	0778	Paid by Check # 669063		10/01/2017	10/13/2017	10/13/2017	10/13/2017	10/13/2017	126.96
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 1		\$126.96
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1485051	8308	Paid by Check # 668736		09/15/2017	10/06/2017	10/06/2017	10/06/2017	10/06/2017	142.30
3814 - Flyers Energy LLC	CFS1493924	8308	Paid by Check # 669309		09/30/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	35.11
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$177.41
Account 533.817 - Small Projects										
7617 - Lantis Fireworks & Lasers	17207	GVILLE	Paid by Check # 669663		10/11/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	4,000.00
				Account 533.817 - Small Projects Totals				Invoice Transactions 1		\$4,000.00
				Department 923 - Parks & Recreation Totals				Invoice Transactions 20		\$7,458.91



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.037 - Weed Spraying	NVMIN66030	NVMIN0011	Paid by Check # 669302		09/26/2017	10/20/2017	10/20/2017		10/20/2017	59.20
18821 - Fastenal Industrial/Cons Suppl	NVMIN66030	NVMIN0011		Account 520.037 - Weed Spraying Totals			Invoice Transactions 1			\$59.20
22307 - Chensearch	2848268	623777	Paid by Check # 668687		09/05/2017	10/06/2017	10/06/2017		10/06/2017	135.45
8491 - CMC Tire Inc	50003079	5512	Paid by Check # 669252		09/26/2017	10/20/2017	10/20/2017		10/20/2017	2,030.32
8043 - Mark Smith Tire Center Inc	71700206132	A17-14675	Paid by Check # 669358		09/22/2017	10/20/2017	10/20/2017		10/20/2017	393.70
12198 - O'Reilly Auto Parts	3530-145636	1075650	Paid by Check # 669390		09/15/2017	10/20/2017	10/20/2017		10/20/2017	5.99
2924 - NV Energy	791804 10-17	791804	Paid by Check # 669383	Account 520.084 - Replacement & Repair Totals	10/06/2017	10/20/2017	10/20/2017	Invoice Transactions 4		\$2,565.46
2924 - NV Energy	791804 10=17	791804	Paid by Check # 669384		10/07/2017	10/20/2017	10/20/2017		10/20/2017	36.79
2924 - NV Energy	2856036 9-17	2856036	Paid by Check # 669380		09/26/2017	10/20/2017	10/20/2017		10/20/2017	6,226.59
12997 - Do Co Procurement Program	9-17 LACOST	TOWN OF GARDNERVILLE	Paid by Check # 669272	Account 520.095 - Street Lights Totals	09/27/2017	10/20/2017	10/20/2017	Invoice Transactions 3		\$6,315.36
18821 - Fastenal Industrial/Cons Suppl	NVMIN65940	NVMIN0011	Paid by Check # 669302		09/21/2017	10/20/2017	10/20/2017		10/20/2017	134.86
12997 - Do Co Procurement Program	9-17 KIDD	HR	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	75.00
12997 - Do Co Procurement Program	9-17 LOUTHAN	TOWN OF GARDNERVILLE	Paid by Check # 669272	Account 520.103 - Maint Road Totals	09/27/2017	10/20/2017	10/20/2017	Invoice Transactions 2		\$495.88
24984 - Farr West Engineering Inc	8963	R-4410-1324	Paid by Check # 669301		09/30/2017	10/20/2017	10/20/2017		10/20/2017	2,297.50
3814 - Flyers Energy LLC	CFS1485051	8308	Paid by Check # 668736	Account 520.200 - Training & Education Totals	09/30/2017	10/20/2017	10/20/2017	Invoice Transactions 2		\$195.00
				Account 521.200 - Engineering Totals				Invoice Transactions 1		\$2,297.50



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1493924	8308	Paid by Check # 669309		09/30/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	410.37
Account 532.003 - Gas & Oil Totals										\$828.45
Account 532.028 - Uniforms										
13485 - Ahern Rentals Inc	17784346-2	205304	Paid by Check # 669201		09/21/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	(48.60)
13485 - Ahern Rentals Inc	17882366-2	205304	Paid by Check # 669201		09/21/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	(40.50)
13485 - Ahern Rentals Inc	18096173-1	205304	Paid by Check # 669201		09/21/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	100.00
13485 - Ahern Rentals Inc	18109166-1	205304	Paid by Check # 669201		09/25/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	35.06
5785 - AlSCO Inc	LEN1289656	000330	Paid by Check # 669210		09/05/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	4.39
5785 - AlSCO Inc	LEN1294095	000330	Paid by Check # 669210		09/19/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	4.39
5785 - AlSCO Inc	LEN1296258	000330	Paid by Check # 669210		09/26/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	4.39
30870 - Mallory Safety & Supply LLC	4338632	87639	Paid by Check # 669670		10/09/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	165.69
4287 - Red Wing Shoe Store	2017101001469 2	TOWN OF GARDNERVILLE	Paid by Check # 669717		10/10/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	94.49
Account 532.028 - Uniforms Totals										\$319.31
Account 532.118 - Major Repair and Maintenance										
6 - Do Co School District	17189272017	GVILLE	Paid by Check # 669275		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	12,989.35
Account 532.118 - Major Repair and Maintenance Totals										\$12,989.35
Account 562.000 - Capital Projects										
2012 - Lumos and Associates Inc	95174	8939.001	Paid by Check # 668788		09/22/2017	10/04/2017	10/04/2017	10/04/2017	10/06/2017	785.50
14747 - Home Depot (Gville)	244058	6035322502697513	Paid by Check # 669641		06/20/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	131.48
Account 562.000 - Capital Projects Totals										\$916.98
Department 926 - Other Public Works Totals										\$26,982.49
Fund 610 - Gardnerville Town Totals										\$89,354.52



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

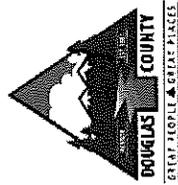
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	10/17 BOARD	Gardnerville	Paid by Check # 668762		09/28/2017	10/04/2017	10/04/2017		10/06/2017	250.00
24008 - Jones Cassandra Esq	10/17 BOARD	Gardnerville	Paid by Check # 668775		09/28/2017	10/04/2017	10/04/2017		10/06/2017	250.00
28960 - Miller Kenneth	10/17 BOARD	GVILLE	Paid by Check # 668802		09/28/2017	10/06/2017	10/06/2017		10/06/2017	275.00
2969 - Slater Linda	10-17 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 668865		09/28/2017	10/06/2017	10/06/2017		10/06/2017	250.00
8364 - Wenner Mary	10-17 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 668903		09/28/2017	10/06/2017	10/06/2017		10/06/2017	250.00
Account 510.150 - Board Compensation Totals										\$1,275.00
Account 516.120 - Contract Salaries										
21697 - Blue Ribbon Personnel Services	46581	653202	Paid by Check # 668662		09/22/2017	10/06/2017	10/06/2017		10/06/2017	730.75
21697 - Blue Ribbon Personnel Services	46718	653202	Paid by Check # 669230		09/29/2017	10/20/2017	10/20/2017		10/20/2017	619.75
21697 - Blue Ribbon Personnel Services	46859	653202	Paid by Check # 669230		10/06/2017	10/20/2017	10/20/2017		10/20/2017	740.00
21697 - Blue Ribbon Personnel Services	46998	653202	Paid by Check # 669564		10/13/2017	10/26/2017	10/26/2017		10/26/2017	740.00
Account 516.120 - Contract Salaries Totals										\$2,830.50
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 9-17	77578271340502795	Paid by Check # 668742		09/16/2017	10/06/2017	10/06/2017		10/06/2017	112.08
29103 - Frontier	782-3856 9/17	77578238560808025	Paid by Check # 668742		09/16/2017	10/06/2017	10/06/2017		10/06/2017	54.11
13097 - Verizon Wireless	9793737140	84201114600001	Paid by Check # 669483		10/01/2017	10/20/2017	10/20/2017		10/20/2017	326.00
Account 520.055 - Telephone Expense Totals										\$492.19
Account 520.060 - Postage/Po Box Rent										
25294 - F P Mailing Solutions	RI103374217	600003046	Paid by Check # 668725		09/15/2017	10/06/2017	10/06/2017		10/06/2017	45.00
Account 520.060 - Postage/Po Box Rent Totals										\$45.00
Account 520.080 - Insur.-Liability										
3402 - Warren Reed Insurance	14867	NICHO-3	Paid by Check # 668631		09/14/2017	09/29/2017	09/29/2017		09/29/2017	25.00
Account 520.080 - Insur.-Liability Totals										\$25.00
Account 520.084 - Replacement & Repair										
22307 - Chemsearch	2848268	623777	Paid by Check # 668687		09/05/2017	10/06/2017	10/06/2017		10/06/2017	135.45
13485 - Ahern Rentals Inc	18109166-1	205304	Paid by Check # 669201		09/25/2017	10/20/2017	10/20/2017		10/20/2017	29.98



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair 1-91389										
3890 - Arata Equipment Co.	50002706	1015	Paid by Check # 669215		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	270.81
8491 - CMC Tire Inc	50002828	5512	Paid by Check # 669252		09/08/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	65.00
8491 - CMC Tire Inc	50003147	5512	Paid by Check # 669252		09/08/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	1,187.66
8491 - CMC Tire Inc	50003148	5512	Paid by Check # 669252		09/26/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	546.00
7198 - Consolidated Fabricators	187394	TOWN01	Paid by Check # 669252		09/28/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	370.00
7198 - Consolidated Fabricators	187395	TOWN01	Paid by Check # 669256		08/28/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	1,061.50
12997 - Do Co Procurement Program	9-17 LACOST	TOWN OF GARDNERVILLE	Paid by Check # 669256		08/28/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	432.00
12997 - Do Co Procurement Program	9-17 TUTHILL	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	209.40
12198 - O'Reilly Auto Parts	3530-142554	1075650	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	20.50
12198 - O'Reilly Auto Parts	3530-143431	1075650	Paid by Check # 669390		08/29/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	124.99
12198 - O'Reilly Auto Parts	RP3530-145801	1075650	Paid by Check # 669390		09/04/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	17.99
12198 - O'Reilly Auto Parts	3530-146174	1075650	Paid by Check # 669390		09/16/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	(124.99)
12198 - O'Reilly Auto Parts	3530-146196	1075650	Paid by Check # 669390		09/18/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	108.94
12198 - O'Reilly Auto Parts	3530-146527	1075650	Paid by Check # 669390		09/18/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	14.49
12198 - O'Reilly Auto Parts	3530-146798	1075650	Paid by Check # 669390		09/20/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	81.56
12198 - O'Reilly Auto Parts	3530-146954	1075650	Paid by Check # 669390		09/21/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	(14.49)
12198 - O'Reilly Auto Parts	3530-147817	1075650	Paid by Check # 669390		09/22/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	11.94
12198 - O'Reilly Auto Parts	3530-147954	1075650	Paid by Check # 669390		09/26/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	273.16
14929 - Certified Laboratories	2875576	625861	Paid by Check # 669390		09/27/2017	10/20/2017	10/20/2017	10/20/2017	10/20/2017	4.29
29660 - Novus Glass Carson Valley	I003786	TOWN OF GARDNERVILLE	Paid by Check # 669579		09/28/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	311.60
			Paid by Check # 669695		10/16/2017	10/26/2017	10/26/2017	10/26/2017	10/26/2017	385.00
Account 520.084 - Replacement & Repair Totals Invoice Transactions 23										\$5,522.78



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 10	2410015779022	Paid by Check # 669448		10/13/2017	10/20/2017	10/20/2017		10/20/2017	23.14
3021 - Southwest Gas-Las Vegas	1072224004 10	2411072224004	Paid by Check # 669448		10/13/2017	10/20/2017	10/20/2017		10/20/2017	34.81
3021 - Southwest Gas-Las Vegas	1188600002	24111188600002	Paid by Check # 669448		10/13/2017	10/20/2017	10/20/2017		10/20/2017	39.13
				Account 520.092 - Heating Totals		Invoice Transactions 3				\$97.08
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	17-100285	0296	Paid by Check # 669063		10/01/2017	10/13/2017	10/13/2017		10/13/2017	67.71
2030 - Minden-Gardnerville Sanitation	17-100574	0594	Paid by Check # 669063		10/01/2017	10/13/2017	10/13/2017		10/13/2017	21.16
				Account 520.093 - Utilities-Sewer Totals		Invoice Transactions 2				\$88.87
Account 520.097 - Maint B&G										
8197 - Carson Valley Telephone Co	17304	GVILLE	Paid by Check # 669577		10/13/2017	10/26/2017	10/26/2017		10/26/2017	47.50
Account 520.136 - Rents & Leases Equipment										
4753 - Ricoh USA Inc	99406871	1481234-3433221	Paid by Check # 668568		09/12/2017	09/29/2017	09/29/2017		09/29/2017	165.41
4753 - Ricoh USA Inc	5050575599	16769392	Paid by Check # 669421		10/01/2017	10/20/2017	10/20/2017		10/20/2017	51.75
				Account 520.136 - Rents & Leases Equipment Totals		Invoice Transactions 2				\$217.16
Account 520.187 - Internet Expense										
32036 - Spectrum Business	0012509 10/17	8354110060012509	Paid by Check # 669452		10/02/2017	10/20/2017	10/20/2017		10/20/2017	64.99
32036 - Spectrum Business	0598044 10/17	8354110060598044	Paid by Check # 669453		09/28/2017	10/20/2017	10/20/2017		10/20/2017	34.99
				Account 520.187 - Internet Expense Totals		Invoice Transactions 2				\$99.98
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	228079 9-17	228079	Paid by Check # 669240		10/02/2017	10/20/2017	10/20/2017		10/20/2017	17,286.32
1132 - Douglas Disposal Inc	40990612 9/17	40990612	Paid by Check # 669285		10/01/2017	10/20/2017	10/20/2017		10/20/2017	5,023.46
				Account 520.197 - Landfill Expense Totals		Invoice Transactions 2				\$22,309.78
Account 520.198 - Recycling Expense										
13443 - Bently Ranch	152674	GVILLE	Paid by Check # 669225		09/14/2017	10/20/2017	10/20/2017		10/20/2017	210.60
13443 - Bently Ranch	152746	GVILLE	Paid by Check # 669225		09/15/2017	10/20/2017	10/20/2017		10/20/2017	251.00
13443 - Bently Ranch	152842	GVILLE	Paid by Check # 669225		09/22/2017	10/20/2017	10/20/2017		10/20/2017	241.00



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardinerville Health & San										
Department 925 - Health & Sanitation										
Account 520.198 - Recycling Expense										
13443 - Bently Ranch	152938	G'VILLE	Paid by Check # 669225		09/29/2017	10/20/2017	10/20/2017		10/20/2017	264.40
										<u>\$967.00</u>
Account 520.198 - Recycling Expense Totals Invoice Transactions 4										
12372 - Jennifer Yturvide Law PC Corp	236	G'VILLE	Paid by Check # 669650		10/06/2017	10/26/2017	10/26/2017		10/26/2017	80.00
										<u>\$80.00</u>
Account 521.130 - Legal Services Invoice Transactions 1										
Account 521.135 - Legal-Collection Cost										
2549 - Dallaire Tom-Petty Cash	10-17 G'VILLEZ	PETTY CASH	Paid by Check # 669591		10/13/2017	10/26/2017	10/26/2017		10/26/2017	35.00
										<u>\$35.00</u>
Account 521.135 - Legal-Collection Cost Totals Invoice Transactions 1										
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1485051	8308	Paid by Check # 668736		09/15/2017	10/06/2017	10/06/2017		10/06/2017	1,128.60
3814 - Flyers Energy LLC	CFS1493924	8308	Paid by Check # 669309		09/30/2017	10/20/2017	10/20/2017		10/20/2017	1,108.41
										<u>\$2,237.01</u>
Account 532.028 - Uniforms										
13485 - Ahern Rentals Inc	17784346-2	205304	Paid by Check # 669201		09/21/2017	10/20/2017	10/20/2017		10/20/2017	(48.60)
13485 - Ahern Rentals Inc	17882366-2	205304	Paid by Check # 669201		09/21/2017	10/20/2017	10/20/2017		10/20/2017	(40.50)
13485 - Ahern Rentals Inc	18096173-1	205304	Paid by Check # 669201		09/21/2017	10/20/2017	10/20/2017		10/20/2017	100.00
13485 - Ahern Rentals Inc	18109166-1	205304	Paid by Check # 669201		09/25/2017	10/20/2017	10/20/2017		10/20/2017	35.07
5785 - AlSCO Inc	LREN1289656	000330	Paid by Check # 669210		09/05/2017	10/20/2017	10/20/2017		10/20/2017	4.39
5785 - AlSCO Inc	LREN1294095	000330	Paid by Check # 669210		09/19/2017	10/20/2017	10/20/2017		10/20/2017	4.39
5785 - AlSCO Inc	LREN1296258	000330	Paid by Check # 669210		09/26/2017	10/20/2017	10/20/2017		10/20/2017	4.39
30870 - Mallory Safety & Supply LLC	4338632	87639	Paid by Check # 669670		10/09/2017	10/26/2017	10/26/2017		10/26/2017	165.69
4287 - Red Wing Shoe Store	2017101001469 2	TOWN OF GARDNERVILLE	Paid by Check # 669717		10/10/2017	10/26/2017	10/26/2017		10/26/2017	94.50
										<u>\$319.33</u>
Account 532.028 - Uniforms Totals Invoice Transactions 9										
Account 532.056 - Subscriptions										
12997 - Do Co Procurement Program	9-17 DALLAIRE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	123.50
										<u>\$123.50</u>
Account 532.056 - Subscriptions Totals Invoice Transactions 1										



Accounts Payable by G/L Distribution Report

G/L Date Range 09/29/17 - 10/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 533.800 - Office Supplies										
2549 - Dallaire Tom-Petty Cash	10-17 GVILLE	PETTY CASH	Paid by Check # 668993		09/27/2017	10/13/2017	10/13/2017		10/13/2017	10.00
12997 - Do Co Procurement Program	9-17 DALLAIRE GARDNERVILLE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	395.49
12997 - Do Co Procurement Program	9-17 LACOST GARDNERVILLE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	7.43
12997 - Do Co Procurement Program	9-17 LOUTHAN GARDNERVILLE	TOWN OF GARDNERVILLE	Paid by Check # 669272		09/27/2017	10/20/2017	10/20/2017		10/20/2017	185.43
	Account 533.800 - Office Supplies Totals Invoice Transactions 4									
16648 - E Squared C Inc	44189	GVILLE	Paid by Check # 669290		10/02/2017	10/20/2017	10/20/2017		10/20/2017	37.50
	Account 533.806 - Software Totals Invoice Transactions 1									
5189 - R O Anderson Engineering Inc	39853	TOWN OF GARDNERVILLE	Paid by Check # 669410		09/11/2017	10/20/2017	* 10/20/2017		10/20/2017	1,396.00
	Account 562.000 - Capital Projects Totals Invoice Transactions 1									
31901 - Alliance Refuse Trucks	29030/PAYMENT T #2	GARDNERVILLE NV	Paid by Check # 668652		03/17/2017	10/06/2017	* 10/06/2017		10/06/2017	115,953.20
	Account 564.700 - Motor Vehicles Totals Invoice Transactions 1									
	Department 925 - Health & Sanitation Totals Invoice Transactions 74									
	Fund 611 - Gardnerville Health & San Totals Invoice Transactions 74									
	Grand Totals Invoice Transactions 165									
	Account 533.800 - Office Supplies Totals Invoice Transactions 4									
	Account 533.806 - Software Totals Invoice Transactions 1									
	Account 562.000 - Capital Projects Totals Invoice Transactions 1									
	Account 564.700 - Motor Vehicles Totals Invoice Transactions 1									
	Department 925 - Health & Sanitation Totals Invoice Transactions 74									
	Fund 611 - Gardnerville Health & San Totals Invoice Transactions 74									
	Grand Totals Invoice Transactions 165									

* = Prior Fiscal Year Activity

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Carson Valley Chamber of Commerce for the 20th Annual Parade of Lights, December 2, 2017 starting at Heritage Park and ending in Minden Park, and a waiver of associated street closure fees by Town of Gardnerville. This event includes closures of the following Town maintained streets from 3:00 p.m. to 8:00 p.m.: Gilman, South Ezell Street and Eddy Street.

2. **Recommended Motion:** Recommend approval on consent.

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** November 7, 2017 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information: See attached.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

**KATHY LEWIS, CLERK-TREASURER
OUTDOOR FESTIVAL ENTERTAINMENT EVENT
APPROVAL FORM
775 782-9014
FAX 775-782-9016**

DATE: OCTOBER 3, 2017
FROM: KATHY LEWIS, CLERK-TREASURER
SUBJ: OUTDOOR FESTIVAL ENTERTAINMENT EVENT APPLICATION

Enclosed please find an application for an **Outdoor Festival Entertainment Event** submitted by the **CARSON VALLEY CHAMBER OF COMMERCE**.

The event is an application for the **CARSON VALLEY CHAMBER OF COMMERCE, 22nd ANNUAL PARADE OF LIGHTS**, scheduled for **Saturday, December 2, 2017**, from **3:00 p.m. to 8:00 p.m.**, beginning in Gardnerville at Eddy Street, running north on Highway 395, turning left onto Esmeralda Avenue and finishing at Minden Park, in Minden, Nevada.

Please review the application(s), **print this page**, and return your **signed** response to **Carol A. McCulloch**, in the **Clerk-Treasurer's Office** no later than **WEDNESDAY, OCTOBER 18, 2017**. **THIS ITEM IS SCHEDULED FOR THE NOVEMBER 2, 2017 COMMISSIONER AGENDA.**

Thank you, in advance, for your cooperation!

(please do not detach)

DATE: _____

APPROVE: YES _____ NO _____

DEPOSIT RECOMMENDED: YES _____ NO _____ ; if yes, amount \$ _____

COMMENTS/CONDITIONS: _____

_____.

SIGNED: _____

PRINT NAME & TITLE: _____

OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date: October 2, 2017 Date(s) of Event: December 2, 2017

Name of Event: Carson Valley Commerce Parade of Lights

Location of Event: From Eddy Street running north on Highway 395 turning left on Esmeralda and
(Address or Legal Description) finishing at Minden Park

Applicant's name: Carson Valley Chamber of Commerce

Contact's name: Alicia Main and Bill Chernock
(If different than applicant)

Mailing address: 1477 Highway 395 Suite A , Gardnerville, Nevada 89410
Street or P.O. Box City State Zip Code

Physical address
(If different): _____
Street City State Zip Code

Phone #(s): 782-8144 (Business) _____ (Home) 775-450-4969 (Cell)

Is the applicant a(n): Corporation Partnership Individual Other

If corporation or partnership, please list corporate officers or partners:

Name	Address	Title
Carl Luri		President
Brent Holderman		President- Elect
Bill Chernock		Executive Director
Alicia Main		Chamber Manager

Description of Event: 22nd Annual Chamber of Commerce Parade of Lights, starting from Eddy
Street running north on Hwy 395 turning left on Esmeralda and finishing at Minden Park

Hours of operation: 3:00PM to 8:00PM

What is the name of the designated event representative that will be on-site during the event and who has authority to bind the applicant? Bill Chernock / Alicia Main

Will an admission fee be charged for your event? Yes No If yes, \$ amount: _____

When will fee be collected? Pre-sales At entrance

List approximate number of participants: 200-300

List approximate number of spectators: 2000-3000

List expected peak number of spectators: 2000-3000

Will alcoholic beverages be served? Yes No
(all liquor vendors must be individually licensed with Douglas County Sheriff's Office)

Will food and/or beverages be served? Yes No
(all concessionaires must be licensed and operate under a valid health department permit pursuant to NRS chapter 446.)

Will there be live music? Yes No
- If Yes, Name of Performer(s) _____, Type of Music _____

Name of Insurer: Warren Reed Insurance

Limits of liability: See attached Certificate of Liability Insurance

Address of Insurer: 1521 Highway 395 N Gardnerville, Nevada 89410
Street City State Zip code

Policy number: PAS041084998

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the permit. The filing of the application does not authorize the conducting of any business for which a permit is required, and any carrying on of such business before a permit is issued may also be grounds for denial of a permit.


Signature of Applicant

October 3, 2017
Date

Alicia Main
Name of Applicant

Alicia@carsonvalleynv.org
Contact Email Address

FESTIVAL PLANS:

(MUST BE COMPLETED - ATTACH ADDITIONAL PAGES IF NECESSARY)

Detailed explanation of the applicant's plans to provide law enforcement protection; water facilities; food concessions; toilet facilities; trash cans and litter; medical facilities; fire protection; parking areas, access and parking control; maintenance of a headquarters or providing contact information; if it is proposed or expected that spectators or participants will remain at night or overnight, the arrangements for illuminating the premises and for camping or similar facilities; and what provisions shall be made for numbers of spectators in excess of the estimate. Applicant may submit a plot plan showing arrangement of the facilities including those for parking, egress and ingress shall be submitted with the application. (§ 5.12.040)

Describe law enforcement protection plan (§ 5.12.120(A))

DCSO will provide security along Parade route with volunteers (Search and Rescue) providing Traffic control

Describe plan for location and supply of water facilities (§ 5.12.120(B))

Water is Available from businesses along Parade route

Describe food concessions plan (§ 5.12.120(C))

None

Describe toilet facilities plan (§ 5.12.120(D))

N/A but businesses along Parade route may provide toilet facilities

Describe trash cans and litter plan (§ 5.12.120(E))

Each Each Towns street cleaners will clean streets after parade

Describe medical facilities plan (§ 5.12.120(F))

Gardnerville and Minden Fire Departments are located at both ends of the Parade route and would be able to provide Medical aid

Describe fire protection plan (§ 5.12.120(G))

Gardnerville and Minden Fire Departments are located at both ends of the Parade route and would be able to provide Fire coverage

Describe parking areas, access and parking control plan (§ 5.12.120(H))

Parking is available on back streets and side streets along Parade route

Describe location of on-site headquarters or contact information (§ 5.12.120(J))

Chamber of Commerce office and Bill Chernock / Alicia Main will be available for contact

Bill Chernock 775-720-9490

Alicia Main 775-450-4969

Describe illumination plan (§ 5.12.120(K))

N/A

Describe overnight camping facilities plan (§ 5.12.120(L))

N/A

Describe communication system plan (§ 5.12.120(Q))

Chamber of Commerce Office and Bill Chernock / Alicia Main will be available for contact

Bill Chernock 775-720-9490

Alicia Main 775-450-4969

What provisions will be made for numbers of spectators in excess of the estimate (§ 5.12.040)

N/A

Attach a plot plan showing arrangement of the facilities including those for parking, egress and ingress. (§ 5.12.040)

Parking will be along the streets adjacent to HWY 395 along the parade route. See Attached Parade Route

**INSURANCE, HOLD HARMLESS & INDEMNIFICATION REQUIREMENTS
FOR AN OUTDOOR FESTIVAL LICENSE APPLICATION**

Pursuant to Douglas County Code §5.12, any applicant for a Douglas County Outdoor Festival license must ensure the following requirements are met to the satisfaction of Douglas County before the Outdoor Festival license may be issued.

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY. APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT. APPLICANT shall maintain coverage and limits of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (\$2,000,000 for high risk events).

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self insured retention and prior to issuing the license. The COUNTY prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the Outdoor Festival license application, but must be furnished prior to the issuance of the license.

I hereby agree to the all of the provisions stated above:

Carson Valley Chamber of Commerce Parade of Lights
Name of Event

December 2, 2017
Date of Event

Alicia Main
Applicant's name (printed)


Applicant's signature

October 3, 2017
Date

District Permit No.: T-391-17

ADDITIONAL TERMS AND CONDITIONS

1. The permit shall be signed by **PERMITTEE** on Page 1 and returned to the district office. The permit shall not be valid until the **SIGNED** original permit has been received by the district office.
2. This temporary permit expires upon completion of the event.
3. The temporary Right-of-Way Occupancy Permit, or a conformed copy, shall be kept at the site of the event and must be shown to any representative of the Department of Transportation or any law enforcement officer on demand. **THE EVENT SHALL BE SUSPENDED IF THE PERMIT IS NOT AT THE SITE AS PROVIDED.**
4. The **PERMITTEE**, in addition to obtaining the temporary Right-of-Way Occupancy Permit must also obtain any and all other permits required by State law or local ordinances.
5. The **PERMITTEE** agrees to indemnify and save harmless the State of Nevada and its officers, agents, and employees against any and all liability, loss, damage, cost and expense which it or they may incur, suffer, or be required to pay by reason of death, disease, or bodily injury to any person or persons, or injury to, destruction of, or loss of use of any property, including property belonging to the State of Nevada, arising out of or incident to activities contemplated by this permit, and proximately caused, in whole or in part, by any act or omission of the **PERMITTEE**, or its contractors, agents, or the employees of any one or all of them **OR BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE STATE OF NEVADA**, unless it is established by the **PERMITTEE** that the proximate cause was the willful misconduct or gross negligence of the officers, agents, or employees of the State of Nevada.

*** SEE ADDITIONAL TERMS AND CONDITIONS ON PAGE 3. ***

Reviewed by: DocuSigned by:
Pat Vradenburg
2F41F01F6498415... 10/03/2017
District II Permit Office Date

DS
RMO

DS
JS

This temporary Right-of-Way Occupancy permit is granted to the PERMITTEE in accordance with the provisions of Chapter 408 NRS, and subject to the terms and conditions stipulated to perform the activity described.

Dated 10/03/2017

STATE OF NEVADA, DEPARTMENT OF TRANSPORTATION

By DocuSigned by:
TED
32CC95D129D1479...

Director or District Engineer

TEMPORARY

Route:	
Milepost:	NDOT District II
District Permit No.:	
Applicant:	
Type of Activity:	
FOR DEPARTMENT USE ONLY	

**APPLICATION AND PERMIT FOR TEMPORARY OCCUPANCY OF
NEVADA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY
(Under the Provisions of NRS 408.423 and 408.210)**

1. Location where the event and/or occupancy is proposed:

US Highway 395, <small>Local name of highway</small>	from Eddy Street (Gardnerville north to Esmeralda Ave (Minden)) <small>Street address or nearest cross street</small>
between Milepost	and Milepost

2. Describe the event in detail, including the number of participants, the proposed route, the proposed date and time of the event. Please attach plans and/or drawings of the proposed route.

22nd Annual Parade of Lights presented by the Carson Valley Chamber of Commerce.

Approximately 200 participants, 2000-3000 Spectators

Route: US Highway 395 fro Eddy Street in Gardnerville north to Esmeralda Ave in Minden,

State of Nevada

Map of Route and Route Signs attached.

EVENT DATE(s):

December 2nd, 2017 Saturday 4pm (1600) to 8pm (2000)

3. SPECIFIC TERMS AND CONDITIONS FOR THIS PERMIT ARE LISTED ON PAGES 2 & 3.

4. THE PERMIT SHALL BE SIGNED AND RETURNED TO THE DISTRICT OFFICE.

Alicia Main	Alicia Main, Chamber Manager
<i>Name of PERMITTEE</i>	<i>Name and Title (Please print)</i>
1477 US Highway 395, Suite A	
<i>Address</i>	<i>Signature</i>
Gardnerville, Nevada 89410	775-782-8144 / 775-782-1025
<i>City, State, Zip</i>	<i>Telephone/Fax</i>
August 28, 2017	
<i>Date of Application</i>	

District Permit No.: _____ **ADDITIONAL TERMS AND CONDITIONS**

1. The permit shall be signed by **PERMITTEE** on Page 1 and returned to the district office. The permit shall not be valid until the **SIGNED** original permit has been received by the district office.
2. This temporary permit expires upon completion of the event.
3. The temporary Right-of-Way Occupancy Permit, or a conformed copy, shall be kept at the site of the event and must be shown to any representative of the Department of Transportation or any law enforcement officer on demand. **THE EVENT SHALL BE SUSPENDED IF THE PERMIT IS NOT AT THE SITE AS PROVIDED.**
4. The **PERMITTEE**, in addition to obtaining the temporary Right-of-Way Occupancy Permit must also obtain any and all other permits required by State law or local ordinances.
5. The **PERMITTEE** agrees to indemnify and save harmless the State of Nevada and its officers, agents, and employees against any and all liability, loss, damage, cost and expense which it or they may incur, suffer, or be required to pay by reason of death, disease, or bodily injury to any person or persons, or injury to, destruction of, or loss of use of any property, including property belonging to the State of Nevada, arising out of or incident to activities contemplated by this permit, and proximately caused, in whole or in part, by any act or omission of the **PERMITTEE**, or its contractors, agents, or the employees of any one or all of them **OR BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE STATE OF NEVADA**, unless it is established by the **PERMITTEE** that the proximate cause was the willful misconduct or gross negligence of the officers, agents, or employees of the State of Nevada.
6. This application must have the following signatures of approval before being processed by the district office:

Nevada Highway Patrol

By: [Signature] #205
Date: 9/15/17

Special conditions / requirements or other comments (i.e. escorts, traffic control, contact area supervisor, or N/A):

County Sheriff or City Police

By: [Signature]
Date: 9-7-17

Special conditions / requirements or other comments (i.e. escorts, traffic control, contact area supervisor, or N/A):

*** SEE ADDITIONAL TERMS AND CONDITIONS ON PAGE 3. ***

Reviewed by: _____
District II Permit Office Date

This temporary Right-of-Way Occupancy permit is granted to the PERMITTEE in accordance with the provisions of Chapter 408 NRS, and subject to the terms and conditions stipulated to perform the activity described.

Dated this _____ day of _____, 20_____

STATE OF NEVADA, DEPARTMENT OF TRANSPORTATION

By _____
Director or District Engineer

NDOT District II
310 Galletti Way
Sparks, NV 89431

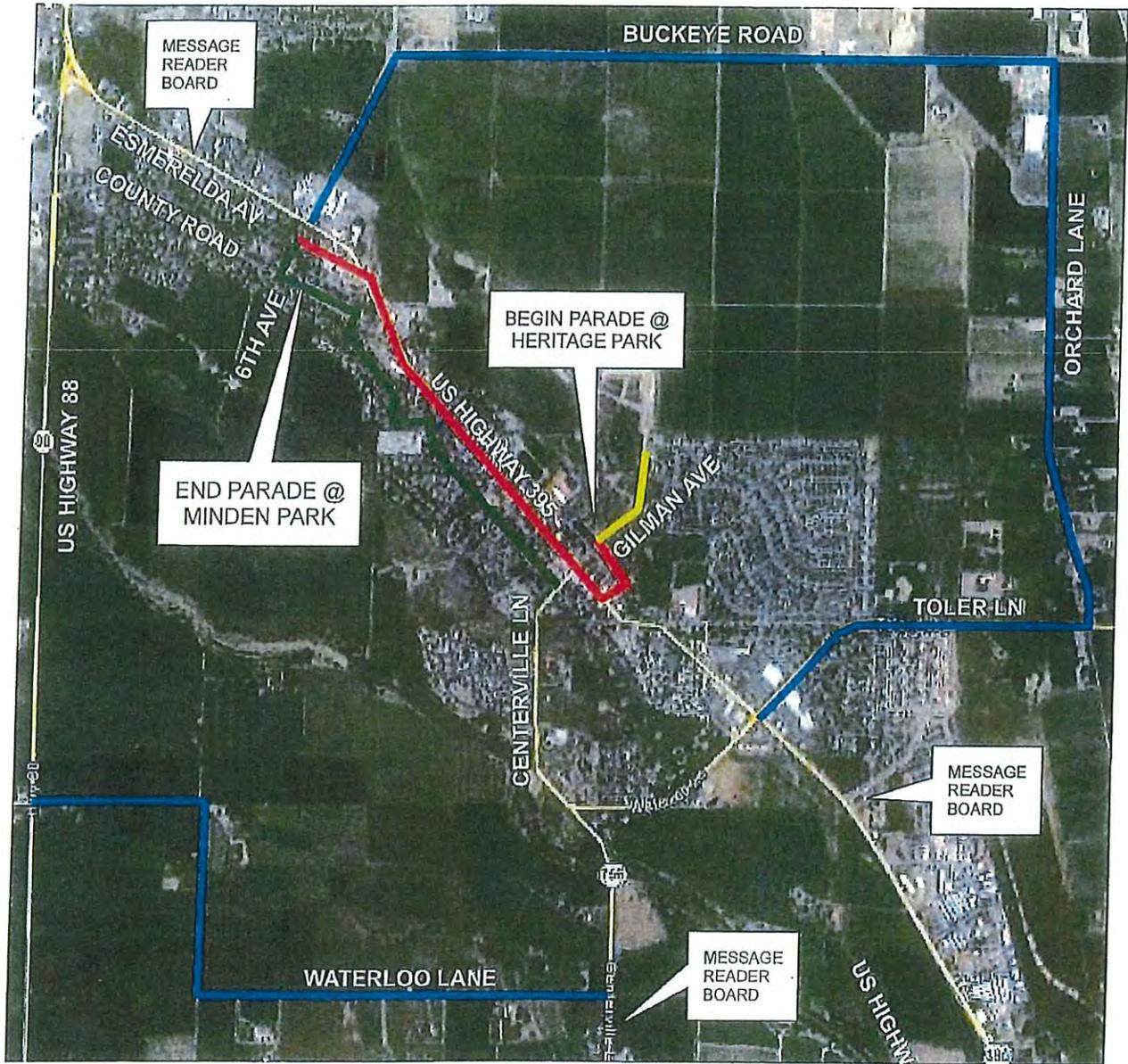
ADDITIONAL TERMS AND CONDITIONS

- 7. The public Right-of-Way shall be returned to the original condition. Road travel way shall remain clean and free of debris at all times. Removal of trash and debris will be the responsibility of the PERMITTEE.
- 8. PERMITTEE shall notify the District Permit Office at (775) 834-8330 a minimum of two (2) working days prior to the event.
- 9. The hours of the road closure on US395 (Gardnerville, NV) between Buckeye Rd and Waterloo Ln shall be from 4:00 PM to 8:00 PM on December 2, 2017 only.
- 10. A detour, for through traffic around the road closure, shall be in place prior to the roadway being blocked for the permitted special event.
- 11. Uniformed law enforcement officers shall be stationed at intersecting roads within the closed section of US395 to control approaching traffic.
- 12. All Category 1 & 2 Traffic Control Devices used on NDOT roadways must be National Cooperative Highway Research Program (NCHRP) *Report 350* compliant. The PERMITTEE and/or contractor shall have manufacturer’s certificates of compliance available at the project site.
- 13. All traffic control shall conform to the *Manual on Uniform Traffic Control Devices*, “Chapter 6,” and *Nevada Department of Transportation Standard Plans for Road and Bridge Construction*, 2010 Ed. **Traffic shall not be delayed more than 20 minutes. Failure to adhere to this condition will result in immediate suspension of activity in the Right-of-Way.**
- 14. The work of setting up and tearing down traffic control devices, as required, shall be completed each day within the hours specified on the permit and/or on the approved traffic control plan. All traffic control devices shall be completely removed from the roadway and sidewalk at the end of the event.
- 15. PERMITTEE shall place Changeable Message Signs (CMS) per the attached traffic control plan. Signs shall be in place a minimum of three (3) days prior to the event. The message shall read:

<u>Prior to Event:</u>	SPECIAL	US395
	EVENT	CLOSED
	12/2/17	4 PM-8 PM

<u>During Event:</u>	SPECIAL	DETOUR	US395	DETOUR
	EVENT	ON	CLOSED	ON
	AHEAD	BUCKEYE	AHEAD	WATERLOO

OVERALL VIEW PARADE OF LIGHTS PATH AND NDOT DETOURS



- LEGEND**
- BYPASS
 - PARADE ROUTE
 - LOADING ZONE
 - FLOAT RETURN ROUTE

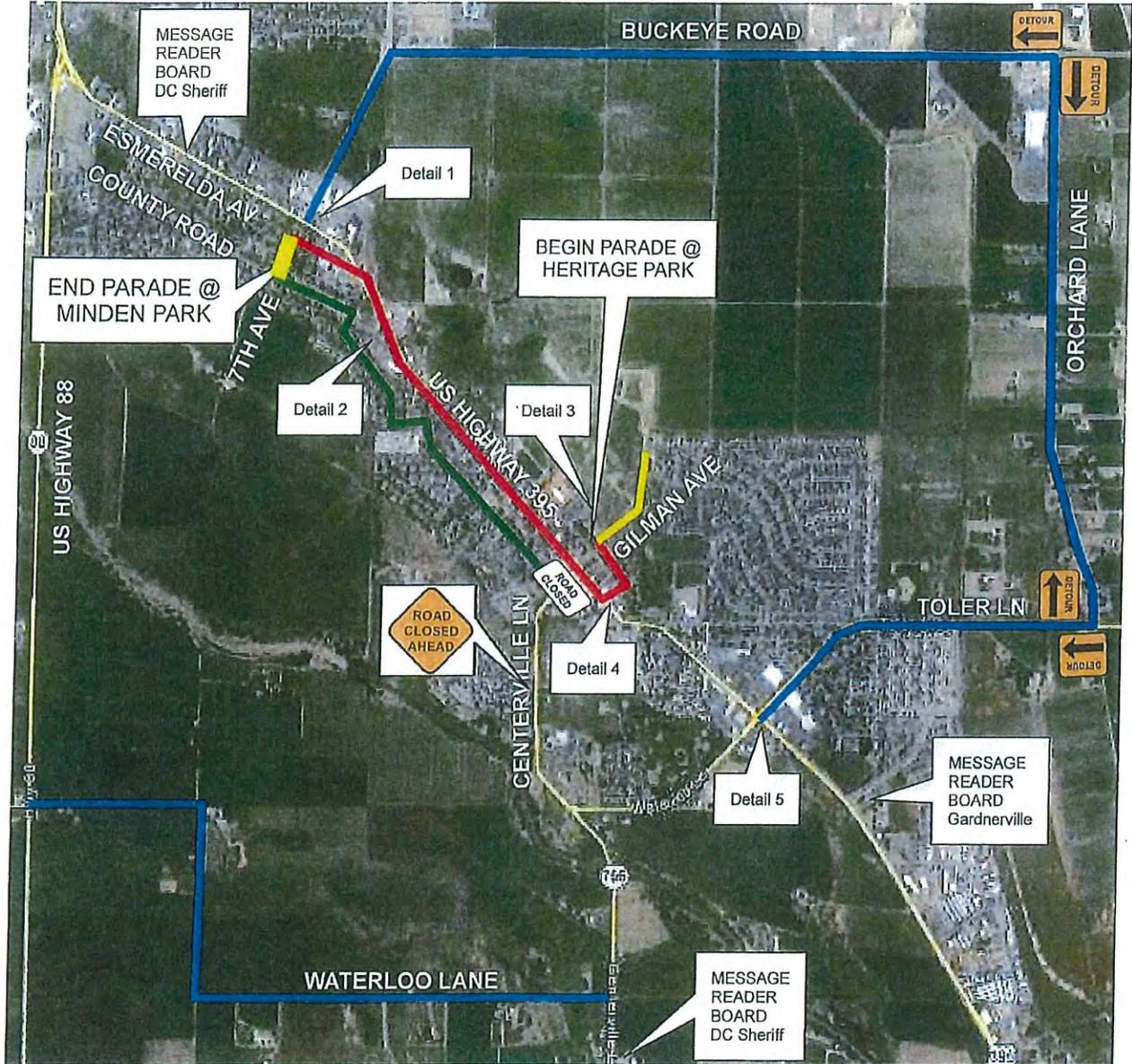


Date: 12/01/2015 Author: GAL Project: PARADE OF LIGHTS

Comments:
OVERALL VIEW OF DETOUR AND
PARADE PATH



OVERALL VIEW OUTLIER SIGNAGE



LEGEND

- BYPASS
- PARADE ROUTE
- LOADING AND UNLOADING ZONE
- FLOAT RETURN ROUTE

Manifest
2 x detour (L) M4-9
2 x detour (R) M4-9
1 x road closed ahead W20-3
1 x road closed R11+2 R11-2

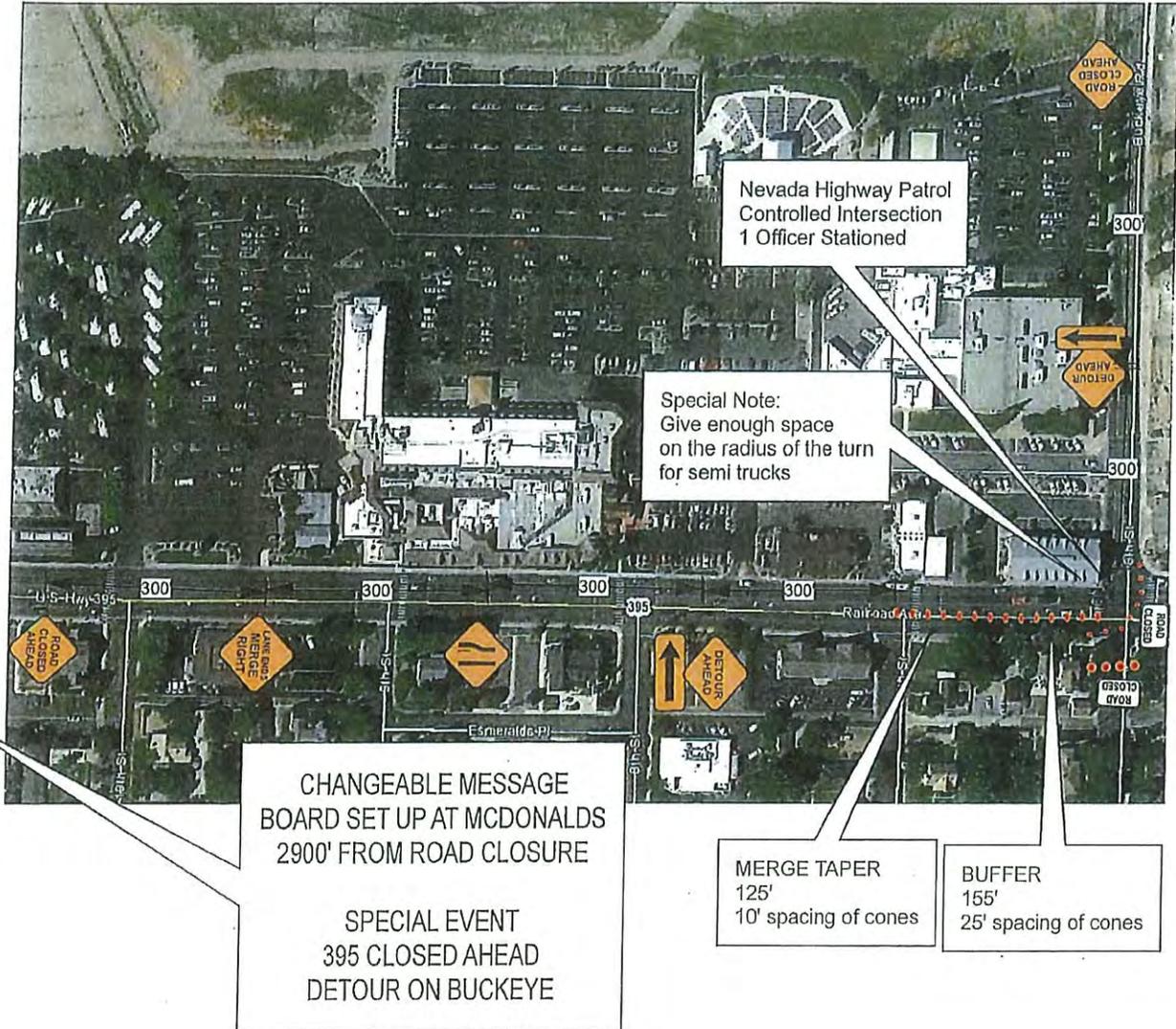


Date: 10/21/2016 Author: GAL Project: PARADE OF LIGHTS

Comments:
OVERALL VIEW OF DETOUR AND PARADE PATH

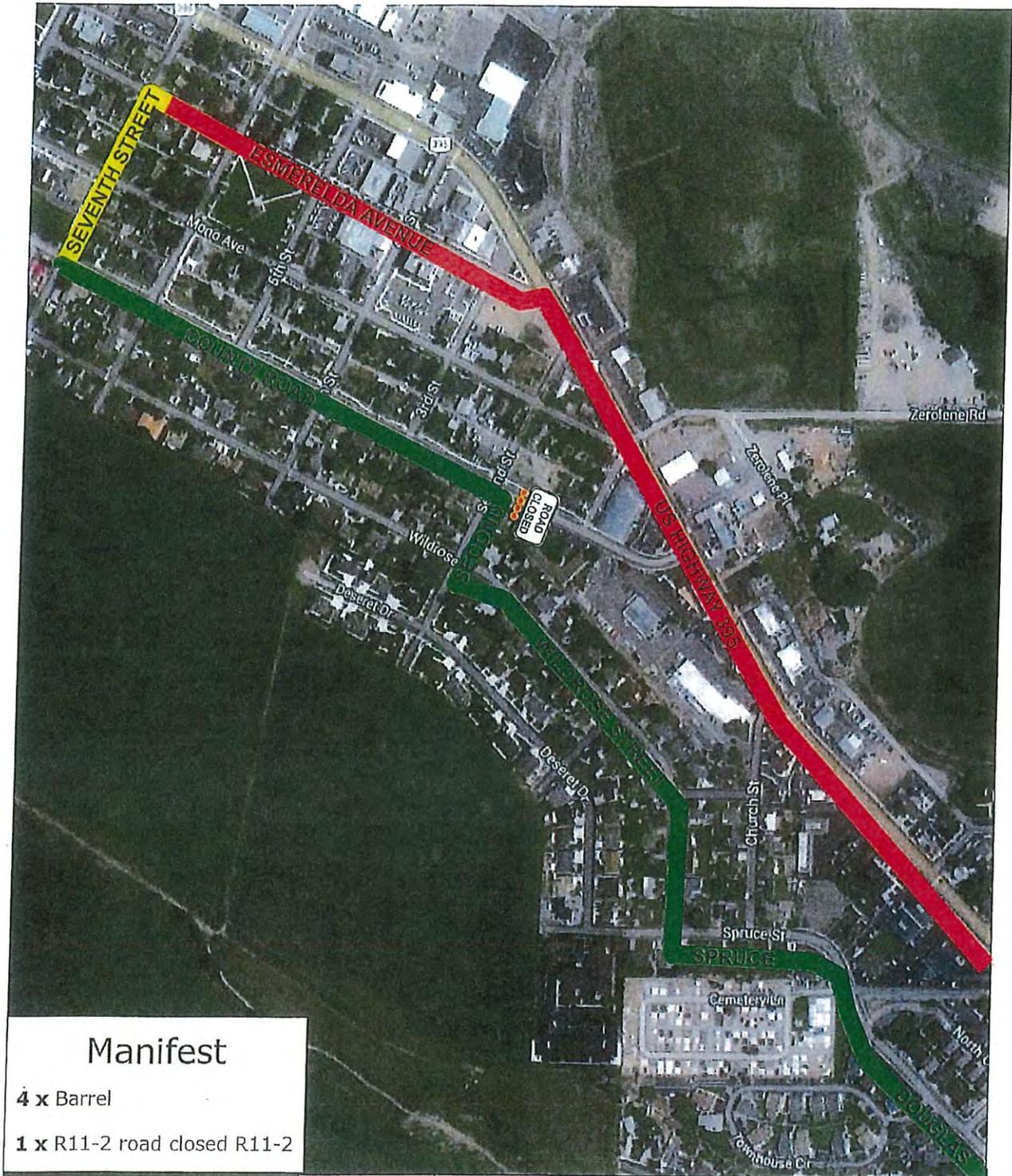


US HIGHWAY 395 and BUCKEYE ROAD PARADE OF LIGHTS DETAIL 1



<p style="text-align: center;">Manifest</p> <p>26 x Barrel</p> <p>2 x road closed ahead W20-3</p> <p>1 x lane ends merge right W9-2R</p> <p>1 x road narrows W4-2</p> <p>1 x large arrow W1-6</p> <p>2 x detour ahead W20-2</p> <p>2 x R11-2 road closed R11-2</p> <p>1 x large arrow (R) W1-6</p>	<p style="text-align: center;">Legend</p> <p style="text-align: center;">● Barrel</p>	<p>Date: 10/21/2016 Author: GAL Project: PARADE OF LIGHTS</p> <p>Comments: US HIGHWAY 395 and BUCKEYE ROAD HWY PATROL CONTROLLED INTERSECTION</p>
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MINDEN DOWNTOWN PARADE OF LIGHTS DETAIL 2



Manifest

4 x Barrel

1 x R11-2 road closed R11-2

- LEGEND**
- DELINEATOR
 - █ PARADE ROUTE
 - █ RIDER DROPOFF
 - █ FLOAT RETURN ROUTE

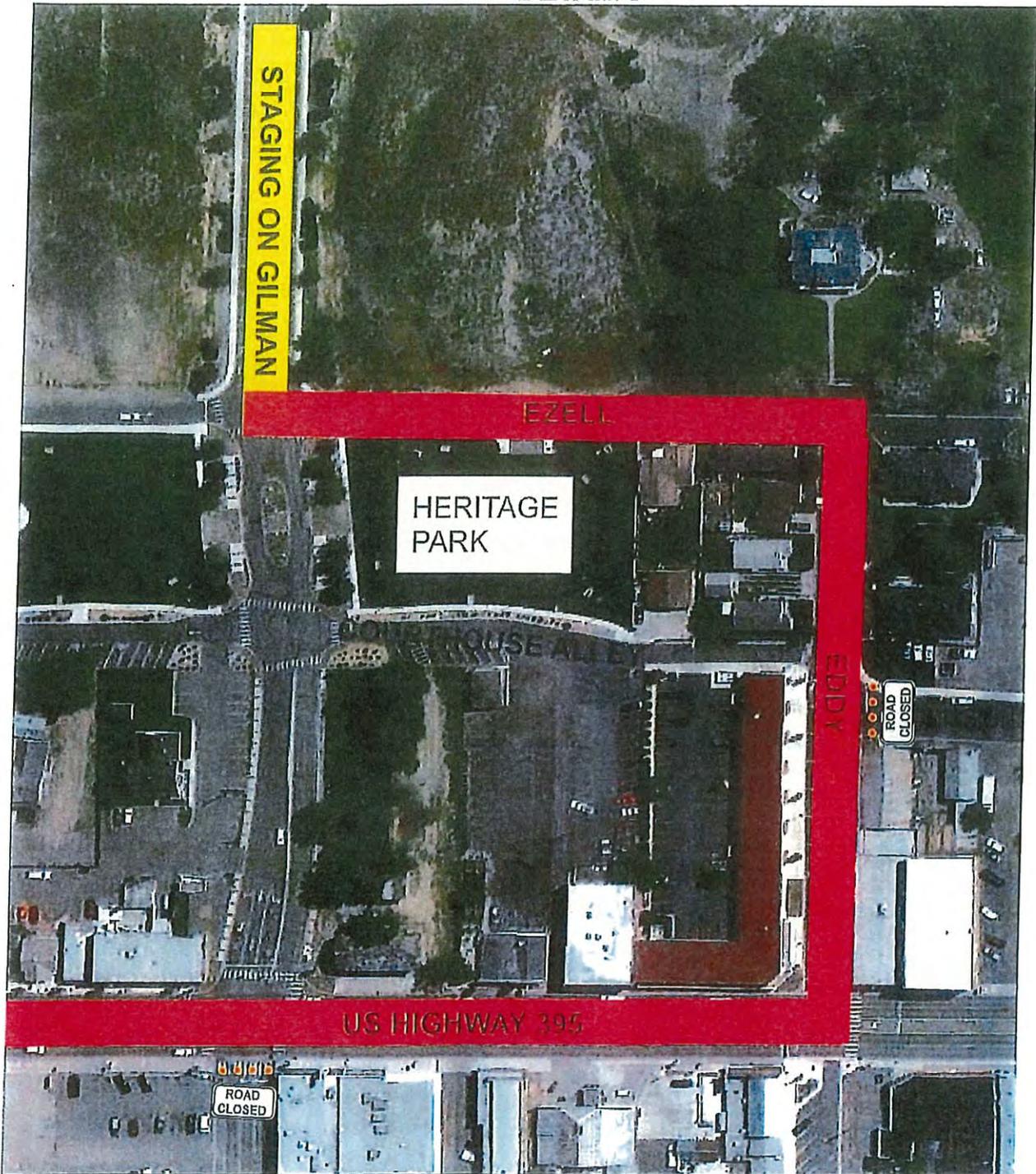


Date: 10/21/2016 Author: GAL Project: PARADE OF LIGHTS

Comments:
MINDEN DOWNTOWN
ROUTE AND TRAFFIC PLAN



HERITAGE PARK PARADE OF LIGHTS DETAIL 3



Legend
 Barrel
Manifest
8 x Barrel
2 x R11-2 road closed R11-2



Date: 12/01/2015 Author: GAL Project: PARADE OF LIGHTS
Comments: HERITAGE PARK PARADE OF LIGHTS

US HIGHWAY 395 and DOUGLAS AVENUE PARADE OF LIGHTS DETAIL 4



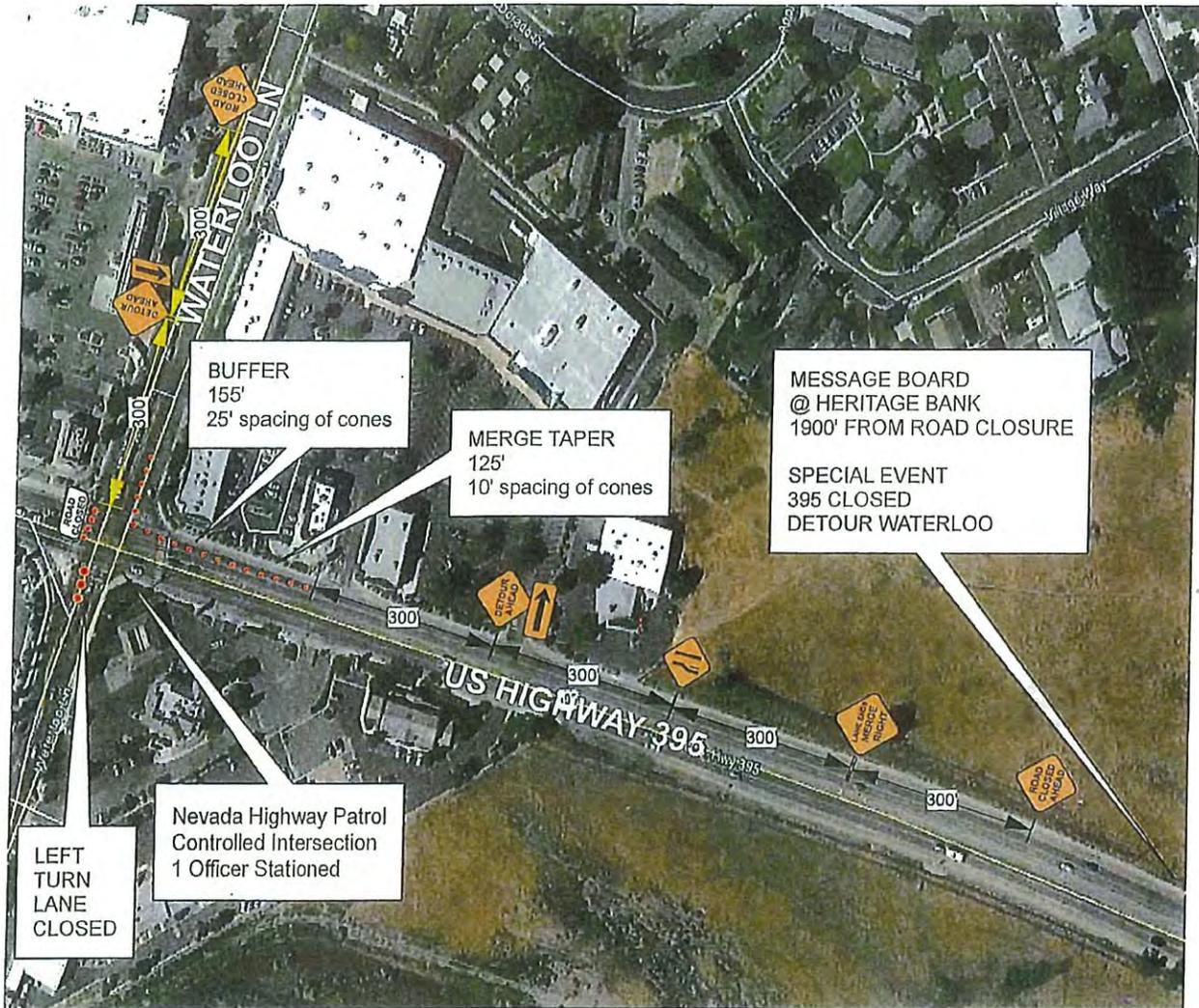
Manifest	
1 x	R11-2 R11-2
1 x	detour (L) M4-9
7 x	Barrel

Legend
 Barrel


Date: 12/01/2015 Author: GAL Project: PARADE OF LIGHTS
 Comments:
 US HIGHWAY 395 and DOUGLAS AVE
 PARADE OF LIGHTS

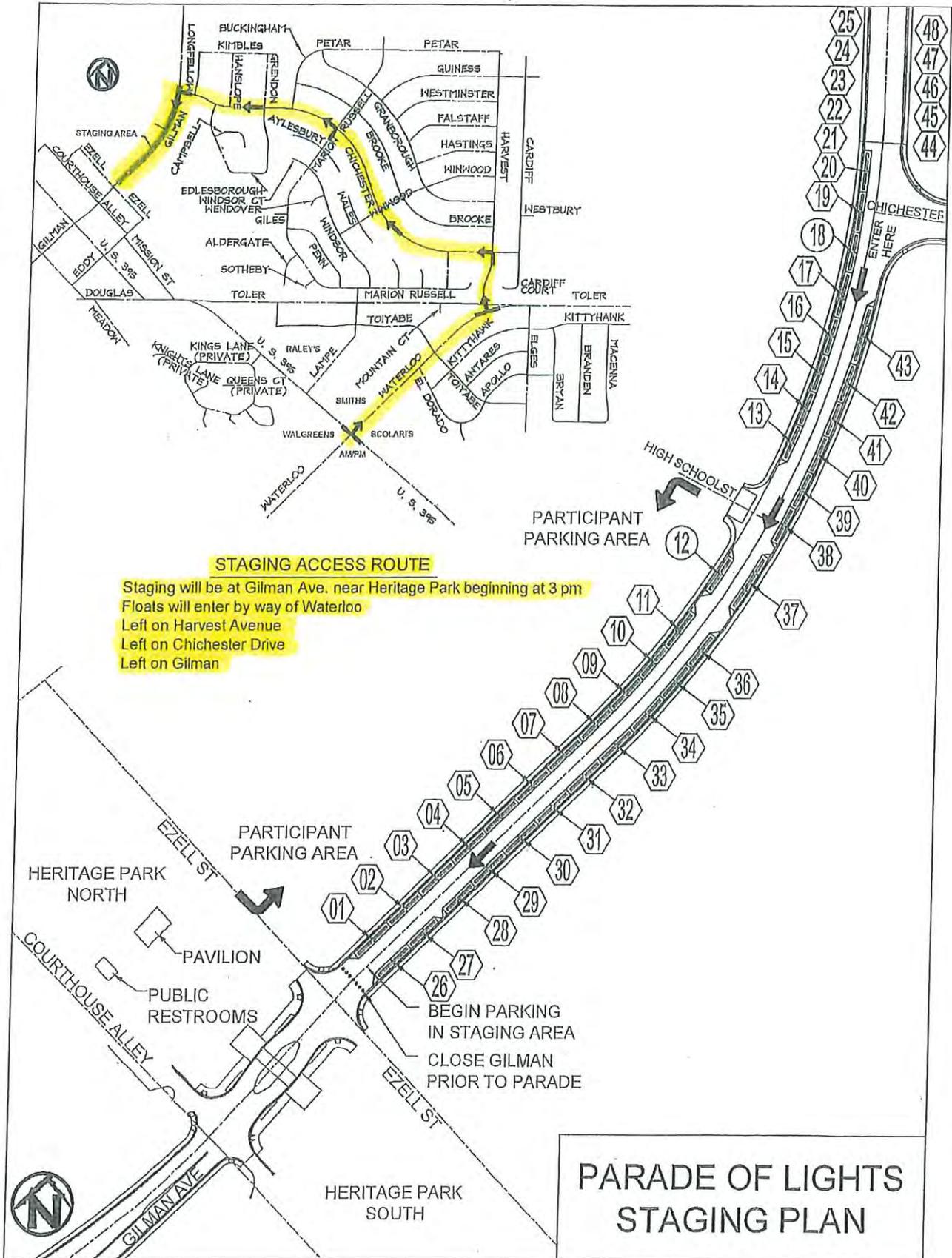


US HIGHWAY 395 and WATERLOO DETOUR PARADE OF LIGHTS DETAIL 5



<p>Manifest</p> <ul style="list-style-type: none"> 2 x road closed ahead W20-3 2 x lane ends merge right W9-2R 1 x road narrows W4-2 2 x detour ahead W20-2 1 x large arrow W1-6 1 x large arrow (R) W1-6 25 x Barrel 1 x R11-2 road closed R11-2 	<p>Legend</p> <ul style="list-style-type: none"> ● Barrel 	<p>Date: 10/21/2016 Author: GAL Project: PARADE OF LIGHTS</p> <p>Comments: US HIGHWAY 395 and WATERLOO LANE HIGHWAY PATROL CONTROLLED INTERSECTION</p>
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1 ADVANCE WARNING SIGN SPACING

SPEED (mph)	DISTANCE BETWEEN SIGNS (ft)		
	A	B	C
0-20	200	200	200
25-30	300	300	200
35-40	400	400	400
45-50	600	600	600
55-75	1000	1600	2640

2 TAPER LENGTH AND CHANNELIZING DEVICE SPACING

SPEED (mph)	LENGTH FOR MESHING TAPER (ft)		CHANNELIZATION DEVICE SPACING (ft)
	10:00	12:00	
20	80	80	20
25	175	125	25
30	150	180	30
35	210	245	35
40	280	320	40
45	450	485	45
50	500	550	50
55	550	605	55
60	600	660	60
65	650	715	65
70	700	770	70
75	750	825	75

ON RURAL INTERSTATE HIGHWAYS WHERE THE SPEED LIMIT IS 65 MPH OR GREATER, THE CHANNELIZATION DEVICE SPACING INCREASED DEVICES MAY BE USED. S DRUMS WILL BE PLACED DIAGONALLY AT 0.5 MILE INCREMENTS TO INDICATE THE LANE IS CLOSED.

3 BUFFER LENGTH

SPEED (mph)	LENGTH (ft)
20	115
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645
70	730
75	820

4

SHIFTING TAPER = $1/2 L$
 SHOULDER TAPER = $1/3 L$

≤ 40 mph	$L = \frac{W \cdot S^2}{100}$
≥ 45 mph	$L = WS$

S = Speed(mph)
 L = Taper Length(ft)
 W = Width of Lateral Shift(ft)

25 MPH

$$L = \frac{WS^2}{100} = 104$$

Shift Taper = 52 ft
 Shoulder Taper = 35 ft

GENERAL NOTES:

- R2-1 AND W3-5A MAY BE USED TO REDUCE EXISTING SPEED LIMIT TO 35 MPH IF EXISTING SPEED LIMIT IS 65 MPH THRU 75 MPH, OTHER SPEED REDUCTIONS MUST BE APPROVED BY THE DIRECTOR.
- THE W1-3 SIGNS SHALL BE USED WHEN THE RECOMMENDED SPEED ON A CURVE IS 30 MPH OR LESS, THE W1-4 SIGNS SHALL BE USED WHEN THE RECOMMENDED SPEED IS 35 MPH OR GREATER.
- THE W6-3 AND R4-1 SIGNS SHALL BE INSTALLED ALTERNATELY AT 0.5 MILE INTERVALS WHEN THE LENGTHS OF CROSSOVERS EXCEED 0.5 MILE.
- ALL REGULATORY SIGNS (R SERIES) SHALL BE BLACK ON RETROREFLECTIVE WHITE.
- ALL WARNING SIGNS (W SERIES) SHALL BE BLACK ON RETROREFLECTIVE ORANGE.
- WARNING SIGNS SHALL BE A MINIMUM OF 3' x 3' FOR SPEEDS OF 45 MPH OR LESS, R2-1 SHALL BE 3' x 4'.
- WARNING SIGNS SHALL BE A MINIMUM OF 4' x 4' FOR SPEEDS OF 50 MPH OR GREATER, R2-1 SHALL BE 4' x 5'.

TYPICAL APPLICATIONS:

NOT STANDARD SHEETS T-35.12 THRU T-35.17 INCLUDE A VARIETY OF TRAFFIC CONTROL METHODS, BUT DO NOT INCLUDE A LAYOUT FOR EVERY CONCEIVABLE WORK SITUATION. TYPICAL APPLICATIONS SHOULD BE ALTERED WHEN NECESSARY TO FIT THE CONDITIONS OF A PARTICULAR TEMPORARY TRAFFIC CONTROL ZONE. FOR ADDITIONAL INFORMATION REFER TO THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND REVISIONS.

ADVANCE WARNING ARROW PANEL

TYPE	MINIMUM SIZE (INCHES)	POSTED SPEED
A	48 X 24	30 MPH OR LESS
B	60 X 30	35 MPH TO 50 MPH
C	96 X 48	55 MPH OR MORE

PARADE OF LIGHTS - 2017

Contacts:

Sheet: Overall View

2	DETOUR (L)	M4-9
2	DETOUR (R)	M4-9
1	ROAD CLOSED AHEAD	W20-3
1	ROAD CLOSED	R11-2

Chamber of Commerce: Alicia A. Main
 Chamber Manager
 Office 775-782-8144
 Cell 775-450-4969

Sheet: Detail 1 - Buckeye & 395

28	BARRELS or CONES	
2	ROAD CLOSED AHEAD	W20-3
1	LANE ENDS MERGE RIGHT	W9-2R
1	ROAD NARROWS (Symbol)	W4-2
2	LARGE ARROW	W1-6
2	DETOUR AHEAD	W20-2
1	ROAD CLOSED	R11-2

Emergency: DC Sheriffs office
 911

NDOT: Jean Allen
 Permits Office

Tara Smaltz - 775-834-8320
 Traffic Permit Contact

Sheet: Detail 2 - Minden

4	BARRELS or CONES	
1	ROAD CLOSED	R11-2

Signs: Brian Anderson
 Granit Construction Supply
 Office: 775-355-3424
 Direct: 775-355-5223
brian.anderson@gcinc.com

Sheet: Detail 3 - Heritage Park

4	BARRELS or CONES	
1	ROAD CLOSED	R11-2

G-ville Message Board: Ahern Rentals
 775-782-6100

Sheriff Message Board: Captain Duffy

Sheet: Detail 4 - Douglas & 395

7	BARRELS or CONES	
1	ROAD CLOSED	R11-2
1	DETOUR (L)	M4-9

Message Boards Will Read: **Special Event Ahead**
Hwy 395 Closed
Use Buckeye

Sheet: Detail 5 - Waterloo & 395

32	BARRELS or CONES	
1	ROAD CLOSED AHEAD	W20-3
1	LANE ENDS MERGE RIGHT	W9-2R
1	ROAD NARROWS (Symbol)	W4-2
2	LARGE ARROW	W1-6
2	DETOUR AHEAD	W20-2
1	ROAD CLOSED	R11-2

Special Event Ahead
Hwy 395 Closed
Use Waterloo



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Warren Reed Insurance, Inc. 1521 Highway 395 North Gardnerville, NV 89410 Alan G. Reed	CONTACT NAME: Alan G. Reed	FAX (A/C, No): 775-782-7387
	PHONE (A/C, No, Ext): 775-782-2277	E-MAIL ADDRESS:
INSURED Carson Valley Chamber 1477 Hwy 395 N, STE A Gardnerville, NV 89410	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Foremost Insurance	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	PAS041084998	09/10/2017	09/10/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The below mentioned certificate holder is added as an additional insured with respects to the Parade of Lights on 12/2/17.

CERTIFICATE HOLDER	CANCELLATION
Douglas County P.O. Box 218 Minden, NV 89423	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Alan G. Reed

04/21/2008 10:01 FAX 775 782 8288

CHASE, SHERTS & NEIGER

008/008

7757821025

G.U.C.C.A. A.

837 P31

NOV 23 '99 15:39

Internal Revenue Service

Department of the Treasury

District Director

309 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

CARSON VALLEY CHAMBER OF COMMERCE
AND VISITORS AUTHORITY, INC.
1512 HWY 395, SUITE 1
GARDNERVILLE, NV 89410

Person to Contact:
L. BARRAGAN
Telephone Number:
(213) 894-2334

Refer Reply to:
EO(0807)97
Date:
AUGUST 11, 1997

SIN: [REDACTED]

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in ~~SEPTEMBER~~ 1973 as described in Internal Revenue code Section 501(c)(08).

The exempt status for the determination letter issued in ~~SEPTEMBER~~ 1973 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Disclosure Assistant

Post-Net Fax Note	7871	Date	11-23 [initials]
To	KELLY	From	BARRAGAN
On/Step		Ch.	
Phone #		Phone #	
Fax #	775-825	Fax #	

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CERTIFICATE OF RESTATED AND AMENDED
FILED ARTICLES OF INCORPORATION
 IN THE OFFICE OF THE SECRETARY OF STATE OF THE STATE OF NEVADA
 OF THE
 NOV 22 1988 CARSON VALLEY CHAMBER OF COMMERCE AND VISITORS AUTHORITY, INCORPORATED
 No. 339-45 A Nevada Corporation
Don Heller
 DON HELLER, SECRETARY OF STATE

ARTICLE I

The name of the corporation shall remain as the CARSON VALLEY CHAMBER OF COMMERCE AND VISITORS AUTHORITY, INCORPORATED.

ARTICLE V

The period of existence of this corporation shall be perpetual, unless there is a merger or dissolution pursuant to law.

ARTICLE VI

Except as otherwise provided by law and Chapter 35 of NRS, no action may be brought against any officer or director of this corporation based upon any act or omission arising from failure in his or her official capacity to exercise due care regarding the management or operation of this corporation unless the act or omission involves intentional misconduct, fraud or knowing violation of the law.

ARTICLE IX

The Restated and Amended Articles of Incorporation were approved by resolution of the members.

(NONPROFIT) ANNUAL LIST OF OFFICERS, DIRECTORS AND REGISTERED AGENT OF

Carson Valley Chamber of Commerce & Visitors Authority
NAME OF CORPORATION

FILE NUMBER
C339-1945

FOR THE FILING PERIOD OF **11-2010** TO **11-2011**
07-01-2010 TO **06-30-2011**



The entity's duly appointed registered agent in the State of Nevada upon whom process can be served is:

William Chernock, Executive Director
Carson Valley Chamber of Commerce & Visitors Authority

A FORM TO CHANGE REGISTERED AGENT INFORMATION CAN BE FOUND ON OUR WEBSITE:
www.nvsoa.gov

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

Return one file stamped copy. (If filing not accompanied by order instructions, the stamped copy will be sent to registered agent.)

****YOU MAY NOW FILE YOUR ANNUAL LIST ONLINE AT www.nvsoa.gov****

IMPORTANT: Read instructions before completing and returning this form.

1. Print or type names and addresses, either residence or business, for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. An Officer must sign the form. **FORM WILL BE RETURNED IF UNCOMPLETED.**
2. If there are additional officers, attach a list of them to this form.
3. Return the completed form with the \$25.00 filing fee, if no certification. A \$25.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.
4. Make your check payable to the Secretary of State. Your canceled check will constitute a certificate to transact business.
5. **Outstanding Certificates:** If requested above, one file stamped copy will be returned at an additional charge. To receive a certified copy, enclose an additional \$20.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering it or more file stamped or certified copies. Appropriate instructions must accompany your order.
6. Return the completed form to: Secretary of State, 202 North Carson Street, Carson City, Nevada 89701-4201, (775) 884-5700.
7. Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties.

FILED PERIOD (SEE US FOR INFO ON CAPITALIZATION) _____ (LATE PENALTY: \$25.00)

NAME Cheri Glickner	TITLE(S) PRESIDENT (OR EQUIVALENT OF)
ADDRESS 1477 Highway 395	CITY STATE ZIP CODE Gardnerville NV 89410
NAME Yael Johnson	TITLE(S) SECRETARY (OR EQUIVALENT OF)
ADDRESS 1477 Highway 395	CITY STATE ZIP CODE Gardnerville NV 89410
NAME John Bodler	TITLE(S) TREASURER (OR EQUIVALENT OF)
ADDRESS 1477 Highway 395	CITY STATE ZIP CODE Gardnerville NV 89410
NAME Debra Lang	TITLE(S) DIRECTOR
ADDRESS 1477 Highway 395	CITY STATE ZIP CODE Gardnerville NV 89410

I declare, to the best of my knowledge under penalty of perjury, that the above mentioned entity has complied with the provisions of NRS 290.730 and acknowledge that pursuant to NRS 290.730, it is a category G filer to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

x Wee Chh
Signature of Officer

Title: **Executive Director** Date: **07/30/10**

Nevada Secretary of State Annual List Mergers
Revised: 7-1-08

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FILED
IN THE OFFICE OF THE SECRETARY OF STATE OF THE STATE OF NEVADA
CERTIFICATE OF RESTATED AND AMENDED ARTICLES OF INCORPORATION OF THE

CARSON VALLEY CHAMBER OF COMMERCE AND VISITORS AUTHORITY, INCORPORATED
A Nevada Corporation
NOV 22 1993
No. 339-46
Don Hill
DON HILL, SECRETARY OF STATE

ARTICLE I

The name of the corporation shall remain as the **CARSON VALLEY CHAMBER OF COMMERCE AND VISITORS AUTHORITY, INCORPORATED.**

ARTICLE V

The period of existence of this corporation shall be perpetual, unless there is a merger or dissolution pursuant to law.

ARTICLE VI

Except as otherwise provided by law and Chapter 35 of NRS, no action may be brought against any officer or director of this corporation based upon any act or omission arising from failure in his or her official capacity to exercise due care regarding the management or operation of this corporation unless the act or omission involves intentional misconduct, fraud or knowing violation of the law.

ARTICLE IX

The Restated and Amended Articles of Incorporation were approved by resolution of the members.

1 b. Preserving and protecting the competitive enterprise
2 system of business by: creating a better understanding and
3 appreciation of the importance of business people and concern
4 for their problems; educating the business community and
5 representing them in city, county, state and national
6 legislative and political affairs; preventing or addressing
7 controversies which are detrimental to expansion and growth of
8 business and the community if they arise.

9 c. Promoting the general welfare and prosperity of the
10 Carson Valley area, so that its citizens and all areas of its
11 business community shall prosper. All necessary means of
12 promotion shall be provided and particular attention and
13 emphasis shall be given to the economic, civic, commercial,
14 cultural, industrial and educational interests of the area.

15 d. The chamber will be the designated tourist marketing
16 organization for the Carson Valley and surrounding areas. A
17 portion of the Douglas County Lodgers Tax and "room tax"
18 revenues granted from the rental of transient lodging,
19 authorized by Nevada Revised Statutes are granted to the
20 chamber. The chamber will advertise, publicize and promote
21 the projects specified within the law. The chamber shall also
22 advertise the resources of Carson Valley and surrounding areas
23 related to tourism, including available accommodations,
24 transportation, entertainment, natural resources and climate
25 and promote "special events" related thereto.

26 e. Any other lawful activity within the objects or
27 purposes of the corporation.

28 ///

1 Fran Houle P.O. Box 1616, Gardnerville, NV 89410
2 Ray Lunnus P.O. Box 667, Gardnerville, NV 89410
3 Renee Mack P.O. Box 154, Minden, NV 89423
4 Sheila Plimpton 1795 Ironwood Drive, Minden, NV 89423
5 David Fumphrey P.O. Box 623, Minden, NV 89423
6 Ron Squires 1970 Comstock, Gardnerville, NV 89410
7 Suzy Stockdale 1650 Lucerne, Minden, NV 89423

8 ARTICLE VIII

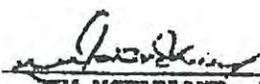
9 All persons serving, or who have served, as officers or
10 directors of this corporation, shall be indemnified by this
11 corporation against expenses actually and necessarily incurred by
12 them in connection with the defense of any action, suit or
13 proceeding which they, or any of them, are made parties, or a
14 party, by reason of having been or being directors or officers or
15 a director or an officer of this corporation, except in relation to
16 matters as to which any such director or officer or former director
17 or officer shall be adjudged in such action, suit or proceeding to
18 be liable for intentional misconduct, fraud or knowing violation of
19 law. Such indemnification shall not be deemed exclusive of any
20 other rights to which those indemnified may be entitled, under any
21 By-Law, agreement or otherwise. Notwithstanding any other
22 provision of these Articles, no director or officer of this
23 corporation shall be personally liable to the corporation or its
24 stockholders for damages for breach of fiduciary duty as a director
25 or officer. This limitation of personal liability does not limit

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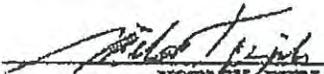
1 the liability of any officer or director for acts or omissions
2 which involve intentional misconduct, fraud or a knowing violation
3 of the law, or for payment of dividends in violation of NRS 78.300.
4

5 STATE OF NEVADA)
6 COUNTY OF DOUGLAS) SS.

7 The undersigned, JIM MCFARLAND, President of the Carson
8 Valley Chamber of Commerce and Visitor's Authority, Inc., after
9 first being duly sworn, deposes and says that he have read the
10 foregoing Certificate of Restated and Amended Articles of
11 Incorporation of the Carson Valley Chamber of Commerce and
12 Visitor's Authority, Inc. and that by a vote of 14 Board of
13 Directors, being all of the Board of Directors present, the
14 undersigned President has been authorized to execute the foregoing
15 Certificate by a Resolution of the Board of Directors adopted on
16 the 4th day of October, 1995, and that this Certificate correctly
17 sets forth the text of the Articles as restated and amended as of
18 this date.

19
20 
21 JIM MCFARLAND, President

22 SUBSCRIBED AND SWORN before me
23 this 18th day of October, 1995.

24
25 
26 NOTARY PUBLIC

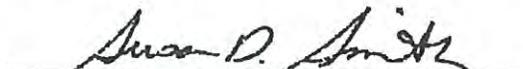


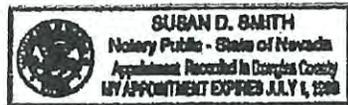
1 STATE OF NEVADA)
2 COUNTY OF DOUGLAS) ss.

3 The undersigned, ROXANNE STANGLE, Acting Secretary of the
4 Carson Valley Chamber of Commerce and Visitor's Authority, Inc.,
5 after first being duly sworn, deposes and says that she has read
6 the foregoing Certificate of Restated and Amended Articles of
7 Incorporation of the Carson Valley Chamber of Commerce and
8 Visitor's Authority, Inc. and that by a vote of 14 Board of
9 Directors, being all of the Board of Directors present, the
10 undersigned Acting Secretary has been authorized to execute the
11 foregoing Certificate by a Resolution of the Board of Directors
12 adopted on the 4th day of October, 1995, and that this Certificate
13 correctly sets forth the text of the Articles as restated and
14 amended as of this date.

15
16 
17 ROXANNE STANGLE, Acting Secretary

18 SUBSCRIBED AND SWORN before me
19 this 3rd day of November, 1995.

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22 NOTARY PUBLIC



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1 **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CARSON VALLEY**
2 **CHAMBER OF COMMERCE AND VISITOR'S AUTHORITY, INC.**
3 **A Nevada Corporation**

4
5 On the 4th day of October, 1995, at a regularly scheduled
6 meeting of the Board of Directors of the Carson Valley Chamber of
7 Commerce and Visitor's Authority, Inc., it having been brought to
8 the attention of the Board that the original Articles of
9 Incorporation expire on or about November 26, 1995, and after
10 motion being made and duly seconded, a quorum of the Board of
11 Directors being present, the following resolution was unanimously
12 passed:

13 **RESOLVED**, that the Articles of Incorporation of the
14 Carson Valley Chamber of Commerce and Visitor's
15 Authority, Inc., be restated and amended pursuant NRS
16 82.371 and NRS 82.356 to read as follows:

17 **ARTICLE I**

18 The name of the corporation shall remain as **THE CARSON**
19 **VALLEY CHAMBER OF COMMERCE AND VISITOR'S AUTHORITY, INC.**

20 **ARTICLE II**

21 This corporation is organized pursuant to Section
22 501(c)(6) of the Internal Revenue Code as amended and upon
23 dissolution, any assets of the corporation must be distributed to
24 any person or entity which is recognized as exempt under Section
25 501(c) of the Internal Revenue Code as amended.

26 **ARTICLE III**

27 This corporation is a nonprofit corporation, without
28 capital stock, which will not distribute any gains, profits or
dividends to its members. Its purposes shall include, but not be

1 limited to, serving the Carson Valley area of Douglas County in the
2 following manners:

3 a. Serving as a clearinghouse for general information;
4 providing a vehicle for orderly development of the community
5 by encouraging ideas and representation from within; promoting
6 the economic, educational, cultural, recreational and social
7 welfare of the residents, property owners, business
8 enterprises and investors in said area.

9 b. Preserving and protecting the competitive enterprise
10 system of business by: creating a better understanding and
11 appreciation of the importance of business people and concern
12 for their problems; educating the business community and
13 representing them in city, county, state and national
14 legislative and political affairs; preventing or addressing
15 controversies which are detrimental to expansion and growth of
16 business and the community if they arise.

17 c. Promoting the general welfare and prosperity of the
18 Carson Valley area, so that its citizens and all areas of its
19 business community shall prosper. All necessary means of
20 promotion shall be provided and particular attention and
21 emphasis shall be given to the economic, civic, commercial,
22 cultural, industrial and educational interests of the area.

23 d. The chamber will be the designated tourist marketing
24 organization for the Carson Valley and surrounding areas. A
25 portion of the Douglas County Lodgers Tax and "room tax"
26 revenues granted from the rental of transient lodging,
27 authorized by Nevada Revised Statutes are granted to the
28 chamber. The chamber will advertise, publicize and promote

1 the projects specified within the law. The chamber shall also
2 advertise the resources of Carson Valley and surrounding areas
3 related to tourism, including available accommodations,
4 transportation, entertainment, natural resources and climate
5 and promote "special events" related thereto.

6 e. Any other lawful activity within the objects or
7 purposes of the corporation.

8 ARTICLE IV

9 The number of the board of directors shall remain at 15,
10 but the number of such directors may be fixed and altered from time
11 to time by the By-Laws of the corporation.

12 ARTICLE V

13 The period of existence of this corporation shall be
14 perpetual, unless there is a merger or dissolution pursuant to
15 Chapter 82 of the Nevada Revised Statutes.

16 ARTICLE VI

17 Except as otherwise provided in NRS 82.136 and 82.536 and
18 Chapter 35 of NRS, no action may be brought against any officer or
19 director of this corporation based upon any act or omission arising
20 from failure in his or her official capacity to exercise due care
21 regarding the management or operation of this corporation unless
22 the act or omission involves intentional misconduct, fraud or
23 knowing violation of the law.

24 ARTICLE VII

25 All persons serving, or who have served, as officers or
26 directors of this corporation, shall be indemnified by this
27 corporation against expenses actually and necessarily incurred by
28 them in connection with the defense of any action, suit or

1 proceeding which they, or any of them, are made parties, or a
2 party, by reason of having been or being directors or officers or
3 a director or an officer of this corporation, except in relation to
4 matters as to which any such director or officer or former director
5 or officer shall be adjudged in such action, suit or proceeding to
6 be liable for intentional misconduct, fraud or knowing violation of
7 law. Such indemnification shall not be deemed exclusive of any
8 other rights to which those indemnified may be entitled, under any
9 By-Law, agreement or otherwise. Notwithstanding any other
10 provision of these Articles, no director or officer of this
11 corporation shall be personally liable to the corporation or its
12 stockholders for damages for breach of fiduciary duty as a director
13 or officer. This limitation of personal liability does not limit
14 the liability of any officer or director for acts or omissions
15 which involve intentional misconduct, fraud or a knowing violation
16 of the law, or for payment of dividends in violation of NRS 78.300.

17	AYES	-	<u>14</u>
18	NAYS	-	NONE
19	ABSTENTIONS	-	NONE
20	ABSENTEES	-	<u>1</u>

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The undersigned, being President of the Carson Valley Chamber of Commerce and Visitor's Authority, Inc. hereby certifies that the foregoing Resolution was passed as hereinabove stated.

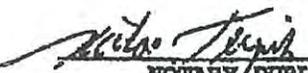

JIM MCFARLAND, President

ATTEST:


ROXANNE STANGLE
Acting Secretary

STATE OF NEVADA)
) ss.
COUNTY OF DOUGLAS)

On this 11th day of October, 1995, personally appeared before me, a Notary Public, JIM MCFARLAND and ROXANNE STANGLE, known to me to be the President and Acting Secretary, respectively, of the Carson Valley Chamber of Commerce and Visitor's Authority, Inc., who acknowledge that they executed the above Resolution.


NOTARY PUBLIC



THIS FORM SHOULD ACCOMPANY Certificate of Restated, and Amended Articles OF INCORPORATION FOR A NEVADA CORPORATION

1. Name of corporation CARSON VALLEY CHAMBER OF COMMERCE AND VISITORS AUTHORITY, INCORPORATED
2. Date of adoption of Amended and Restated Articles October 4, 1995

3. If the articles were amended, please indicate what changes have been made
(a) Was there a name change? Yes No If yes, what is the new name?

(b) Did you change the resident agent? Yes No If yes, please indicate the new agent and address.

FILED
IN THE OFFICE OF THE
SECRETARY OF STATE OF THE
STATE OF NEVADA

NOV 22 1995

No. 339-45

John F. Hill
RENEE BUELL, SECRETARY OF STATE

Please attach the resident agent acceptance certificate.
(c) Did you change the purposes? Yes No Did you add Banking? Gaming? Insurance? None of these?
(d) Did you change the capital stock? Yes No If yes, what is the new capital stock?

(e) Did you change the directors? Yes No If yes, indicate the change:

(f) Did you add the directors liability provision? Yes No
(g) Did you change the period of existence? Yes No If yes, what is the new existence?

(h) If none of the above apply, and you have amended or modified the articles, how did you change your articles?

Name and Title of Officer Date

State of _____
County of _____) ss.

On _____ personally appeared before me, a Notary Public, _____, who acknowledged that he/she executed the above instrument.

Notary Public

(NOTARY STAMP ON SIDE)

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve \$5,000 expenditure to Douglas County from the Town of Gardnerville for cost share on the \$27,000 project between the County and FIWI Communications LLC to design, install and configure a 100Mb licensed encrypted microwave link between the Town of Gardnerville Administrative Office and the existing wireless links on the light pole at Stodick Park.

2. **Recommended Motion:** To approve the \$5,000 expenditure to Douglas County from the Town of Gardnerville for cost share on the \$27,000 project between the County and FIWI Communications LLC to design, install and configure a 100Mb licensed encrypted microwave link between the Town of Gardnerville Administrative Office and the existing wireless links on the light pole at Stodick Park.

Funds Available: Yes N/A 610-926-533.802 \$2,500 Small Equip.
611-925-533.802 \$2,500

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** November 7, 2017 **Time Requested:** N/A

6. **Agenda:** Consent Administrative

Background Information: It department put a priority to get the town connected to their network so they can provide services to the town. The town server will be removed from our building and placed in the county server bank and maintained by IT. The town office will be a remote department with higher speed access (up to 1gpps) to the county network and internet than we currently are provided through Charter (100 Mbs). This is the immediate solution until we can get fiber to the town office building. The stub is located on the trail we installed at the Hellwinkel property.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

PTP 820

**LICENSED ETHERNET
MICROWAVE FOR
MULTI-SERVICE NETWORKS**



Cambium PTP 820 Series

A SINGLE PLATFORM SERVING ALL RADIO TRANSPORT REQUIREMENTS

PTP 820 is a point-to-point licensed microwave backhaul platform that integrates leading networking functionality with the industry's most advanced microwave technologies creating a superior microwave transport solution.

Supporting licensed frequency bands ranging from 6 to 42 GHz, the PTP 820 series delivers a wide range of configurations to offer a tailored solution for any deployment scenario. Composed of high-density multi-technology nodes and integrated radio units, the PTP 820 series offers flexibility in choosing all-indoor, split-mount and all-outdoor configuration options. Exploiting unique Line of Sight (LOS) Multiple Input Multiple Output (MIMO) technology, modulation up to 2048QAM and wider channel bandwidths, ensures Industry leading throughput and spectral efficiency.

The PTP 820C has dual-core functionality enabling the system to operate up to 2 Gbps via software upgrades, eliminating the need for future forklift upgrades, or major system overhaul by the network operator to deliver gigabit-plus capacity.

The series also offers both Synchronous Ethernet (SyncE) and IEEEv2 synchronization protocols required for large ISP and MPLS networks.

Operations, Administration and Maintenance (OA&M) tools coupled with a full suite of network and element management systems (NMS and EMS) simplify network provisioning and monitoring, reducing operators' total cost of ownership and enabling them to meet the most stringent service level agreements.

Combining technologies, equipment and services, PTP 820 enables network operators to meet accelerating demand for capacity cost-effectively under rapidly evolving conditions.



PTP 820S
All-Outdoor



PTP 820C
All-Outdoor / Multi-Core



PTP 820G
Split-Mount / All-Indoor, Multi-Carrier Options



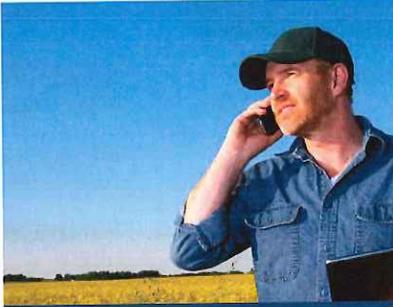
Public Safety



Enterprise



Wireless Carrier



Wireless Internet Service Provider

PTP 820 Product Series Highlights

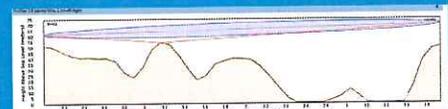
- Licensed frequency bands 6-42GHz
- Up to 2048 QAM, with 11-step hitless and errorless Adaptive Coding & Modulation (ACM) for high reliability
- Up to 80 MHz bandwidth supported
- Multi-gigabits radio capacity with high spectral efficiency
- TDM and/or packet supporting legacy services and evolution to all-packet
- Integrated Ethernet Switch, MEF Carrier Ethernet 2.0 compliant, MPLS-TP-ready
- Header De-duplication for additional capacity boost
- Intelligent service-centric management utilizing Hierarchical QoS and advanced OA&M capabilities
- Carrier-grade service resiliency (G.8032, MSTP)
- ITU-T Y.1731 Performance Management - MEF 35
- Integrated synchronization solution: Native/SyncE/IEEE 1588v2
- Lowest power consumption with adaptive green mode
- Low Latency with unique frame cut-through for latency sensitive services
- Industry leading system Gain

LINK PLANNER

LINKPlanner is a free, easy-to-use link-design tool allows network operators to easily and quickly design networks. Microsoft® Windows® and Intel®-based Mac® versions of LINKPlanner can be downloaded from Cambium Networks' support pages.

Key LINKPlanner features:

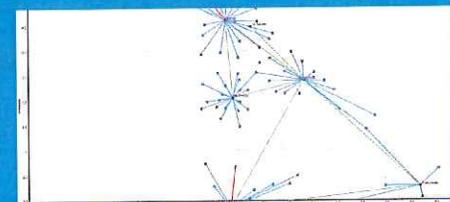
- Design a five-nines-reliable wireless link
- Plan and optimize a single link or multiple links simultaneously
- Perform calculations for both licensed and unlicensed products
- Automatically load path terrain profiles and environmental factors such as rain fade
- Display a comprehensive overview of your entire point-to-point wireless network via Google™ Earth
- Generate reports that validate projected performance and serve as time-saving deployment guidelines
- Create bill of materials for point-to-multipoint and point-to-point networks including accessories



Path Profile with Obstructions



Google Earth Network View

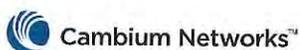


Map of the Sites and Links in the Project

Technical Specifications

	PTP 820S	PTP 820C	PTP 820G
Supported Frequency	6 - 42 GHz	6 - 42 GHz	6 - 42 GHz
Role in the Network	Compact all outdoor	Compact all outdoor w/multi-core	Split Mount or all indoor, multi-carrier options
Transport Technology	All packet	All packet	Hybrid and/or all packet
TDM Interface	None	None	16 x E1/T1
Modulation	QPSK to 2048 QAM w/ACM	QPSK to 2048 QAM w/ACM	QPSK to 2048 QAM w/ACM*
Channel Size	28,56,30,40,50,60,80 MHz	28,56,30,40,50,60,80 MHz	7,14,28,56,10,20,30,40,50 MHz
Capacity (Layer 2)	605 Mbps	1.21 Gbps	486 Mbps (1+0) 972 Mbps (2+0)
Capacity with Multi-Layer Compression	833 Mbps	1.66 Gbps	833 Mbps (1+0) 1.66 Gbps (2+0)
Configuration	1+0, 1+1 HSB	1+0 to 4+0, 1+1/2+2 HSB, 1+0 E/W	1+0 to 2+0, 1+1 HSB, 1+0 E/W
LOS MIMO	No	Yes, 4x4 or 2x2	No
XPIC	No	Yes	Yes
Ethernet Interface	1 x 10/100/1000Base-T and 2x1000base-X or 10/100/1000Base-T	1 x 10/100/1000Base-T and 1x1000base-X or 10/100/1000Base-T	4 x 10/100/1000Base-T and 2x1000base-X
Management Interface	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100 Base-T
External Alarm	None	None	1 x DB9
Dimensions (HxWxD - mm)	230 x 233 x 98	230 x 233 x 98	IDU: 44 x 426 x 180 RFU-C: 200 x 200 x 85 RFU-A: 44 x 443 x 421
Environmental	-33C to +55C (-45C to +60C extended)	-33C to +55C (-45C to +60C extended)	IDU: -5C to +55C (-25C to +65C extended) RFU-C: -33C to +55C (-45C to +60C extended) RFU-A: -5C to +45C
Power Input	-48 VDC	-48 VDC	-48 VDC
PoE Injector Power Input	-48 VDC or +24 VDC	-48 VDC or +24 VDC	N/A
Maximum Power Consumption	32 W	Multi-Core Operation: 6 GHz: 70W 7-11 GHz: 65W 13-42 GHz: 55W	IDU Eth-only: 26 W plus 16 E1/DS1: +11w RFU-C: 6-26GHz, 1+0 22W, 1+1, 39W 28-38GHz, 1+0 26W, 1+1 43W RFU-A: 77 Watts

Additional bandwidth and configurations will be made available. Please contact Cambium Networks.



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September 2014

FIWI Communications LLC Master Services Agreement

This Master Services Agreement, dated _____, 2017 ("Agreement") is made by and between Douglas County, Nevada, a political subdivision of the State of Nevada, with offices at 1616 8th Street, Minden, Nevada, 89423 ("Customer") and FIWI Communications LLC, with offices at 1657 Lucerne Street, Suite C Minden, NV 89423 ("FIWI"), and describes the terms and conditions upon which FIWI, and/or its subsidiaries and affiliates, will provide to Customer, Internet and/or Communications services and/or equipment. Such services and/or equipment shall be described in each Master Services Agreement Addendum ("Addendum") which are now or hereafter become a part of this agreement ("Services"). This agreement shall automatically transfer to the successor of FIWI or Customer.

1. **TERM.** Unless sooner terminated as herein provided, the term of this Master Services Agreement and any Addendum to the Master Services Agreement shall be for a three-year period, commencing on the date that the Agreement has been fully executed by both parties (the "Effective Date"). Both parties may terminate this Agreement by mutual written consent.
2. **TECHNICAL SPECIFICATIONS.** The technical standards shall conform to the applicable FIWI specifications as stated in each respective Addendum.
3. **TAXES.** Unless this is explicitly waived in specific Addendums, Customer shall be responsible for the prompt payment of all federal, state and local taxes, which are payable upon the use of or sale of Services hereunder, or the use of or resale of Services by Customer. If FIWI should pay or become obligated to pay any such taxes properly assessed to Customer, Customer shall promptly reimburse FIWI thereof. Taxes based upon the Income, property or receipts of FIWI are excepted from this provision.
4. **AGENCY AGREEMENT.** In accordance with the terms of an "Agency Agreement" being entered into by both parties, Attachment 1 hereto, Customer authorizes FIWI to act as Customer's agent for the sole purpose of turning-up telephone company (LEC and IXC) facilities and coordinating Services between FIWI's POP and any third-party facilities. This applies to wired connectivity only and to the extent that there is a conflict, the individual addendums take precedence on any terms and conditions.
5. **PAYMENT.**
 - a. The monthly recurring charge for each Service (as specified in the applicable Addendum) shall be payable in U.S. funds. Such monthly recurring charge shall be due within 15 days from the date of FIWI's invoice thereof, and shall be submitted to FIWI at:

FIWI COMMUNICATIONS LLC.
1657 Lucerne Street, Suite C
Minden, NV 89423
 - b. Payment will not be deemed to have been made until the funds are delivered to FIWI. Any payment (including monthly recurring Service charges due under this section or any other amount due hereunder) not made when due will be subject to a late charge of 1 ½% per month or the rate allowed by NRS 99.040, whichever is greater.
 - c. Upon the expiration of the Initial Service Term (as specified in each Addendum), FIWI shall have the right to adjust its rates for that Service upon 30 days' notice to Customer.
 - d. Customer is responsible for all usage of the Services provided by FIWI to the Customer under this agreement, regardless of fraud, misuse, or fraudulent procurement or consumption of the Services provided hereunder, provided that such fraud or misuse is not attributable to the intentional, reckless or negligent acts of FIWI or its agents, and customer shall make payment on such usage as required herein.

7. **FORCE MAJEURE.** FIWI shall not be liable for any failure or delay in performance caused by accident, label dispute, fire or other casualty, weather or natural disaster, damage to facilities, the conduct of third parties, or other cause beyond its reasonable control (“force majeure”).
8. **DEFAULT.**
- a. Customer shall be in default if it fails to timely perform any obligation under this Agreement, or any other agreement with a FIWI subsidiary and affiliate, or becomes the subject of any proceedings under any bankruptcy or insolvency laws. Upon such default, and at any time thereafter, FIWI may, at its option, terminate this Agreement, one or more Addenda hereto, or any other agreement held by FIWI, and/or a FIWI subsidiary and affiliate, upon five days’ notice to Customer and pursue all other available remedies at law and in equity, all of which shall be cumulative.
 - b. If this Agreement or any Addendum is terminated by FIWI during the Initial Service Term of any Addendum as a result of Customer’s default or is terminated or repudiated by Customer without cause, in addition to any other damages or remedies to which FIWI may be entitled, Customer shall be liable for liquidated damages equal to 75% of the monthly recurring charge for the terminated Services for the remainder of the Initial Service Term under the applicable Addendum, or such other percentage as may be stated in the Addendum. Such lump sum for any terminated Services shall be due one month after notice is given to Customer by FIWI.
 - c. Subsequent to termination of Services for cause and prior to any reinstatement of FIWI’s Services to Customer, the parties shall agree upon the amount of any reconnect charges, increase in Service rates and/or security deposit required hereunder, it being understood, however, that in the event of termination, FIWI may sell the Services to others.
 - d. The terms and conditions of any Addendum hereto may be terminated by Customer if FIWI is in breach of said Addendum, provided that Customer provides FIWI with fifteen (15) days written notice of its intent to terminate said addendum and provides FIWI the opportunity to cure the breach within the fifteen (15) day time period.
9. **INDEMNIFICATION.** Customer shall indemnify and hold harmless FIWI, its subsidiaries and affiliates, against all losses, claims, damages, expenses and liabilities (including attorneys’ fees and court costs) caused by an act, error or omission of, or any condition created by, Customer or its employees, agents, equipment or other property and arising out of or relating to: (i) claims for libel or slander, and/or infringement of copyright in connection with the material transmitted over FIWI’s facilities; or (ii) personal injury or property damage (including any damage to the facilities or equipment of FIWI, any connecting carrier, or any other third party); or (iii) any breach of any representation, warranty or covenant made by Customer herein; or (iv) claims by the customers of the Customer, or any other third parties with whom Customer conducts business (to the extent that such claims arise out of operations or activities hereunder). FIWI agrees to indemnify, defend, and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from or related to FIWI’s negligent performance pursuant to the terms of the Contract by Contractor or Contractor’s agents or employees.
10. **NOTICES AND OTHER COMMUNICATIONS.**
- a. Unless written notice of a change is given to Customer, notices and other communications to FIWI shall be in writing and personally delivered, telecopied, or sent by Certified Mail, return receipt requested, or overnight courier service to:

FIWI COMMUNICATIONS LLC
1657 Lucerne Street, Suite C
Minden, NV 89423
fiwicomm@gmail.com

b. Unless written notice of a change is given to FIWI, all notices and other communications to Customer shall be sent to its address as set forth on the face of this Agreement, and in a manner set forth in paragraph 10.a, above, or to Customer's facsimile number to be provided by Customer.

11. **LIABILITY.** The warranties and remedies set forth in this Agreement constitute the only warranties and remedies with respect to the Services provided. Such warranties are in lieu of all other warranties, written or oral, statutory, express or implied, including without limitation, the warranty of merchantability and the warranty of fitness for a particular purpose or use. In no event shall FIWI be liable for any special, consequential or incidental damages, or for any lost profits of any kind or nature whatsoever to Customer or Customer's customer.

12. **COMPLIANCE WITH LAWS.** Each party shall comply with all federal, state and local laws with respect to the Services and this Agreement. Customer agrees to provide evidence of all authorizations and approvals of public authorities, that are required to perform under this agreement, to FIWI upon request.

13. **GENERAL TERMS AND CONDITIONS.**

- a. This agreement is not intended and shall not be construed to create a partnership, agency or joint venture between the parties or result in a joint communications service offering to the customers of Customer or FIWI.
- b. This agreement may not be assigned by either party in whole or in part without the prior written consent of the other party, which consent shall not be unreasonably withheld, except that FIWI shall have the right to assign this Agreement to its subsidiaries and affiliates without Customer's consent, provided that such subsidiary or affiliate assumes all rights and obligations hereunder.
- c. This agreement and any documents attached hereto constitute the entire agreement between the parties and supersede all prior agreements, whether written or oral, with respect to the specific Services being provided hereunder.
- d. Neither this Agreement nor any Addendum hereto shall become effective until accepted by an authorized partner of FIWI.
- e. The terms and provisions of this Agreement may only be waived, modified or changed by an amendment in writing signed by both parties hereto. No failure by either party to insist upon the other party's performance of any obligation hereunder shall constitute a waiver of the obligation and the parties may require compliance with any such obligation at any time.
- f. In the event of any dispute arising out of or relating to this agreement, either party may initiate arbitration by an impartial arbitrator, not associated with either party, licensed by the State of Nevada. If either party institutes arbitration and/or legal proceedings to enforce any provision hereof, in addition to any other relief awarded by the court, the prevailing party shall be entitled to recover its attorneys' fees, expert fees, and other costs.
- g. If any provision of this Agreement shall be determined to be invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect.
- h. This Agreement shall be governed in all respects by the internal laws of the State of Nevada. The parties hereby subject themselves to the jurisdiction of the state courts in the County of Douglas, State of Nevada, for the resolution of any dispute arising hereunder and agree that the venue in any suit filed in those courts shall be proper.
- i. This Agreement may be executed in multiple counterparts, all of which taken together shall constitute the Agreement. Signed counterparts of this Agreement delivered via facsimile shall be treated as executed and delivered originals.

- j. Public Records: FIWI acknowledges that this Agreement and certain documentation (collectively 'Records') may be subject to public record requests. Should the Customer reasonably believe that Records, in whole or in part, are subject to production via a valid, properly submitted request made under the Public Records Law, the County will promptly notify FIWI of such request providing five (5) business days advance notice prior to producing any of the requested Records.
- k. FIWI will perform all services in a manner consistent with that level of care and skill ordinarily exercised by other members of FIWI's profession currently practicing in the same locality under similar conditions
- l. FIWI understands and agrees that the services it will render to the Customer are not intended for the improvement of real property or to otherwise grant any rights to FIWI pursuant to NRS chapter 108.
- m. The Customer is subject to the Nevada Local Government Budget and Finance Act. As such, Customer's obligation for payment on each Project is contingent on the availability of County funds, provided however that the Customer shall notify FIWI in writing of County's failure to appropriate sufficient funds at least 180 days in advance of said funds coming due.
- n. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party or to otherwise allow a third party to assert a cause of action against either FIWI or Customer.
- o. By signing the Contract, FIWI agrees that any information obtained from Customer, in whatever form, will not be divulged to other competing interests without the permission of the County Manager. In the event of a breach of this provision, Douglas County may immediately withdraw, without penalty or any payment, from the Contract. FIWI must notify Customer of any other contracts or projects Contractor is working on that may negatively impact Customer.

IN WITNESS WHEREOF, the undersigned hereby acknowledge that they have read and fully understand the foregoing Agreement and, further, that they agree to each of the terms and conditions contained herein.

DOUGLAS COUNTY

FIWI COMMUNICATIONS LLC

Signature

Signature

Name (Print)

Name (Print)

Title

Title

Date

Date

**FIWI Communications LLC
Addendum #1**

This Addendum dated _____, 2017 is attached and made part of the Master Services Agreement dated _____, 2017 between DOUGLAS COUNTY ("County") and FIWI Communications LLC ("FIWI"). All Services and charges specified under this Addendum are subject to the terms and conditions contained within the FIWI Master Services Agreement.

- 1. Project:** Design, installation and configuration of a 100Mb licensed encrypted microwave link between the Town of Gardnerville Administrative Office and the existing wireless links on the Light Pole at Stodick Park. The Radio link product descriptions are:

Description	QTY
FCC Microwave License Coordination	1
PTP 820 Licensed Point-to-Point Microwave Radio	2
1' Antenna assemblies	2
CNT-400 50 Ohm Coax	100'
Coaxial cable installation assembly kit	2
Lightning Protection Kits	2
Light duty chain mounted kit	2
Encryption 128bit Upgrade	2
UPS 1600VA	1
NEMA Cabinet	1

- 2. Costs:** The County's costs for the Project shall be a onetime amount of \$27,000.00.

- 3. Delivery:** Within 60 days from receipt of signed Agreement.

This Addendum may be executed in multiple counterparts, all of which taken together shall constitute the Addendum. Signed counterparts of this Addendum delivered via facsimile or email shall be treated as executed and delivered originals.

DOUGLAS COUNTY

FIWI COMMUNICATIONS LLC

Signature

Signature

Name (Print)

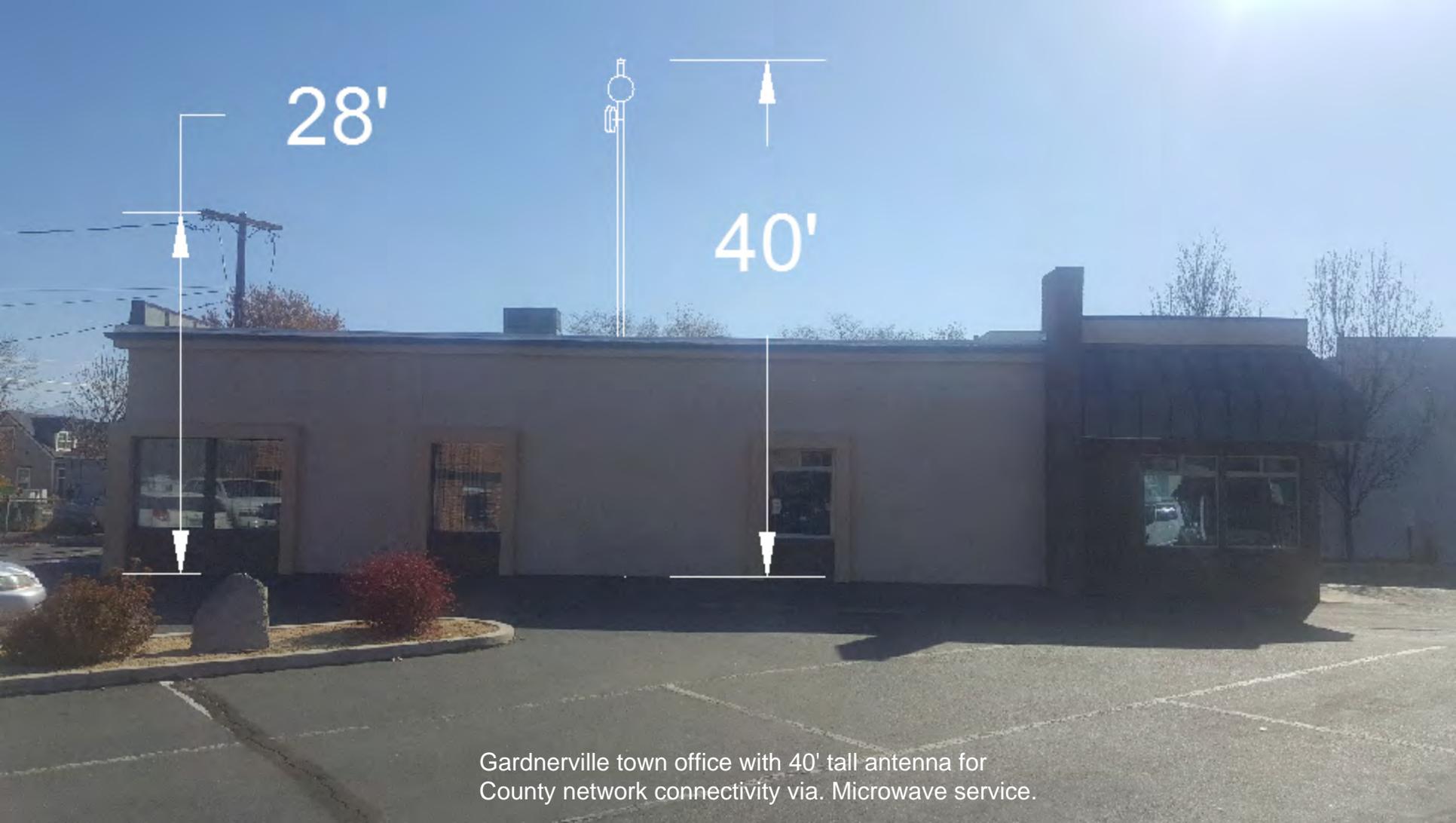
Name (Print)

Title

Title

Date

Date



28'

40'

Gardnerville town office with 40' tall antenna for County network connectivity via. Microwave service.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not for Possible Action:** Presentation on Conner Ritchie's Eagle Scout Project Gilman Island landscaping and installing benches and trash receptacle along the Town Martin Slough Trail. Presentation by Conner Ritchie.

2. **Recommended Motion:** N/A

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** November 7, 2017 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: To be presented at meeting.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Presentation on a campaign called "Planting the Promise" by the Partnership for Community Resources. Presentation by Daria Winslow
2. **Recommended Motion:** Approve participating in "Planting the Promise" campaign by receiving tulip bulbs, planting them, and maintaining them when they bloom in the spring.

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** November 7, 2017 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: Presentation by Daria Winslow, Partnership for Community Resources. See attached information.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued



REQUEST FOR PLACEMENT ON THE AGENDA

FOR THE GARDNERVILLE TOWN BOARD

Name: Partnership of Community Resources- Daria Winslow Telephone: 775-782-8611

Mailing Address: 1517 Church Street Gardnerville, NV 89410

Nature of Request and Approximate Amount of Time Needed: We are implementing a campaign called "Planting the Promise" which is part of the national campaign for Red Ribbon Week. Our main goal for this is to have businesses and organizations help us take ownership of this campaign by taking a minimum of 25 tulip bulbs, planting them and in the spring when they bloom help maintain them. We will have signs to go along with the bulbs stating the campaign and how we are using it to show Douglas County's promise to be and remain healthy. We would like the Town of Gardnerville to participate. 15 minute presentation.

Signature: *Daria Winslow* Date: 10-18-2017

The Gardnerville Town Board meets on the first Tuesday of each month. Please submit any pertinent information regarding your request at least 15 days prior to the Board meeting date.

Agendas are posted three days prior to the meeting. You will receive a copy of the Agenda in the mail informing you of the approximate time you will appear before the Board.

We **PLANT** the Promise

*To Keep
Douglas County
Healthy and
Drug Free!*



Partnership
of Community Resources
Connecting for a Caring Community

These red tulip gardens can be found in multiple locations across Douglas County and serve as a reminder to our residents that we live, work, and play in a beautiful, healthy, and drug free community.

For more information, visit www.partnership-resource.org.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to award or deny town contract 2017-1615 (PWP DO 2017-235) Maintenance Yard Improvements and Sidewalk Extension to V& C Construction, in the amount of \$351,269, including Base Bid only with a provision for a 10% increase in the contractor's price for testing and inspection. Discussion on the bid award and authorize the Town Manager to sign the contract documents. Committed funds for the project that were budgeted in the 2016/2017 budget account 611 (Health and Sanitation fund) in the amount of \$160,000 and use \$60,000 from 610 (Gardnerville General Fund), and authorize transfer of the truck purchase to capital projects in the amount of \$150,000 to be used on the project; with public comment prior to board action.
2. **Recommended Motion:** Award the town contract 2017-1615 (PWP DO 2017-235) Maintenance Yard Improvements and Sidewalk Extension to V& C Construction, in the amount of \$351,269, including Base Bid only with a provision for a 10% increase in the contractor's price for testing and inspection, authorizing the changes to the budget to be approved at the next meeting to cover the cost of the project. OR deny award of the any bids town contract 2017-1615 (PWP DO 2017-235) Maintenance Yard Improvements and Sidewalk Extension

Funds Available: Yes N/A (See the staff memo)

3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** November 7, 2017 **Time Requested:** 10 minutes
6. **Agenda:** Consent Administrative

Background Information: See the next page Background continued.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

Background Continued:

This project is the expansion of the Martin Slough trail from Toler to 395, and the final improvements to hide and secure all the town equipment. It is downtown and ever since Raley's did their façade improvements, and Sharkeys and Overland invested millions into their sites, this has been a project the town has set as a priority. It's more than we wanted to pay for the project, but it has a County permit, an NDOT permit, and a contractor willing to do the work. The project ended up in the prevailing wage range over \$250,000. Staff budgeted \$160,000 for the front improvements and \$60,000 for the back improvements. We have the Kingslane project coming up and this project extends the electrical conduit from the building to the back side of the lawn for the (2) street light needed at the relocated crosswalk. We have two options at this point;

1. Do the project at \$351,269.
2. Split the project back up, pay more in engineering, more in permit fees and make it look like we are avoiding the NRS with the \$250,000 limit. That was the reason we put them together and hoped more contractors would have bid on it to be more competitive. Two bids were all we received. This will have to be another budget cycle apart to finish this and staff would prefer to just get this one done once and for all.

We will use the funding set aside last year for both
Hellwinkle Barns \$60,000
Shop fence \$160,000 - 610-

This year's budget 611 – another refurbished truck \$150,000. This will push off our next truck purchase to the following year. This one took longer than anticipated and we are working through minor issues, lights, new seat position and an oil leak on the tranny. The guys have been using it and it will work. We could still do the new body on 609 as we just rebuilt that motor and it is running great. This will also allow us to provide some separation between truck purchases for future replacement.

We have _____ in the 610 account today & _____ in the 611 account ¼ through the budget year.

TOWN OF GARDNERVILLE

2017-1615 Maintenance Yard and Sidewalk Extension

CORE PROJECT			V & C Construction Inc.		MKD Construction			
	UNITS		UNIT PRICE	LINE ITEM PRICE	UNIT PRICE	LINE ITEM PRICE		
1	Mobilization, Demobilization, Bonding and Insurance	1	LS	\$15,000.00	\$15,000.00	\$48,500.00	\$48,500.00	
2	Traffic Control	1	LS	\$5,000.00	\$5,000.00	\$17,500.00	\$17,500.00	
3	Temporary Erosion and Dust Control as Necessary	1	LS	\$1,000.00	\$1,000.00	\$8,500.00	\$8,500.00	
4	General Demolition per Plan	1	LS	\$15,000.00	\$15,000.00	\$80,000.00	\$80,000.00	
5	PCC 'I' Curb	52	LF	\$28.50	\$1,482.00	\$55.00	\$2,860.00	
6	Type 1 PCC Curb and Gutter	114	LF	\$30.50	\$3,477.00	\$60.00	\$6,840.00	
7	PCC Flatwork	2816	SF	\$6.45	\$18,163.20	\$25.50	\$71,808.00	
8	PCC Pavement	8259	SF	\$9.25	\$76,395.75	\$26.00	\$214,734.00	
9	PCC Reinforced Commercial Valley Gutter Spandrel	1	EA	\$18,925.00	\$18,925.00	\$17,000.00	\$17,000.00	
10	PCC Reinforced 9" PCC Decorative Concrete entry Pad (Full depth color)	1	EA	\$9,775.00	\$9,775.00	\$6,600.00	\$6,600.00	
11	PCC Commercial Drive Apron (Toiyabe)	1	EA	\$3,900.00	\$3,900.00	\$5,500.00	\$5,500.00	
12	ADA Ramps with detectable warnings	3	EA	\$1,900.00	\$5,700.00	\$2,500.00	\$7,500.00	
13	5' CMU reinforced CMU Wall - Bricks for top cap provided by the town	361	LF	\$288.00	\$103,968.00	\$485.00	\$175,085.00	
14	PCC Valley Gutter	30	LF	\$45.00	\$1,350.00	\$90.00	\$2,700.00	
15	Double Swing Gate with Color Slats	2	EA	\$2,400.00	\$4,800.00	\$2,800.00	\$5,600.00	
16	SD Manhole	2	EA	\$3,500.00	\$7,000.00	\$8,000.00	\$16,000.00	
17	Drop Inlet with Smart Sponge	1	EA	\$1,600.00	\$1,600.00	\$4,300.00	\$4,300.00	
18	SD Type 1A	4	EA	\$1,500.00	\$6,000.00	\$4,400.00	\$17,600.00	
19	24" DIA RCP - Class III	26	LF	\$95.00	\$2,470.00	\$215.00	\$5,590.00	
20	15 DIA RCP - Class V	35	LF	\$50.00	\$1,750.00		\$0.00	
21	Bollards - Town Provided, (reuse existing) and Installed by the contractor	3	EA	\$250.00	\$750.00	\$500.00	\$1,500.00	
22	Decorative Light Footing and Placement of (2) 2" conduits	4	EA	\$700.00	\$2,800.00	\$1,300.00	\$5,200.00	
23	(2) 2" conduit from shop building to 395 and stub for wall lighting and outlets	155	LF	\$30.00	\$4,650.00	\$60.00	\$9,300.00	
24	Main Power and Cable conduit from NV Energy Pole to ex box in yard (Under Storm Drain)	35	LF	\$100.00	\$3,500.00	\$195.00	\$6,825.00	
25	1" conduit for outlet electrical and pull boxes and pull boxes on block wall	60	LF	\$28.00	\$1,680.00	\$45.00	\$2,700.00	
26	Pull Boxes - Lights and future lights at front wall	8	EA	\$400.00	\$3,200.00	\$1,075.00	\$8,600.00	
	BID TOTAL				\$319,335.95		\$748,342.00	
ALTERNATE A			UNITS		UNIT PRICE		LINE ITEM PRICE	
27	Pull wiring and install town supplied light poles and fixtures connected to ex town elec. Panel in metal shop	75	LF	\$60.00	\$4,500.00	\$110.00	\$8,250.00	
28	4' and 8' sidewalk from driveway at Toiyabe to toler	75	LF	\$60.00	\$4,500.00	\$80.00	\$6,000.00	
29	3' Wrought iron fence on top of brickwork and CMU wall	361	LF	\$70.00	\$25,270.00	\$67.00	\$24,187.00	
30	Chain link Fence with Colored Slats with 4' man gate (Maintenance shed to well house)	75	LF	\$48.00	\$3,600.00	\$45.00	\$3,375.00	
31	Wrought iron Man gate (not chain link)	1	EA	\$1,500.00	\$1,500.00	\$1,120.00	\$1,120.00	
32	Trash Receptacle install 36" Dia. X4" conc. Pad	1	EA	\$2,000.00	\$2,000.00	\$975.00	\$975.00	
	BID TOTAL				\$41,370.00		\$43,907.00	
GRAND TOTAL					V & C Construction Inc.		MKD Construction	
					\$360,705.95		\$792,249.00	

Current Plan Holders

V&C	Mike Brumen	PO Box 1269	Minden NV 89423
Walter Lee		PO Box 230	Paradise Valley NV 89426
SNC	Fred Couccier	PO Box 50760	Sparks, NV 89431
MKD		20 Stokes Dr.	Mound House NV 89706
Sierra View Equipment		PO Box 1486	Minden NV 89423
Impact Construction		PO Box 59	Gardnerville NV, 89410
Mountain View			

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications, or deny the request from RO Anderson to accept maintenance of a portion of SIP 0057 for the final extension of Lasso Lane, including asphalt concrete paving, curb, gutter, sidewalk, storm drainage catch basin and outlet pipe, riparian pad, and new street light, within road right of way of Phase 2D of the Ranch at Gardnerville, recently renamed Heybourne Meadows, Phase 2D; with public comment prior to board action.
2. **Recommended Motion:** Conditionally accept the maintenance of a portion of SIP 0057 for extension of Lasso Lane, with accompanying ac paving, curb, gutter, sidewalk, storm drainage catch basin and pipe and riparian pad, one (1) street light within road right-of-way of Phase 2D of the Ranch at Gardnerville

Funds Available: Yes N/A (No cost at this time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** November 7, 2017 **Time Requested:** 5 minutes

6. **Agenda:** Consent Administrative

Background Information: The Ranch Phase 2D was approved to be constructed in February 2015. RO Anderson Engineering and the contractor have fixed the punch list items to the satisfaction of town staff and a final walk through of the finished product was held on July 12, 2017. Street lights will be installed prior to the final map being recorded, and we can condition this approval after the street lights are installed. Staff finds the improvements ready for acceptance. We have the testing results and record drawings of this phase.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

- Approved Approved with Modifications
 Denied Continued

October 24, 2017

Hand Delivered



Tom Dallaire, P.E., Town Manager
TOWN OF GARDNERVILLE
1407 Highway 395
Gardnerville, NV 89423
tdallaire@co.douglas.nv.us

**A Planned Development for Heybourne Meadows Phase II D
(formally known as The Ranch at Gardnerville Phase II D)
Record Information (PD) 04-008**

Dear Tom:

On behalf of our client, Heybourne Meadows, LLC, we request to be placed on the agenda of the Town of Gardnerville's November Board meeting. Attached please find for your review and use two sets of the record drawings for the subject improvements, including the surface improvements necessary to serve the proposed lots. As the surface and storm drainage improvements work are complete on this portion of the project, we respectfully request your acceptance of the improvements and acknowledgement that the project is now complete.

During your review of this information, should you have any questions or require any supplemental information, I trust that you will not hesitate to contact me.

Yours sincerely,

R.O. ANDERSON ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read "Rob Anderson", written over the printed name.

Robert O. Anderson, P.E., CFM, WRS
Principal Engineer

Attachments

Y:\Client Files\2406\2406-004\Documents\Ltr T Dallaire RE Phase IID Acceptance of Improvements.doc



August 7, 2017

Attn: Erik Nilssen, County Engineer
Douglas County Community Development
1594 Esmeralda Avenue
PO Box 218
Minden, NV 89423

Re: The Ranch at Gardnerville Phases 2D – Portion of SIP# 0057

Dear Erik,

At the August 7, 2017 Gardnerville Town Board took action conditionally accepting the maintenance of the request to accept the constructed improvements within the Ranch at Gardnerville Phases 2D portion of the phase 2C- 2E improvements. The single light was not installed at the meeting date and the condition was to get the light installed and connected to the existing electric meter. The board took action to accept maintenance of the following improvements:

1. Extension of Lasso Lane and cul-de-sac, with accompanying ac paving, curb, gutter, and sidewalk.
2. Storm drainage catch basin and drainage pipe and outlet into the wetland.

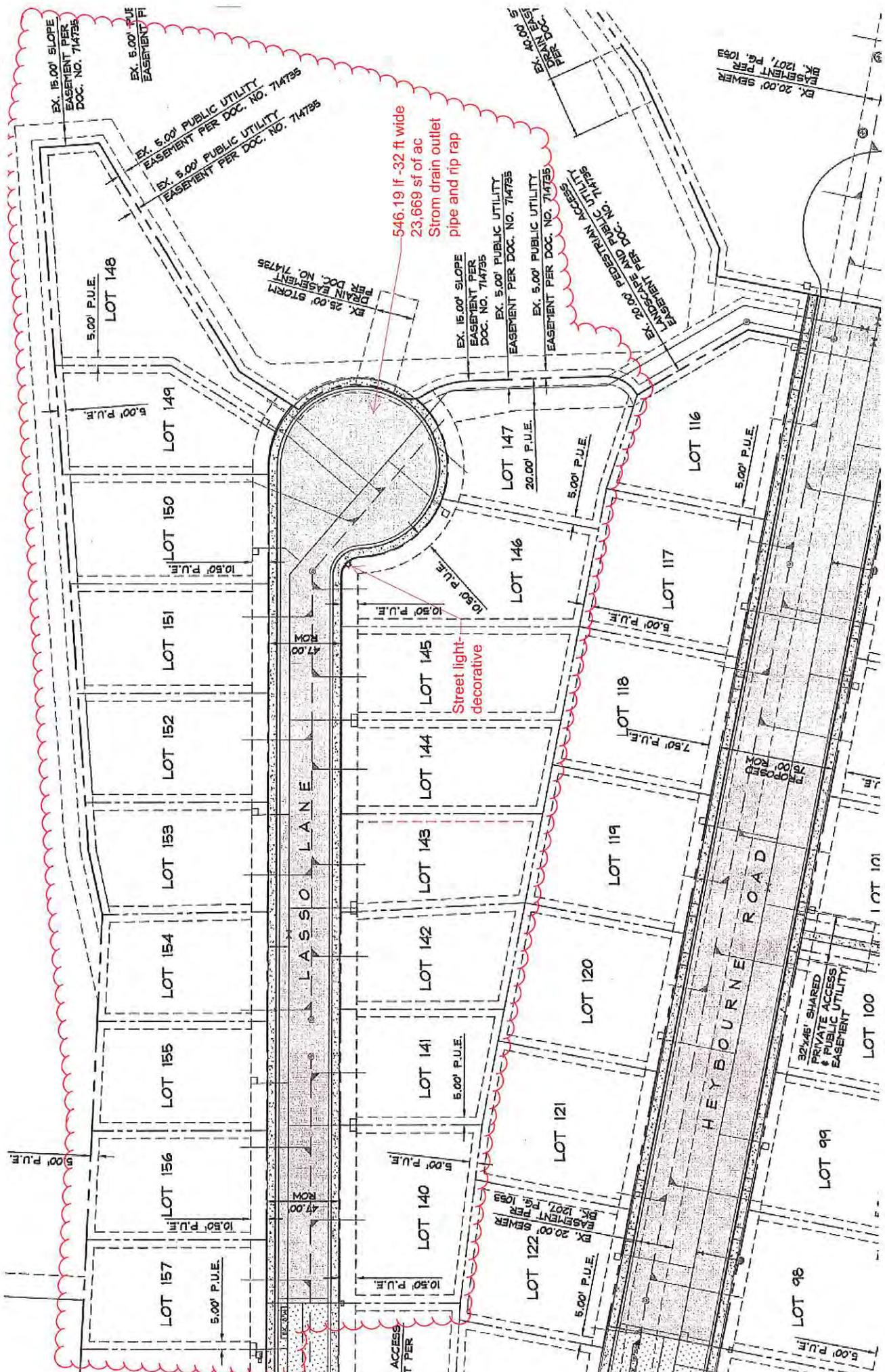
All the improvements are located within road right-of-way or easements within Phase 2D of the Ranch at Gardnerville.

Record Drawings and Compaction testing results have been provided to the town for our records.

If you have any questions, comments or require additional information, please do not hesitate to contact me at 782-7134.

Sincerely,

Thomas A. Dallaire, P.E.
Gardnerville Town Manager



EX. 15.00' SLOPE EASEMENT PER DOC. NO. 714735

EX. 5.00' PUBLIC UTILITY EASEMENT PER DOC. NO. 714735

546.19 lf -32 ft wide
23,669 sf of ac
Storm drain outlet
pipe and rip rap

EX. 25.00' STORM DRAIN EASEMENT PER DOC. NO. 714735

EX. 15.00' SLOPE EASEMENT PER DOC. NO. 714735

EX. 20.00' PEDESTRIAN ACCESS EASEMENT PER DOC. NO. 714735

EX. 20.00' SEWER EASEMENT PER BK. 1207, PG. 1053

5.00' P.U.E. LOT 148

5.00' P.U.E. LOT 149

10.50' P.U.E. LOT 150

10.50' P.U.E. LOT 151

10.50' P.U.E. LOT 152

10.50' P.U.E. LOT 153

10.50' P.U.E. LOT 154

10.50' P.U.E. LOT 155

10.50' P.U.E. LOT 156

10.50' P.U.E. LOT 157

47.00' ROW

10.50' P.U.E. LOT 145

10.50' P.U.E. LOT 146

10.50' P.U.E. LOT 147

10.50' P.U.E. LOT 148

10.50' P.U.E. LOT 149

10.50' P.U.E. LOT 150

10.50' P.U.E. LOT 151

10.50' P.U.E. LOT 152

10.50' P.U.E. LOT 153

10.50' P.U.E. LOT 154

10.50' P.U.E. LOT 155

20.00' P.U.E. LOT 147

5.00' P.U.E. LOT 148

5.00' P.U.E. LOT 149

5.00' P.U.E. LOT 150

5.00' P.U.E. LOT 151

5.00' P.U.E. LOT 152

5.00' P.U.E. LOT 153

5.00' P.U.E. LOT 154

5.00' P.U.E. LOT 155

5.00' P.U.E. LOT 156

5.00' P.U.E. LOT 157

5.00' P.U.E. LOT 146

5.00' P.U.E. LOT 147

5.00' P.U.E. LOT 148

5.00' P.U.E. LOT 149

5.00' P.U.E. LOT 150

5.00' P.U.E. LOT 151

5.00' P.U.E. LOT 152

5.00' P.U.E. LOT 153

5.00' P.U.E. LOT 154

5.00' P.U.E. LOT 155

5.00' P.U.E. LOT 116

5.00' P.U.E. LOT 117

5.00' P.U.E. LOT 118

5.00' P.U.E. LOT 119

5.00' P.U.E. LOT 120

5.00' P.U.E. LOT 121

5.00' P.U.E. LOT 122

5.00' P.U.E. LOT 123

5.00' P.U.E. LOT 124

5.00' P.U.E. LOT 125

5.00' P.U.E. LOT 126

5.00' P.U.E. LOT 127

PROPOSED 75.00' ROW

32'x45' SHARED PRIVATE ACCESS & PUBLIC UTILITY EASEMENT

LOT 99

LOT 98

LOT 100

LOT 101

ACCESS EASEMENT PER

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications, or deny the Town Social Media Policy; with public comment prior to board action.

2. **Recommended Motion:** Staff is looking for comments and suggestions on the policy, Motion to approve the approve the Social Media Policy

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire & Carol Louthan

5. **Meeting Date:** November 7, 2017 **Time Requested:** 20 minutes

6. **Agenda:** Consent Administrative

Background Information: Brought a policy last month and we discussed modifying the county policy to fit the town needs. This is the corrected version of that discussion. The first version is what we took out or added and the next version is what it would look like with all the changes, corrections and additions. It will need to be retyped because when it was converted from the county PDF the fonts did not adapt well.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

	TOWN OF GARDNERVILLE TOWN OPERATIONS MANUAL DIRECTIVES AND PROCEDURES	Number
	SUBJECT: Social Media Policy	Issue Date

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I. PURPOSE:

To provide uniform guidelines by which information regarding Douglas County ~~Town of Gardnerville~~ activities, issues ~~initiatives, warnings~~ and general information will be disseminated using social media. This includes assessing and managing comments and replies, managing social media as a public record and to provide guidance on the use of linking to ~~Douglas County's~~ the Town of Gardnerville website's. This policy also establishes guidelines for the use of social media for ~~Douglas County~~ Town of Gardnerville employees.

II. GENERAL POLICY:

A. All ~~Douglas County~~ Town of Gardnerville social media sites ~~posted by Department Directors, Elected Officials, or their designees will be subject to approval by the County Manager, Public Information and Community Relations Coordinator and the applicable Elected Official~~ hosted by administrators or their designees ~~will be~~ may be subject to approval by the Town Manager.

- i. The following will remain the Town of Gardnerville's official social media platforms:
 1. Facebook
 2. Twitter
 3. You Tube

ii. ~~Douglas County~~ The Town of Gardnerville shall use social media sites as a method to disseminate public information as a promotional tool to increase ~~Douglas County's~~ the Town of Gardnerville's ability to broadcast its messages to the widest possible audience.

- i. ~~Content posted to Douglas County's social media will also be available on at least one of Douglas County main websites.~~
- ii. ~~Wherever possible, content posted to Douglas County's social media should contain links directing users back to one of Douglas County's official websites for in-depth information, forms, documents or online services necessary to conduct business with the Douglas County.~~
- iii. ~~ii. Douglas County~~ The Town of Gardnerville supports open dialogue and the exchange of ideas, however ~~Douglas County~~ the Town of Gardnerville social media is and will be treated as a nonpublic forum for First Amendment purposes.
- iii. Given the immediate nature of social media, the ~~Douglas County~~ Town of Gardnerville will take a controlled, strategic, respectful and thoughtful approach to the use of social media to ensure information is current and appropriate and

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responses to posts, constituent requests, and questions are accurate and timely.

- ~~B. Department Directors, Elected Officials or their designees, in accordance with this policy, will be responsible for the content and upkeep of any social media their departments create. The Douglas County Manager's Office is responsible for the dissemination of emergency management social media messages and warnings. Content related to crisis or emergency communications must conform to the policies and procedures contained within the relevant emergency operations plans. Public safety messages, warnings and emergency alerts will be published on Douglas County-owned and operated pages to ensure content is being recorded.~~
- C. ~~All Douglas County~~ Town of Gardnerville social media shall comply with all appropriate ~~Douglas County~~ town and county policies and procedures. ~~& and procedures.~~
- D. ~~Douglas County~~ Town of Gardnerville social media must remain public in nature.
- F. ~~Department Directors and Elected Officials shall appoint~~ Two employees ~~to~~ will act as "Administrators" over ~~their~~ social media created by ~~their departments, in addition to the Public Information Officer.~~ the Town of Gardnerville. ~~Administrators, whose duties are further described in Section IX, are able to post, publish and manage public comments, questions and requests.~~ Administrators can also appoint employees to be editors who can monitor posts or edit current posts made by the administrators.

III. PUBLIC RECORDS/RETENTION:

- A. Town of Gardnerville social media sites are subject to State of Nevada public records laws.
 - i. Any content maintained in a social media format that is related to the ~~Douglas County~~ Town of Gardnerville business, including a list of subscribers and posted communication, is a public record.
 - ii. The ~~Department's~~ administrators maintaining the site are responsible for responding completely and accurately to any public records request for public records on social media and must direct the public request to the relevant departmental ~~public records officer, if not within the town boundary.~~
 - iii. Content related to ~~Douglas County~~ Town of Gardnerville business shall be maintained in an accessible format and so that it can be produced in response to a request.
 - iv. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- B. State of Nevada records retention schedules apply to social media formats and social media content. Direct messages sent to social media accounts will be treated as general correspondence and kept in accordance with the retention schedules provided by the Nevada State Library and Archives at <http://nsla.nevadaculture.org/>
- C. All use of ~~Douglas County~~ Town of Gardnerville social media shall be in compliance with applicable state, federal and local laws.

IV. SOCIAL MEDIA ON BEHALF OF DOUGLAS COUNTY--:

Selection of Social Media Accounts:

- A. The account must be accessible to anyone above the age of 18 and available free of charge to users. No site that limits access to services based on race, ethnicity, religion, sexual orientation, or physical ability shall be used by the ~~Douglas County~~ Town of Gardnerville.
- B. Accounts set up for the purpose of communicating with the public on behalf of the ~~County town-Town~~ must be approved and created by the ~~Douglas County Department Director, Elected Official or Public Information Officer and identified as a department of Douglas County, Nevada and use either the County logo or department branding~~ administrators for the Town of Gardnerville, Nevada and use the town logo.

V. CONTENT/USE BY OTHERS:

- A. Information posted or pages created on behalf of ~~Douglas County~~ the Town of Gardnerville must:
 - i. Directly pertain to Douglas County, its departments or services;
 - ii. Contain public information, which is not considered confidential under County, State or Federal law or policy;
 - iii. Not contain any personal information;
 - iv. Images or photographs of a public place, person in a public place or public event participants may be published or posted as long as the photograph or image is associated with ~~Douglas County~~ Town of Gardnerville news, public event, service, activity, program, or other affair of legitimate public interest or concern without the express written permission of the person being photographed. The Administrator must not post or publish the image or photograph on ~~Douglas County~~ Town of Gardnerville social media, if:
 - 1. the image or photograph would be highly offensive to a reasonable person; or
 - 2. if the image or photograph would intrude on a reasonable person's expectation of privacy (i.e.: patient room, restroom, locker room), or any other place traditionally associated with a legitimate expectation of privacy; or
 - 3. if the photograph or image is published solely for commercial or political purposes; or
 - 4. if the photograph or image depicts the person in a false light.
 - v. Not be commercial or political in nature.
- B. Elected officials, ~~Department Directors~~ Managers or their designees shall not disclose information about confidential or privileged Town of Gardnerville business on any ~~Douglas County~~ Town of Gardnerville social media site.
- C. Users and visitors to social media sites shall be notified the intended purpose of the site is to serve as a mechanism for communication between ~~Douglas County~~ the Town of Gardnerville and members of the public. ~~Douglas County~~ Town of Gardnerville social media articles and comments containing any of the following shall not be allowed:
 - i. Comments not topically related to the administrator's posting;
 - ii. Comments in support of or opposition to political campaigns or ballot measures;

- iii. Profane language or obscene content;
- iv. Comments or information which promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- v. Sexual content or links to sexual content;
- vi. Conduct or encouragement of activities which are illegal or may appear to be illegal;
- vii. Information that may tend to compromise the safety or security of the public, public facilities, ~~Douglas County~~ Town of Gardnerville systems, or ~~Douglas County~~ Town of Gardnerville employees;
- viii. Copyrighted materials, trade secrets, proprietary information, or any other highly sensitive confidential information, or information which violates a legal ownership interest of any other party; ~~or~~
- ix. Solicitation of others for commercial ventures, religious, social or political causes; ~~or~~
- x. Comments or information which is or could be controlled or prohibited by ~~Douglas County~~ the Town of Gardnerville in a non-public forum-
- xi. Comments or information which would otherwise violate state, federal, local laws or violate ~~Douglas County~~ Town of Gardnerville policies.

D. These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

E. ~~Douglas County~~ The Town of Gardnerville reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

F. ~~Douglas County~~ The Town of Gardnerville reserves the right to temporarily or permanently suspend access to social media at any time.

VI. DUTIES OF DESIGNATED ADMINISTRATORS:

A. Elected officials, Department Directors or their designees shall appoint designated administrators, ~~as set forth in Section IVV (F)~~ for their social media.

B. Designated administrators shall:

- i. Post information on social media sites;
- ii. Oversee and manage social media including authorization and approval of posts;
- iii. Evaluate and accept or deny requests for usage (friends, followers, etc.);
- iv. Authorize editors to use social media and confirm each employee's receipt, understanding and duties pursuant to this policy; maintain a list of social media domains, active account logins and passwords;
- v. Change passwords if necessary in order to maintain control;
~~Consult with Public Information Officer and to ensure social media material is archived;~~
- vi. ~~Login information, including user name and passwords must be submitted~~

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~~to the Public Information Officer and kept on file;
—Coordinate with the Public Information Officer, as appropriate, regarding questions, posts, responses and removal of information.~~

~~C. Public Information Officer role:~~

- ~~i. Public Information Officer will maintain a list of social media tools which are approved for use by Douglas County Departments.~~
- ~~ii. Public Information Officer will maintain a list of all Douglas County social media sites, including login and password information. Departmental personnel will inform the Public Information Officer of any new social media sites or administrative changes to existing sites.~~
- ~~iii. Public Information Officer will be able to immediately edit or remove content from Douglas County social media.~~

- D. Designated administrators shall at all times ensure that all statements are official and made on behalf of the ~~Douglas County~~-Town of Gardnerville. Discretion should be used before posting or commenting. Once comments are made on some social media, they cannot be deleted.
- E. The designated administrator shall at all times use his or her best judgment in deciding whether or not to respond to a post. The designated administrator shall avoid engaging any person posting in an argumentative or offensive manner.
- F. Posts or comments requiring a response should be answered within 16 work hours (two work days.) Whenever possible, responses should be made on the same day. If additional information is needed for a full response, a full response should occur within five work days.
- G. The designated administrators must, not less than once each work day, check the social media site for new activity or violations of this or any other Town of Gardnerville policy or applicable law.
- H. Designated administrators should immediately hide, not delete, any comment which violates any local, state, or federal law regarding discrimination, harassment, or violence and reject posts from users that contain content that is obscene, threatening, harassing, maliciously defamatory, copyrighted or commercial.
- I. Third-party advertising should be removed or disabled on official ~~Douglas County~~ Town of Gardnerville social media. If this is not possible, a statement should be added to the effect that the ~~County~~-Town did not authorize or endorse any advertisement on the site.
- J. Comments shall not be deleted or removed based upon the views expressed. Comments will not be edited.
- K. Hyperlinks may be prohibited in their entirety, or they may be deleted or removed where the linked site includes material which would otherwise violate this policy. ~~Douglas County~~-The Town of Gardnerville shall not re-post entries (e.g., "re-tweet") coming from persons who have filed as candidates for public office for the duration of their

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election campaigns. The ~~Douglas County~~ Town of Gardnerville shall not re-post entries of those with objectionable profile pictures and others whose activities reflect poorly on the ~~County Town . Douglas County~~ The Town of Gardnerville encourages the reposting of content about town or county activities, services and programs and content that aligns with the ~~County's~~ Town's mission and goals (e.g., nonprofit entities).

VII. TERMS OF SERVICE:

- A. Designated administrators, Town Manager, Elected Officials, Department Director, ~~Elected Officials~~ and their designees, must familiarize themselves with the terms of service of each social media platform.
- B. Each social media has its own unique terms of service that regulate how users interact using that particular form of media.

VIII. REQUEST FOR USE OF SOCIAL MEDIA:

- A. Any requested social media ~~must~~ may need to be approved by the ~~Public Information Officer, County Manager~~ Town Manager or Elected Official.
- ~~B. Departments wishing to create and manage department specific social media platforms, such as a Facebook or Twitter, should fill out a Social Media Request Form and including log-in documentation so that designated administrators and the Public Information Officer can access, monitor, and edit all Douglas County accounts.~~

~~C.B.~~ Requests should be accompanied by an explanation of;

- i. the purpose of the social media site or service;
- ii. the primary audience served;
- iii. the reason internal or existing resources will not meet these needs; and
- iv. a date range for the project (when it will launch, how long will it be in effect.)

IX. USE OF SOCIAL MEDIA BY EMPLOYEES:

- A. Use of social media in an official capacity as an employee of ~~Douglas County~~ the Town of Gardnerville:
 - i. As a representative of ~~Douglas County~~ the Town of Gardnerville, each employee engaged in social media should take responsibility for what they write, identify themselves as the author, provide their job title, and exercise good judgment and common sense.
 - ii. When an employee participates in an online social network, blog, group page, wiki or any other form of social media as a representative or employee of ~~Douglas County~~ the Town of Gardnerville certain standards of conduct apply;
 - 1. ~~County~~ Town of Gardnerville employees should always show respect. Avoid ethnic slurs, personal insults, obscenity or any conduct that would not be acceptable in the ~~County's~~ Town's workplace or violate ~~Douglas County~~ Town of Gardnerville policies. Show consideration for others' privacy and for topics that may be considered objectionable, inflammatory, or discriminatory as to a protected class.

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2. Employees should avoid engaging in arguments, correct mistakes and indicate if they have altered previous posts.

- iii. Strive to provide worthwhile information and perspective.
- iv. Promote transparency and honesty in communications and therefore employees may not post anonymously or use pseudonyms or misleading screen names when representing the ~~County~~ Town.
- v. Subject to applicable law, after-hours online activity that violates either Douglas County or Town of Gardnerville policy, codes, or legal agreements may subject an employee to disciplinary action or termination.
- ~~vi. If employees publish content from their personal accounts after hours that involves work or subjects association with the County a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the County's positions, strategies or opinions."~~
- ~~vii. If an employee is sharing emergency information from their personal social media account, the information should be shared directly from Town or Douglas County owned pages with an official Town of Gardnerville or Douglas County logo.~~

X. RESPONSIBILITY FOR REVIEW:

- A. The ~~County~~ Town Manager shall review this policy as needed or at least once every 5 years.

XI. DEFINITIONS:

- A. Social Media-Any website or electronic medium that allows for communication, accessible to anyone via the internet. Examples of social media include: Twitter, Facebook, YouTube, Next Door, Flickr, LinkedIn, Wikipedia, Digg, Reddit, Delicious, StumbleUpon, and Snapchat.
- B. Administrator-An employee who establishes, manages page roles and settings, creates and maintains content, and responds to messages for owned social media page.
- C. Editor-An employee appointed by the administrator who creates and maintains content, posts and responds to messages.
- D. Post-An entry in a forum, social media site, or blog by an author.
- E. Blog-A contraction of the term "weblog," blogs are websites that contain regular entries of commentary, descriptions of events, or other material such as graphics or video.
- F. Wiki- A collaborative software program or platform that allows web pages to be created and collaboratively edited using a web browser.
- G. User-A duly registered participant in a social media website.

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TOWN OF GARDNERVILLE
TOWN OPERATIONS MANUAL
DIRECTIVES AND PROCEDURES

Number

SUBJECT: Social Media Policy

Issue Date

I. PURPOSE:

To provide uniform guidelines by which information regarding Douglas County Town of Gardnerville activities, issues and general information will be disseminated using social media. This includes assessing and managing comments and replies, managing social media as a public record and to provide guidance on the use of linking to the Town of Gardnerville website. This policy also establishes guidelines for the use of social media for Town of Gardnerville employees.

II. GENERAL POLICY:

A. All Town of Gardnerville social media sites hosted by administrators or their designees may be subject to approval by the Town Manager.

i. The following will remain the Town of Gardnerville's official social media platforms:

1. Facebook
2. Twitter
3. You Tube

i. The Town of Gardnerville shall use social media sites as a method to disseminate public information as a promotional tool to increase the Town of Gardnerville's ability to broadcast its messages to the widest possible audience.

ii. The Town of Gardnerville supports open dialogue and the exchange of ideas, however the Town of Gardnerville social media is and will be treated as a nonpublic forum for First Amendment purposes.

iii. Given the immediate nature of social media, the Town of Gardnerville will take a controlled, strategic, respectful and thoughtful approach to the use of social media to ensure information is current and appropriate and responses to posts, constituent requests, and questions are accurate and timely.

C. Town of Gardnerville social media shall comply with appropriate town and county policies and procedures.

D. Town of Gardnerville social media must remain public in nature.

F. Two employees will act as "Administrators" over social media created by the Town of Gardnerville. Administrators can also appoint employees to be editors who can monitor posts or edit current posts made by the administrators.

III. PUBLIC RECORDS/RETENTION:

A. Town of Gardnerville social media sites are subject to State of Nevada public records

laws.

- i. Any content maintained in a social media format that is related to the Town of Gardnerville business, including a list of subscribers and posted communication, is a public record.
- ii. The administrators maintaining the site are responsible for responding completely and accurately to any public records request for public records on social media and must direct the public request to the relevant department if not within the town boundary.
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- iv. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

B. State of Nevada records retention schedules apply to social media formats and social media content. Direct messages sent to social media accounts will be treated as general correspondence and kept in accordance with the retention schedules provided by the Nevada State Library and Archives at <http://nsla.nevadaculture.org/>

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- A. The account must be accessible to anyone above the age of 18 and available free of charge to users. No site that limits access to services based on race, ethnicity, religion, sexual orientation, or physical ability shall be used by the Town of Gardnerville.
- B. Accounts set up for the purpose of communicating with the public on behalf of the Town must be approved and created by the administrators for the Town of Gardnerville, Nevada and use the town logo.

V. CONTENT/USE BY OTHERS:

A. Information posted or pages created on behalf of the Town of Gardnerville must:

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 3. if the photograph or image is published solely for commercial or political purposes; or
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- v. Not be commercial or political in nature.
- B. Elected officials, Managers or their designees shall not disclose information about confidential or privileged Town of Gardnerville business on any Town of Gardnerville social media site.
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- D. These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.
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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for October 2017.**
- 2.
3. **Recommended Motion: N/A**
Funds Available: Yes N/A
4. **Department: Administration**
5. **Prepared by: Tom Dallaire**
6. **Meeting Date: November 7, 2017 Time Requested: 5 minutes**
7. **Agenda: Consent Administrative**

Background Information: To be presented at meeting.

8. **Other Agency Review of Action: Douglas County N/A**
9. **Board Action:**
 Approved **Approved with Modifications**
 Denied **Continued**

Gardnerville Town Board

AGENDA ACTION SHEET



1. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for October 2017.**
2. **Recommended Motion: No action required.**
Funds Available: Yes N/A
3. **Department: Administration**
4. **Prepared by: Tom Dallaire**
5. **Meeting Date: November 7, 2017** **Time Requested: 5 minutes**
6. **Agenda:** Consent Administrative

Background Information: See attached report.

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued



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

Town Manager Monthly Report November 2017 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** We have submitted to East Fork & County Building for the building permit review. We have received the permit form East Fork. The plumbing plans were submitted to Gardnerville Water and MGS D for plan review. We are working on the contract with Dube` and I have a meeting with him on the 10th to get a game plan. RO Anderson did not make any progress on the plans. I have a 50% set to review and redline for them.
- B. 395 Crosswalks:** Still waiting on right-of-way. – I have been playing phone tag with the NDOT Staffer Kevin Verre that the Slaters met at the League of Cities conference. He is interested in the town projects and I look forward to discussing the three of them with him
- C. Kingslane Sidewalk Project:** I obtained the letter from MGS D that was needed for the contract. We have a draft contract I need to review and get to NDOT for approval. This is coming together and I hope to get approval and the package out to bid this month or in December.
- D. Toiyabe Storm Drain Project & Maintenance yard plans:** - this is on the agenda for discussion. If it is priority enough of a project to get done we will need to do some budget changes or go back and start over again with two projects. The block wall came in much higher than anticipated in any of the engineers' estimates.
- E. Nature Trail improvements and Storm Drain Outlet:** I need to get a permit from the county, and they wanted a grading plan for the path. I worked on the elevations and plan and need to finish that work. Drafting takes time and focus and I did not have either of those this month. The Eagle Scout installed the benches and the trash cans for this area and that will go towards the grant funding.
- F. 395 Sidewalk @ the French:** NDOT come in and replaced 20ft of curb and gutter and placed 300 feet of a single lane. It is better now. NDOT maintenance would not work with the town on the improvements. I have that plan set to redline and review as well. I met with Carry at the DA's office and I need to get a plan for her on the revisions we are proposing. I hope to meet with the property owners this month to see what everyone's expectations are if this turns into a pedestrian alley. I will try to work with Main Street and the property owners to get a plan for the alley to bring back to the board for approval.
- G. Heritage Park Right of Way issues:** Farr West has provided draft plans and docs. There are some concerns about the actual right-of-way for Courthouse Street, like there is no document they can find stating it's a right-of-way at all. We may need to dedicate the entire portion of the road formally, assuming it is our right-of-way in the first place. This is a big issue and I need to follow up with Farr West on where we are with this. I did send them my comments on the plans they provided.
- H. Office Items:**
- 1 Met with Eric Schmidt to discuss a collector app so we can collect the remaining items for the town assets; buildings, benches, trash cans, MS benches, signs, meters, water services and back flow preventers. GIS created a Main Street district map for the Nevada Main Street application.
 - 2 Met with the Chamber general meeting.
 - 3 Met with Geoff, DA and Wendy about staff issues.
 - 4 Worked a lot on the agreements with Southwest Gas and MSGD on the utilities being moved for the Kingslane project.



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

- 5 Attended a pre application meeting on the Martin Stahl Mixed Use project. They are working on some redesign issues with the flood plain and have a great plan and should be bringing plans for design review to the board soon.
- 6 The fence at the village motel and our Open Space parcel is complete.
- 7 Attended the League of Cities Conference and presented on a Main Street Panel. See attached presentation. That was a good conference. I will have some notes and highlights from the sessions I attended at the conference.
- 8 I met with Jenifer (Minden Town Manager) and we came up with a scope of work for the plan for prosperity update. We both feel this should be a group effort and a combining the work to have a consistent plan and Bruce Race is interested in taking on this project. We are really pushing to get this resolved within the year hopefully. **Please see the attached scope of work and let me know if you have any issues or concerns with the scope.** Bruce is working on a price for the scope he came up with and the plan was to have an agenda item this month on the topic, but we did not get the cost in time of the agenda posting. I think there is room to add additional chapters to cover the master drainage concepts and analyze the zoning and assess the valley needs for into the future and shape this to be the best plan for the Towns it can be so we are sustainable into the future once the town does reach the full build-out stage. I met with Art Rangel, a former town and city manager who opened a consulting firm in Reno specializing in Economic development, Redevelopment and City planning. He is intrigued with the work we have done on the zoning and use breakdown and is interested in create a scope of work that I feel is integral part of this update.

Important Scope of Work Elements:

- Future Boundaries and Urban Service Area Boundaries for both Towns. This should include assisting the Towns to revise and define the shared boundary between both Towns.
- Conceptual land use and zoning (percentage based?)
- Connectivity and critical connections
 - Transportation
 - Trails
 - Ag community (Connections and tie-ins, possible agri-hoods)
 - Bike plan
- Drainage/ regional flood improvements
- Recreation (open spaces and parks plan)
- Complete Streets
- Place-led vision
- Valley Vision (we need to tie this in)
- Public Art and culture plan (maybe Arts Council should be involved? Maybe not)
- Stakeholder meetings:
 - Businesses
 - Main Street, Visitor's Authority, Chamber, Arts Council and other non-profits
 - Residents
 - Developers/Property owners for undeveloped or underutilized space
- Schools
- Emergency Service (Fire)
- County Facilities?
- Business analysis, types of businesses needed?
- Design guidelines/principles (Town Staff can do this while the process is ongoing)

Minden and Gardnerville Plan for Prosperity 2040

Scope of Services

Introduction

The purpose of this proposal for professional services is to provide a scope and budget for concurrently updating The Minden Plan for Prosperity and Gardnerville Plan for Prosperity.. The effort will tackle several driving policy issues including circulation, land use, community facilities and streets, and community character. The process is scoped as an inclusive process engaging a broad spectrum of stakeholders.

Scope of Services

The scope of services is organized to reflect the overall three-step planning process. This includes analysis, exploring alternatives, and preparing the preferred plan. A citizen advisory committee (CAC) will act as the primary sounding board for the process supported by a technical advisory committee (TAC) comprised Town and County staff and consultants. The proposed approach builds on CAC and community input and advances their recommendations to the Town Boards and County Commission.

Step 1.0 Analysis

Step 1 includes identification of key policy issues and analyzing those to better understand alternative approaches. This scope assumes that policy topics will include transportation, land use, economic development, urban services, and community character. Step 1 includes a community issues workshop.

1.1 Key Policy Issues

1.2 Transportation, Including bike and pedestrian connections.

1.3 Land Use and Economic Development

1.4 Urban Services

1.5 Community Character

1.6 Regional Drainage Concepts

Meetings

TAC 1: Project Kick-off

CAC 1: Kick-off and Outreach

Community 1: Critical Issues Workshop – combined workshop?

Town specific breakout workshops - Break out session with the developers.

TAC 2: Review of Analysis

Town Boards 1: Review of Analysis and Critical Issues

Deliverables

Analysis Summary Presentation

Minden and Gardnerville Plan for Prosperity 2040

Step 2.0 Alternative Futures

The second step includes identifying alternative policies and related concepts for key issues. This will entail defining key issues driving policy, exploring alternatives, and evaluation alternatives. This step includes an alternative futures workshop to explore various strategies for addressing key policy issues.

2.1 Policy Drivers – Building heights, parking, mixed use ratios,

2.2 Alternatives – Agri-hoods

2.3 Evaluation

Meetings

TAC 3: Discussion–Critical Issues and Related Policy

CAC 2: Policy Drivers and Outreach

Community Workshop 2: Alternative Futures – Combined Town Workshop – Town Specific Workshops
Option

CAC 3: Review of Workshop Outcomes

TAC 4: Review Technical Alternatives

Deliverables

Alternative Futures Summary Presentation

Step 3.0 Preferred Plan Selection and Preparation

The third step includes preparing and reviewing a preferred updates to the plans for prosperity. This includes preparing the preferred plan and related action plan. This step includes a community workshop focused on review and refinement of the preferred plan.

3.1 Selection of Preferred Plan

3.2 Draft Preferred Plan

3.3 Action Plan

Meetings

TAC 5: Review of Alternative Analysis

CAC 4: Workshop Outcomes, Alternative Analysis, and Preferred Plan Discussion

Community Workshop 3: Preferred Plan Review and Improvements

TAC 6: Preferred Plan Discussion

CAC 5: Review of Preferred Plan

Town Boards 2: Draft Plan and Action Plan

Planning Commission 1: Draft preferred Plan and Action Plan

County Commission 1: Draft Preferred Plan and Action Plan

TAC 7: Review Comments and Updates

CAC 6: Review and Outreach

County Commission 2: Approval/Adoptions

Deliverables

Plan for Prosperity and Action Plan

Schedule and Cost Proposal –



Thomas "Tom" Dallaire, P.E.
Gardnerville Town Manager
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Cell (775) 690 8366

Benefits of Main Street in the Town of Gardnerville



Main Street

Through promotions get your residents involved in your town.

Gets the local school kids involved in community projects.

Events draw the public and visitors to businesses downtown, creating a rental demand on your inventory.

Volunteer help with projects that improve appearance of the corridor.

Main Street is our partner on projects and, where we can, we support them in their projects.

MAIN STREET DISTRICT



1.2 miles long
58 members – Currently
Over 100 volunteers that help regularly

Design



District Vitality



Four-Point Approach®



Promotion



Organization

Experience ~ Enrich ~ Embrace



MAIN STREET
Gardnerville
NEVADA

mainstreetgardnerville.org

Experience our history...

Enrich your visit...

Embrace our shops!

Wine Walks , Heritage Park Community Gardens, Hanging Flower Baskets, Murals, Sidewalk Gallery, Adopt-A-Pot campaign, Decorative Bench Program, and Home of the Slaughterhouse Lane Coffin Races

Mission Statement

The mission of the Main Street Gardnerville Program, in partnership with the town, county, business and community, is to revitalize downtown Gardnerville utilizing design, organization, promotion & economic district vitality to develop the unique identity and preserve the historic nature of our community.



Flower baskets go up 1st
of June down after the
September wine walk



Heritage Park Community Garden –
kid education site and garden, people
suing the labyrinth all the time.

Action Plans

Design

1. "Sidewalk Gallery" installation of DHS photos May.
2. "Sweep the Town".
3. 2 Bench installations and 2 additional bench sales.
4. Flower basket program sold out (71) and Adopt A Pots sold 52.



District Vitality

1. Marketing Video (*rough cut, still editing*).
2. Revolving Loan Program being reworked and re-established.
3. Re-working Welcome Packages.



Action Plans

Promotions

1. Continue to develop promotional events.
2. Host wine walks 5 months out of the year with an increase of 122 participants and \$5000+ in revenue.
3. 3rd Annual “Coffin Races”.
4. “Freedom 5k Fun Run”.
5. “Small Business Saturday” co-host with Carson Valley Chamber.
6. Create an advertising plan for promoting the Main Street Gardnerville Program.

Organization

1. Main Street Mingles.
2. Work with CPA on taxes and new QuickBooks.
3. Change Executive Director from Independent Contractor to an employee as of October 2, 2017.
4. Provide a variety of professional development opportunities.
5. Host annual volunteer & business recognition events.
6. Secure sponsor opportunities for events and programs.



It's Happening On Main Street!



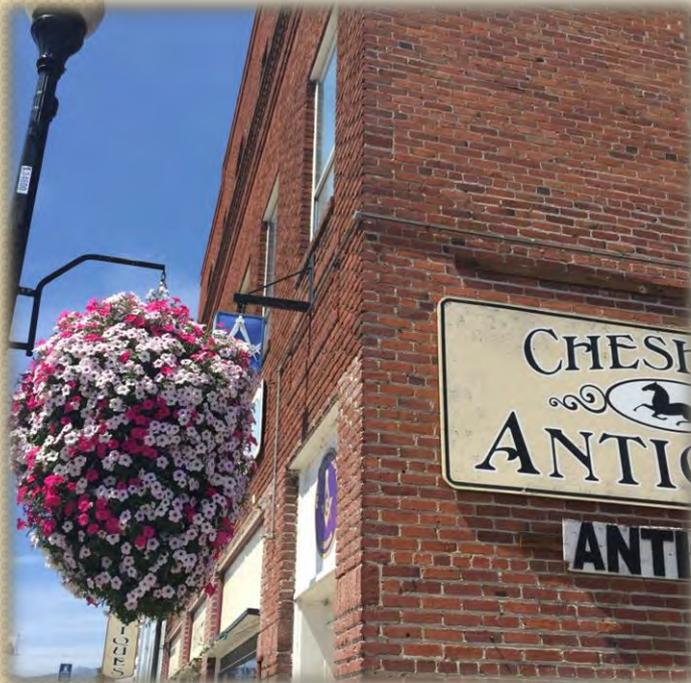
It's Happening On Main Street!



It's Happening On Main Street!



It's Happening On Main Street!



Design Accomplishments

Design

1. Flower Committee projects, both the hanging flower baskets and the adopt-a-pot programs began in 2009 and has grown to 71 hanging baskets and 56 Adopt A Pots.
2. Decorative Bench program currently has 20 metal benches installed throughout the Main Street District corridor - 2009.
3. Providing technical assistance to business and property owners in maintaining their buildings and land appropriately.
4. Managed the MSG Flower and Heritage Park Garden Programs.
5. Awarded a USDA Specialty Crop Block Grant.
6. Basque Mural Completed – 2015.
7. The Town of Gardnerville has offered 1.59 acres of vacant property adjacent to Heritage Park for the site of Heritage Park Gardens, a “place to learn, grow, share and beautify. To cultivate and nurture our community.” The community gardens offers families an opportunity to plant, harvest and share good, local food. It includes three demonstration gardens, a compost area, an area for children and a location for gardening classes. The Garden Steering Committee includes the Gardnerville Town Manager, an engineer, a landscape architect, three master gardeners and many dedicated volunteers. They published a conceptual drawing, a brochure for fundraising and have installed a sign on the site announcing it will be “growing soon.” Prior to opening, the property needed grading, fencing and a basic irrigation system – 2011.
8. Light Pole Banners Designed and Approved and implemented – 2014.
9. Constructed and opened Phase One of Heritage Park Gardens – 2012.
10. Installed a brochure rack located at the corner of Eddy Street & Main Street – 2012.
11. Transformed the street front of a vacant building along the Main Street Corridor to create a “Sidewalk Gallery”.
12. Basque District Steering Committee was established to research a future Fronton project.
13. Constructed and opened Phase 2 of Heritage Park Gardens – 2013.
14. Assisted with Gardnerville’s Annual Town Clean-up Day and established “Sweep The Town” efforts.
15. Awarded a USDA Specialty Crop Block Grant for Heritage Park Gardens – 2014.
16. Children’s Garden project completed with a USDA Specialty Crop Block Grant for Heritage Park Gardens - 2015.
17. “Growing to Share” project in Heritage Park Gardens with A USDA Specialty Crop Block Grant – 2015.
18. Continued with phase two of the “Growing to Share” project through a USDA Grant – 2016.



District Vitality Accomplishments

District Vitality

1. Developed a revolving loan fund to provide below market interest rates to our local businesses to be used to renovate their existing buildings through adaptive re-use. Eligible uses for these loans include signs, awnings, remodeling, purchasing equipment, fixtures, additional inventory, and so on.
2. Defined downtown Gardnerville's market strengths and overall niche.
3. Developed business and property investment opportunities in downtown for both existing businesses as well as new businesses.
4. Distributed and received informative surveys from local businesses - 2009.
5. Through the Revolving Loan Fund, we have made loans totaling \$56,000 to businesses within the Main Street Gardnerville district – 2011.
6. With a grant from the Nevada Commission on Tourism, Main Street Gardnerville has created some attractive and informative signs to help shoppers find parking. The first three signs have been installed at Sharkey's Casino, Cheshire Antiques, and Heirloom Antiques, and more will go in at other locations soon.
7. NCOT grant provided us the opportunity to create a Tourism Video promoting our downtown district.
8. Established an open line of communication with several local realtors.
9. Revolving Loan Fund recipient paid off their loan... increased jobs from 3 to 63, sold business and remains on as CEO.
10. Revised the business survey - 2016.
11. Began a Virtual Vacancy Tour campaign to promote vacancies within our district.
12. Working on a website video for the district.

District Tracker

Businesses	2009	2010	2011	2012	2013	2014	2015	2016
Opened	7	13	19	14	16	15	16	18
Closed	2	12	3	6	10	4	5	7
Relocated Out of District	2	0	2	1	1	1	1	1
Relocated Out of Gardnerville	1	6	2	4	0	3	1	3
Relocated in District/Owner	0	3	0	3	6	5	4	1
Private Investment	0	4	17	14	16	13	16	14

Organization Accomplishments

Organization

1. Created a historic walking map, with grant from NCOT soon to be distributed locally and outside a 100 mile radius - 2009.
2. Created a pewter ornament collectibles fundraising effort.
3. Increased memberships and sponsorships.
4. Approximately 100 volunteers on our annual roster.
5. Morning Coffee Meetings for networking.
6. Membership plan revised.
7. Assisted the County in developing their current alcohol policy.
8. Arranged an annual Volunteer Recognition Event.
9. Ongoing training for committee chairs, volunteers and businesses.
10. Spearheaded co-op program advertising efforts.
11. Started on the 501c3 branch process.
12. Action Plan and Strategic Plan aligned with Town and County Plans and reformatted.
13. A volunteer consultant assisted two MSG businesses with improving their business models.
14. Sponsorship opportunities developed.
15. Developed recruiting strategies.
16. Presentations to local organizations, including the NV League of Cities who sponsored a bill draft to go before the 2015 Legislature requesting the creation of a statewide Main Street Program.
17. Formal, annual presentation to Town Board of Directors by Org Committee Chair.
18. Program voted "Best Non Profit in Carson Valley".
19. Received the "Tour Around Nevada" award.
20. Presentation made during both the 2015 & 2017 Legislatures requesting the creation of a statewide Main Street Program.
21. Organize quarterly Main Street Mingles to offer an opportunity for residents and business owners to become better engaged within our community.

Volunteer Hours Logged Since 2008		
Year	Hours Logged	Approx. Value
2008 & 2009	2,799	\$56,689
2010	2,025	\$40,500
2011	3,720	\$74,400
2012	4,650	\$93,000
2013	6,424	\$128,480
2014	5,298	\$100,926
2015	5,916	\$136,482
2016	5,000	\$120,700
Totals:	35,832	\$751,177



Promotions Accomplishments

1. February: “Let’s Whine about Winter” – Wine and Chocolate Walk
2. May-September: kicked off the annual “Thirsty Third Thursday” wine walk events to increase foot traffic throughout the downtown corridor. Will celebrate their 10th year of this event in 2018.
3. May: Helped create and host the annual “Open Range Dinner” with Sharkey’s Casino.
4. July: Partnered with the Town of Gardnerville on the “Freedom 5K Fun Run/Walk”.
5. July: “Burgers, Blankets and Brews” – Family Event at Heritage Park.
6. October: “Slaughterhouse Lane Coffin Races”.
7. November-December: “Merry Main Street” with a variety of ways to cash in on local deals and to win some wonderful prizes.
8. November: “Holiday Shopping Bazaar”.
9. December: Assisted Carson Valley Chamber of Commerce with their “Parade of Lights” event, in partnership with the Town of Gardnerville.
10. Quarterly: “Cash Mobs” have been a successful tool in introducing people to various small businesses within the Main Street district.
11. 2016: Hosted the national “Great Race Event”, in partnership with the Town of Gardnerville.
12. The committee continues to look for new ways to host new events and draw people to the downtown district.
13. Created bi-monthly Biz Blast Emails to a data base of approximately 1,000.
14. Created and maintains a high quality and informative web site.
15. Increased social media to include Facebook, Instagram, Twitter, YouTube, LinkedIn and Alignable.
16. Began using social media promotions and advertising.



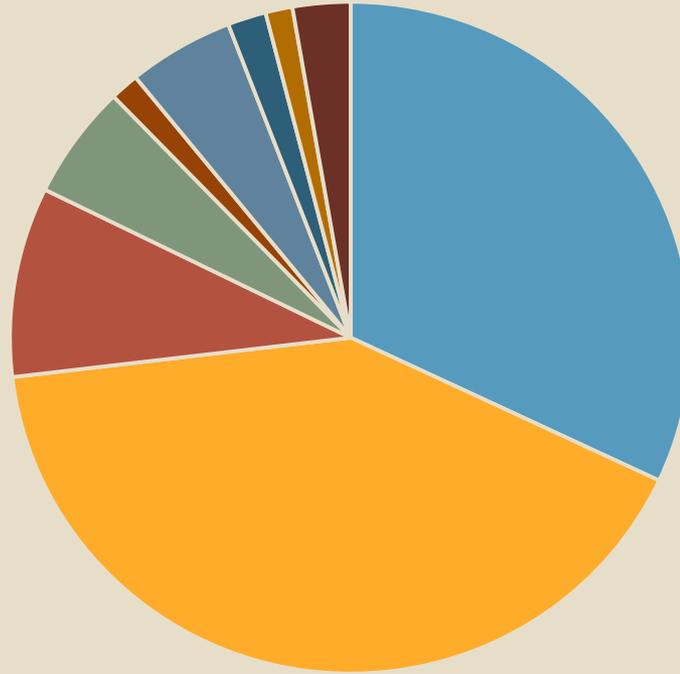
Wine Walks

Town sees 300 to 400+ people in downtown over a 3 hour duration.

	Season Income	Season Expenses	Net Income
2017	\$25,575.28	\$7,457.50	\$18,117.78
2016	\$20,314.00	\$5,970.50	\$14,343.50
2015	21,740.00	\$5,970.50	\$15,868.53
2014	\$20,683.00	\$9,581.49	\$11,101.51
2013	\$16,818.00	\$5,328.84	\$11,489.16
2012	\$23,915.50	\$6,163.08	\$17,752.42
2011	\$26,195.94	\$6,722.83	\$19,473.11
2010	\$12,425.00	\$1,532.89	\$10,892.11
2009	\$15,704.50	\$4,883.31	\$10,821.19



Funding Sources 2016-17



- Events
- Town
- County
- Membership
- Sponsorships
- Merchandise
- Donations
- Loan Payments
- Misc. Income

What's Next

1. Nevada Main Street creation and application process.
2. Business recruitment, growth, & training.
3. Develop a more specific Fundraising Strategy to increase operation funds.
4. Redesign a visually attractive, user friendly, website.
5. Merge with 501 (c) (3) and faze out 501 (c) (6).
6. Rebrand wine walk for our 10th anniversary.
7. Work in conjunction with the Town of Gardnerville on the Eagle Gas Welcome Center – “Gardnerville Station”.
8. Apply for more grants to move forward with “Fronton”



DST Coffee Opened Sept 30th



Wanted to be in the MS District, on or just off 395.

We tried working with a property owner on a the old telephone (formerly and used book store) building on Eddy Street. The property owner was no responsive.

This shop became available through a land purchase the family bought.

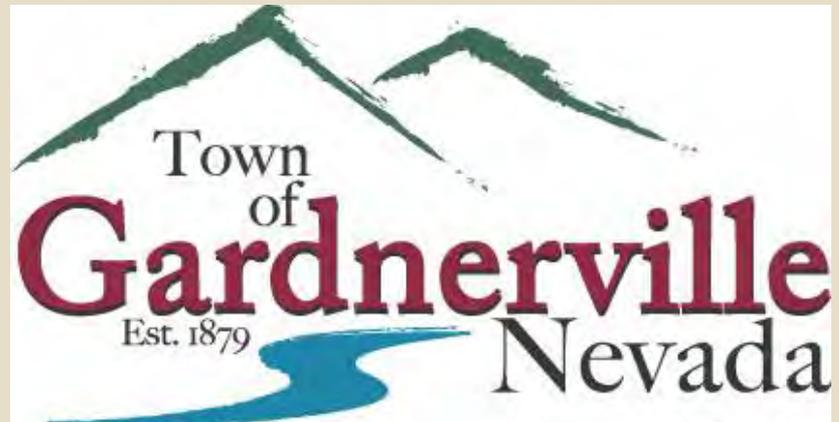
The current store Gadzooks moved to another location within the district.

Coffee Shop remolded the family owned building and opened up within the MSG District.

Thank You!

Questions?

Thomas “Tom” Dallaire, P.E.
Gardnerville Town Manager
tdallaire@douglasnv.us
Cell (775) 690 8366



Gardnerville Town Board

AGENDA ACTION SHEET



1. **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.

2. **Recommended Motion:** N/A

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** November 7, 2017 **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: To be presented at meeting.

7. **Other Agency Review of Action:** Douglas County N/A

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

MSG Board of Directors Meeting

October 17, 2017 5:30 PM

EXECUTIVE DIRECTOR MONTHLY STATUS REPORT

This report provides a brief overview of operations of Main Street Gardnerville program.

MONTHLY SUMMARY (ACTUAL SEPTEMBER 15-OCTOBER 13)

- **Financial**
 - Current Bank Balance: **\$ 180,292.64**
 - Revolving Loan Balance: **\$ 21,652.99**
- **Membership**
 - Eden Home Care & Frontier Communications still not paid
- **Organizational**
 - Finished Committee Structure descriptions to help with revising policy & procedures
- **Social Media**
 - **Twitter:** 408 to 419; followers; increase of 11 followers
 - **Facebook:** 2,846 to 2,876 followers; increase of 30 followers
 - **Instagram:** 213-226 followers; increase of 13 followers
 - **Alignable:** 0-11 followers: increase of 11 followers
- **Website**
 - Wine Walk, membership & Coffin Races.
- **Constant Contact Mails**

	Open Rate	Click Rate
○ Biz Blast September 2017 Volume 2	29%	11%
○ Tombstone Ads	22%	1%
○ Shop Small #1	48%	45%
○ Merchants WW Survey	41%	8%
○ Biz Blast October 2017 Volume 1	26%	6%
○ Shop Small #2		
- **Media Mentions**
 - **Record Courier:** Scarecrow and Harvest Festival are a fall tradition for families 10/10/17, Harvest and Scarecrow Festival kicks off fall 9/29/17, Slaughterhouse Coffin Races ring in spooky season 9/22/17 and Wine Walk Ad 9/21/17
 - **Nevada Appeal:** Robert Hoyt Williams Obituary 9/13/17,
 - **Carson Valley Times:** Wine Walk 9/21/17
- **Press Releases**
 - Fall Harvest 9/27/17 and Coffin Races 10/6/17

OLD BUSINESS

- **Fall Harvest** served over 100 children Scarecrow Festival sold 105 scarecrows
- **Coffin Races**
- **State Main Street Application Meeting**

NEW BUSINESS

- Annual Calendar
- NNDA Meeting
- Combining events
- Committee Chairs or Co-Chairs needed for Design, Wine Walk and Coffin Races