



GARDNERVILLE TOWN BOARD

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

Meeting Agenda

Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Phillips, Board Member
Mary Wenner, Board Member

Tuesday, April 2, 2013

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 are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8th Street Historic Courthouse. The agenda is also posted on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

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. 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.

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

PLEDGE OF ALLEGIANCE- Lloyd Higuera

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

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

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

March 5, 2013 Regular Board meeting, with public comment prior to Board action.

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.

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 March 2013 claims**
4. **For Possible Action: Accept 2012 Year End Report**
5. **For Possible Action: Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 13th Annual Big Mama's Show & Shine, May 11, 2013 at Lampe Park.**



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

6. **For Possible Action:** Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 103rd Annual Carson Valley Days Festival scheduled for June 5 through 10, 2013, sponsored by Carson Valley Active 20-30 Club #85.

ADMINISTRATIVE AGENDA

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

7. **For Possible Action:** Discussion on a Town Street Closure Application for Trinity Lutheran Church to close Douglas Avenue from Mill to Cottonwood on May 4, 2013 and a request to waive street closure fee of \$100; with public comment prior to Board action. (approx. 5 minutes)
8. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for March 2013.
 - a. **Not for Possible Action:** 5 year Update of Main Street's accomplishments, presentation by Dorette Caldana (approx. 15 minutes)
9. **For Possible Action:** Discussion on Proclamation 2013P-01 recognizing April 26, 2013 as Arbor Day; with public comment prior to Board action. (approx. 5 minutes)
10. **For Possible Action:** Discussion on Boundary Line Adjustment between The Ranch at Gardnerville and Town of Gardnerville between APN's 1320-32-614-001 and 1320-33-210-063, with public comment prior to Board action. (approx. 10 minutes)
 - a. **For Possible Action:** Discussion on Boundary Line Adjustment (quitclaim deed) for the removal of open space (the "adjusted" area) from the Town's parcel, with public comment prior to Board action. (approx. 10 minutes)
 - b. **For Possible Action:** Discussion on potential new slope easements and public utility easements along the adjusted boundary to relocate those along the existing lines being adjusted, with public comment prior to Board action. (approx. 10 minutes)
11. **For Possible Action:** Discussion to award, deny or re-bid, the Chichester Microsurfacing project (project number 2012-03). The project consists of noticing adjacent residents and providing materials and labor to microsurface portions of Gilman Avenue, Chichester Drive, Marion Russell Dr, Lampe Road, and Harvest Avenue. Together with Additive Alternate "A" consisting of North Hampton Circle, Wilson Circle, and Easton Way. Awarding the project will include authorizing the town manager to sign the contract and authorize the billings in addition to 10% over the total contract amount, and to cover any change orders during construction; with public comment prior to Board action. (approx 10 minutes)
12. **For Possible Action:** Discussion to approve, approve with conditions or deny the strategic plan update for the Town of Gardnerville, with public comment prior to Board action. (approx. 15 minutes)
13. **For Possible Action:** Discussion on the Fiscal Year 2013-2014 Tentative Capital Improvement Plan (CIP), with public comment prior to Board action. (approx. 10 minutes).
14. **For Possible Action:** Public hearing to adopt the Tentative Budget for Fiscal Year 2013-2014, with public comment prior to Board action. (approx. 45 minutes)
 - a. **For Possible Action:** Discussion on Town Board compensation with public comment prior to Board action. (approx. 5 minutes)
15. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for March 2013. (approx 10 minutes)
16. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for March 2013. (approx 10 minutes)

Adjourn

Next Regular Board Meeting – May 7, 2013
Valley Vision meeting – April 8-10, 2013 @ CVIC Hall.



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Meeting Minutes

Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Mary Wenner, Board Member

Tuesday, March 5, 2013

4:30 p.m.

Gardnerville Town Hall

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

PRESENT:

Ken Miller, Chairman
Linda Slater, Vice-Chairman
Lloyd Higuera
Mike Philips
Mary Wenner

Tyler Altom, Town Counsel
Tom Dallaire, Town Manager
Paula Lochridge, Main Street Program Manager
Carol Sandmeier, Main Street Board of Director
Carol Louthan, Office Manager Sr.

 PLEDGE OF ALLEGIANCE- Mike Philips

 **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/Philips to approve the agenda.

No public comment.

Upon call for the vote, motion carried.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**
February 5, 2013 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Slater to approve the minutes of February 5, 2013. Mr. Philips abstained.

No public comment

Upon call for the vote, motion carried with Board Member Philips abstaining.

 **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 announced she is the new liaison between the Carson Valley Arts Council and the Town of Gardnerville. They are having their second annual springfest. It's called the Irish Eyes Murder Mystery. It is on March 15th. If anyone is interested I have a flyer for it. They need people to go. They also have a fundraiser. Anybody who wants to donate anything there is a form you can fill out for noncash donations.

No further public comment.

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

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When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

1. **Correspondence**
Read and noted.
2. **Health and Sanitation & Public Works Departments Monthly Report of activities**
Accepted
3. **Approve February 2013 claims**
Approved
4. **Approve Gardnerville Special Event Application for the Douglas County Historical Society's "Taste of the Towns" scheduled for August 3, 2013.**
Approved
5. **Approve Gardnerville Special Event Application for the Douglas County Historical Society's Historic Home Tour on September 14, 2013.**
Approved
6. **Approve Gardnerville Special Event Application for FEAT of the Carson Valley's Autism 5K and 10K Charity Walk/Run April 27, 2013 from 9:00 a.m. to 12:00 p.m. at Heritage Park.**
Approved

No public comment.

Motion Higuera/Wenner to approve the consent calendar. Motion carried.

ADMINISTRATIVE AGENDA

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

7.  **Not for Possible Action.** Discussion on the Main Street Program Manager's Monthly Report of activities for February 2013 to include a presentation from Carol Sandmeier on the Heritage Park Gardens.


Ms. Lochridge reported the cash mob is going well. I do not have numbers yet for the last one at East Fork Gallery. I received a call from a member of the Fernley Chamber of Commerce who heard about our cash mobs and which they are trying to initiate. She was calling for some advice. We had 14 people at our monthly morning coffee meeting, seven of which were new. One is the brand new GM to Sharkey's that started today. Several people were in attendance from Gadzooks (1411 Hwy 395). It is going to be an art gallery. They will have jewelry, remade furniture; a very unique type of shop. They are hoping to open by the end of March or first part of April. Found out the old Heirloom Antiques building is not going to be a retail shop. I don't understand what they do but I heard they do backdrops, assemble them there and send them out. Dora's Old and New just recently opened. They are still trying to finalize the plans for the second annual open range dinner. They will finalize details by the end of this week. Richard Metts is the new GM for Sharkey's

Mrs. Sandmeier reported on the Heritage Park Gardens. Included in the packet is a draft of a master plan for the garden. Josh is working on the engineering aspects of this plan. Also in your packet you have a proposal that we put together about the children's garden. There is a picture of rocks in the packet. They are selling quite a few of these rocks. We have a monthly painting workshop of the rocks. We have had all kinds of special orders.

Ms. Wenner asked if they supplied the rocks.

Mrs. Sandmeier supplies the rocks from the garden area. When we have a special order we go around and pick the perfect rock. We are taking the small rocks and making alphabet rocks. We will have them for the kids to play with and also sell them. There is a picture of a tree that was donated by the Lions Club. That is the first tree out in the children's garden. There is another family that wants to donate a tree. We had 16 beds available and all but three are rented. We have changed out the children's bed and made it a wood sided bed so they have easier access. Next to the master gardener's bed there are two wood beds up there. We couldn't fit the hay bale beds up there. They are ready to build more beds. Today I heard there is a possible rental by the youth group from the Partnership of Community Services. We will do a square foot gardening plan with them so each of the 12 students will have their own square. We have some upcoming events planned. On April 20th we will have a daffodils day. They will have a few activities and some publicity. The big one will be the second annual plant swap and sale June 1st. We will have speakers and some activities like last year. Currently they are working on cleaning up and getting the gardens ready for spring planting and prepping the area for the labyrinth construction. We have three active teenagers helping us and they ride by and ask if we need help. Residents that are close to the garden are always coming over to help and

they watch over the garden.

8.  **For Possible Action.** Discussion and direction on budget development for Fiscal Year 2013/2014 including, but not limited to;
- a. **Review of current and proposed town projects.**
 - b. **Review the updated capital improvement plan.**
 - c. **Discussion on Health & Sanitation dumpster rental and number of residential trash cans provided to town residents per policy.**
 - d. **Discussion of additional staffing and compensation of staff and town board.**
 - e. **Review of the revenue estimates, staff revenue projections and other matters properly related thereto, with public comment prior to Board action.**

Mr. Dallaire wanted to give an overview of where we are with the budget. It is due next month. What you determine tonight will modify this version and then we will get it back and have it before the board meeting next month.

Vice-Chairman Slater would like to make sure to get a copy of the packet for next month since I will not be here.

Mr. Dallaire will need to have the tentative budget ready to hear in April so the county can then report it to the state. We did get the public notices for the workshop out to all the news channels. I have not heard it on the radio yet. We sent it out in the Biz Blast and will post it at the grocery stores. We can see if the paper will do an article on the press release. This is the document Steve asked me to put together. It is on the website. This is the strategic plan and all the bold and bulleted items listed are how we have accomplished that goal or are working on that goal. If you see anything that is missing please let me know and we can add to it before the workshop. At the workshop they will work on updating, modifying or adding what the Board would like to accomplish in Gardnerville. The handout shows you where each dollar of your tax goes. The figure includes \$20m in improvements in the Carson Valley, most of which are in Gardnerville.

Mr. Dallaire went over the salaries, wages and benefits portion of the budget, adding a new position or promoting an existing position.

The Board discussed adding a maintenance supervisor, park ranger 1 or maintenance tech 1. The direction to Mr. Dallaire was to include a maintenance supervisor salary in the 13/14 budget.

Mr. Dallaire went over the achievements for 2012/13. We are getting prices again on patching the stucco on this building or redoing it. It would be \$900 to patch it. We have money from this year's budget we can roll forward and add money to it if we want to do the entire building. There is a new computer for my office plugged into this year's budget. We will go to twice a year cleanings for the carpet in the office. We would like to look at purchasing the old GES building, which is now vacant. We are running out of room in this office. We could apply for funding to get it evaluated through SHPO. It will be coming up on the school district agenda in the next month or so to see what their board wants to do with it. There would be some improvements that would go along with that. Is this something the Board would like to pursue to work something out with the school district? The school district does not want to go to auction.

The Board discussed the possibility of acquiring the GES building.

Mr. Dallaire pointed out the school district is working on doing a parcel map for the property. The school district does not want to see it empty but they are not in the business of rehabbing old buildings. We would have to do an analysis and then you can get funding for rehabilitation. They won't pay for parking improvements but anything to the structure itself would be funded to make it safer. It is already publicly accessible.

Chairman Miller would like a special meeting and adjourn over there and have a tour of the building.

Mr. Higuera suggested getting some dimensions. It could be our CVIC hall. The county is building a community center but there is nothing in that center for performing arts. It would be a community gathering spot. We still need that type of thing in the community.

Vice-Chairman Slater thought the idea is worthy of looking at. If we can take a tour of it we could get a general idea.

Mr. Dallaire will proceed with the idea to show a floor plan and find out what the dimensions are. There is a basement for storage. There is a strip of land owned by the school district between the Hellwinkel property and the school. We should be able to get some kind of easement. We could do a parking lot below the soccer field on the Hellwinkel property. Then the events you would just walk around the barns and you are at Heritage Park. We can get something sketched up. We could lease out this building. It's owned outright. Then it would be another revenue generator. He continued the presentation going over the projected parks and public works projects. In the next budget cycle maintenance will be the larger figure and capital projects will be smaller specific to just new improvements such as crosswalks and ADA ramp upgrades.

Mr. Phillips asked about the gas station. Where is that going to come in with the work we need to do.

Mr. Dallaire has included it in the CIP. We can use the money for another project if it does not go forward.

Mr. Dallaire continued with the projected public works projects.

Board discussion on proposed parks and public works projects in the 13/14 Capital Improvements Program.

Mr. Dallaire asked if the Hellwinkel channel and trail is still a top priority for the Board. Staff feels the trail is more of a priority than the channel because the channel is off to the far side of the channel and doesn't gather that much storm water.

Mr. Higuera asked about the crosswalks.

Mr. Dallaire explained NDOT has a new director. They have wiped the slate clean for grants and changed the program. So we thought we needed to reapply. I received a call today from Dean Morton and they are ready to issue the notice to proceed, but he wants it in writing from his boss to proceed. It may be a while before we hear back. The other grant we received was for the amenities at the nature park. They will be getting that started as soon as we receive the notice to proceed.

Mr. Dallaire continued with the public works/parks projects.

Vice-Chairman Slater asked about the Ezell half street improvements.

Mr. Dallaire is proposing to do the section in front of Heritage Park Gardens only.

Vice-Chairman Slater asked if Gasoline and Tognetti Alley could be DG instead of paving them.

Mr. Dallaire believed it was a priority at the time when I started. In the meantime we have had Alton come over once a year to regrade and recompact it. So it is not a high priority now. We could pull it off. Gasoline Alley we use with the trash truck every time we pick up residential trash. The residential access is all off the alley.

Vice-Chairman Slater asked about the town maintenance facility upgrades; Raley's to Toler sidewalk plan \$56,000.

Mr. Dallaire explained the plan for Toiyabe sidewalk to go from Raley's to Toler. We were going to push the yard out because we own the whole strip adjacent to our property. We want to add the eight foot wide sidewalk to get to the GES school so that link is done. Then we would push our yard out and move the cinder location into a retaining wall/concrete structure that could be covered. Those cinders would be relocated to the side of the building. That would free up the yard. Also, the grass area is storing the last load of dumpsters we received. I would like to utilize that area for storage. We would put up a fence, remove the curb, relocate the flag pole to the front and put in some asphalt grindings to store the cans on that side; leave the back side of the building for equipment, pop the back of the yard out to the path and have an access entrance for the landscaper that is in the back with a double gate so we can get in and out off Toler instead of driving around to the highway. Do they want to invest some money into the town facilities?

Vice-Chairman Slater asked about the fleet equipment. How often would you use the backhoe?

Mr. Dallaire thought if we had the backhoe we could clean the ditches ourselves. The dump truck we have now is in the worst condition of any vehicle we own. We need a crack seal machine to be a little more efficient. We need a

trailer that is wider with a tilt bed for the lawnmowers. We would auction off the old ones. He is watching state surplus for used equipment we might be able to purchase for less. We are hoping to get the barns and shop done on the Hellwinkel property so we would have more storage. Do we want to move the repair of the barns and shop up on the CIP? Eventually when Sierra Nevada Southwest comes for a larger project and wants to change the 80 acres of commercial that is when we will ask for some property for a shop/storage facility. We want to paint the maintenance shop.

Vice-Chairman Slater mentioned there was a fence down at the Hellwinkel property. Is there any way of reinforcing the fence?

Mr. Dallaire will look into it. He asked if the Board would like to move up the maintenance yard project?

The Board agreed if it gives staff more room at the maintenance shop it should be included.

Mr. Dallaire continued with completed and proposed public works projects and the health and sanitation budget.

Mr. Dallaire went over some of the accomplishments of Main Street Gardnerville. They have quite a few volunteers, quite a following on Facebook. The Biz Blast goes to 800 people who signed up with their email and it also goes to 1130 fans on Facebook. They have loaned out \$56,000. The flower baskets are a great program. We will be having a presentation next month from Main Street that shows their achievements and how the program is helping. The town is still the primary supporter of the program. This is the five year mark. The town is down to \$60,000 for the support. Main Street Gardnerville is concerned about the program at the five year mark and not proceeding with it. I think it is a huge benefit. Paula has been doing a great job. She has a great working relationship with all the volunteers.

Chairman Miller added the program is run by Paula but they have 70 to 75 volunteers. That says a lot for the program. They have gotten grants. If they get the 501c3 designation I think they will see a difference in contributions.

Mr. Dallaire went back to health and sanitation to cover some of the issues that need to be corrected in county code, the residential trash can and current dumpster issues. I will look at and bring back a cost analysis of dumpster rental fees being discontinued and having every commercial customer picked up at least one time a month. Residents would be allowed two trash cans and two greenwaste cans. Any cans over that limit would be charged.

Mr. Dallaire went over town board compensation and staff salaries.

Vice-Chairman Slater likes Minden's town board compensation rates.

Mr. Phillips felt this is something that would need to be brought back.

Mr. Dallaire needs some direction for the budget. We can discuss it next month again. Minden's rate would be a 12 percent increase for the chairman, five percent for the vice-chairman and 10 percent for board members.

Mr. Phillips asked if anyone on the Board really cared about the increase.

Vice-Chairman Slater thought they should be compensated.

Chairman Miller suggested \$500 for the chairman and \$450 for the rest.

Vice-Chairman Slater thought that would put them below the Ranchos GID. She suggested \$500 across the board, the same as the Ranchos GID.

Mr. Phillips asked Mr. Dallaire to agendaize it and they can talk about it at the next meeting.

Vice-Chairman Slater asked Mr. Dallaire to base the budget on the Gardnerville Ranchos GID rates and then they can discuss it.

Mr. Dallaire has a spreadsheet he received from Kathy Lewis on employee salaries. From the spreadsheet a two percent increase ends up to be about \$4,000. I believe Minden is proposing a 4% merit increase maximum. This August there will be another one percent increase in PERS for employees. There was an increase this year of 9 ½ percent for health insurance. We held the employees this fiscal year to a 2% maximum increase. In 2011 there was

a PERS increase of one percent and we had a zero percent salary increase.

Chairman Miller suggested looking at the four percent.

Mr. Higuera agreed.

Vice-Chairman Slater thought it was a figure the Board can work with. We need to make sure the employees know we appreciate their working with us.

Mr. Dallaire corrected the amount of each two percent increase to \$6,000.

Mr. Dallaire talked about the county's cost allocation. Minden has approached him about sharing a financial employee. The county will be doing a new report on cost allocation. The finance employee would be a specific item on the agenda if they would like to see that. I would also like some direction on a possible wifi spot at the park. It would run about \$60 a month.

Vice-Chairman Slater asked if they really wanted to add another expense. We need to cut back, not keep adding.

Chairman Miller felt with the middle school close by it would end up being a place for the kids to congregate.

Mr. Dallaire will move the maintenance yard project up on the CIP if the Board is okay with that. We also talked about purchasing a used vehicle rather than a new one. I will bring it back to the Board if I find something. I will keep an eye on the state purchasing site.

9.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for February 2013.**

Mr. Altom reported they did the regular work on the agenda. Did a little bit of work with Tom on the presentation to the county for the Eagle Gas property. It sounds like they got the exemption. Talked with Doug Ritchie about the exemption. Looked at a few easements related to the Wal Mart site. Next month there will be the modification to the Ranch at Gardnerville. I looked at a few preliminary things on that.

10.  **Not For Possible Action: Discussion on the Town Manager/Engineer's Monthly Report of activities for February 2013.**

Mr. Dallaire asked if there were any questions on his report. Starbucks is looking at redoing the outside edge of the building. They are adding an awning. I think staff can handle it at the staff level rather than holding them up another month. They will try and move the handicapped ramp around but there will be a slope issue. I will work with the county on that. Next month the boundary line adjustment for the Ranch at Gardnerville will be on the agenda. The Ranch at Gardnerville parcel we obtained in 2004 needs to get pushed out and the issue Tyler was talking about was a construction easement so they can fill on our property where the boundary line adjustment is going. We will keep an eye on that. Also as soon as the easement record for Wal Mart we will see the Golden Gate Petroleum parcel come forward

Motion Higuera/Wenner to adjourn at 8:27 p.m.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title: Correspondence**
2. **Recommended Motion: Receive and File**

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: April 2, 2013** **Time Requested: n/a**

5. **Agenda:** Consent Administrative

Background Information:

This section provides copies of letters or other correspondence received, that Staff feels are noteworthy for the Board members to review.

6. **Other Agency Review of Action: Not Required**

7. **Board Action:**

Approved
 Denied

Approved with Modifications
 Continued



Executive Board Members
Councilwoman Debra March, President
Mayor Emily Carter, 1st Vice President
Councilwoman Anita Wood, Second Vice President
Chairman Jeff James, Third Vice President
Mayor Mike Giles, Secretary/Treasurer
Councilman Steve Ross, Immediate Past President
Wes Henderson, Executive Director

310 S. Curry Street - Carson City, Nevada 89703 • Phone: (775) 882-2121 • Fax: (775) 882-2813

Web Site: <http://www.nvleague.org>

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Pahrump • Reno • Sparks • Wells • West Wendover • Winnemucca • Yerington

MEETING NOTICE

Quarterly Board Meeting

Date: April 18, 2013
Time: 2:00 p.m. – 4:00 p.m.
Location: Old Assembly Chambers
101 North Carson Street
Carson City, NV 89701

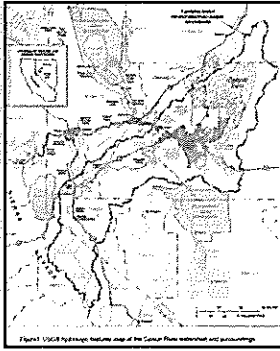
Local Government Day at the Legislature

Date: April 19, 2013
Time: 8:00 a.m. – 5:00 p.m.
Location: Legislative Building

Please RSVP to nvleague@nvleague.org by: April 12, 2013

1-2

CORPORATE MEMBERS • AT&T • Bank of America • CenturyLink • Charles Abbott & Assoc. • General Electric • Kafoury, Armstrong & Association, Inc. • L/P Insurance Services, Inc. • Nevada Rural Water Association • NV Energy • Nevada State Bank • Nevada State Bank - Public Finance • Southwest Gas • Swendseid & Stern • The Hartford • UAMPS • Union Pacific Railroad • Wells Fargo Bank
Western Insurance Specialties, Inc. • Western Nevada Supply • Willis Pooling



Carson River Watershed Boundary Map

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The Flow

Delivering News from the Carson River Watershed Community

Spring 2013

CRC Environmental Education Roundtable: Developing Effective Program Measures

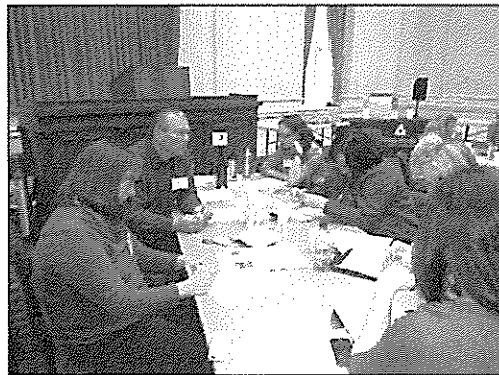
By Steve Lewis, University of Nevada Cooperative Extension

How successful are you as an environmental educator? What difference are your programs making? Are people changing as a result of your programs in what they know and how they behave? And, ultimately, has your programming improved environmental conditions? These are fundamental questions all those in environmental education must ask and find creative ways to answer. It all comes down to accountability to funders, participants, and us – the individual educators. The CRC Education Working Group members found themselves asking these questions

Cooperative Extension, delivered the keynote presentation entitled “Moving Beyond Awareness: The ‘So What’



A spokesman from each group reported on their “breakout sessions”.



Small groups work on evaluation components.

and designed a day-long workshop on February 6 in the beautiful Old Assembly Chambers at the State Capitol to help others improve their program evaluation skills.

Dr. Sue Donaldson, Water Quality Specialist, University of Nevada

Factor.” Successful program evaluation begins with planning and planning precedes program implementation. Sue shared a Logic Model on the NEMO program and talked about how the planning she invested in the project from the onset established a firm foundation for program evaluation as well as implementation.

Roundtable participants broke into seven small groups and worked on evaluation components for existing environmental education programs. The “guinea pig” programs included Sierra Nevada Journeys Watershed

(Continued on page 7)

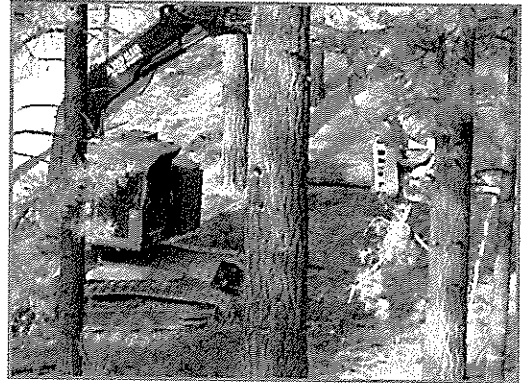
CLEAR CREEK MULTI-JURISDICTIONAL HAZARDOUS FUELS REDUCTION PROJECT

By Washoe Tribe of Nevada and California, Washoe Environmental Protection Department

Project Description:

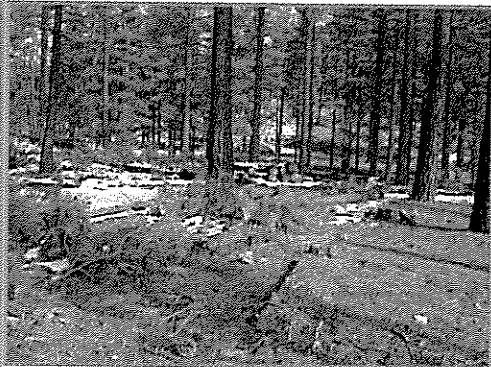
The Washoe Tribe, in partnership with the US Forest Service – Carson Ranger District and Nevada State Parks, is beginning implementation of its portion of the Clear Creek Multi-jurisdictional Hazardous Fuels Reduction Project. The project received funding through the Southern Nevada Public Lands Management Act (SNPLMA) Round 9 program.

Clear Creek is at increased risk to catastrophic wildland fire. Effective fire suppression, repeated drought cycles, insect infestations, and tree diseases have combined to produce an unhealthy ecosystem susceptible to devastating wildland fires. The area contains dense brush understory, significant ladder fuels, overstocked forest stands, expanding areas infected with dwarf mistletoe and stem rusts, extensive down and standing dead trees, and brush and conifer invaded aspen stands. Previous wildland fires in the area have burned erratically with devastating results.

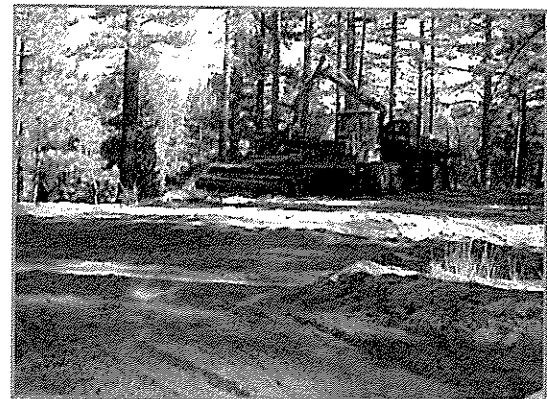


Project Goals:

- Restore culturally important native vegetation
- Improve ecological function and health
- Reduce risk of catastrophic wildland fire
- Reduce hazardous fuel loading
- Protect natural and cultural resources, watersheds, and communities.



Grant funding was utilized to obtain a contractor to perform the project activities.



Treatments:

CTL Forest Management was contracted to complete thinning treatments on the Upper Clear Creek Parcel. Mechanical thinning was completed in fall 2012. Trees up to 29" dbh were thinned utilizing a ground based tractor system. Hand thinning will be completed in the meadows and aspen stands. Landings and temporary roads will be rehabbed and reseeded this spring.

Approximately 60 cords of fuel wood was provided to the tribe. Approximately 350 poles will be provided to the Tribe for construction of a round house.

Changes to the CWSD Board of Directors

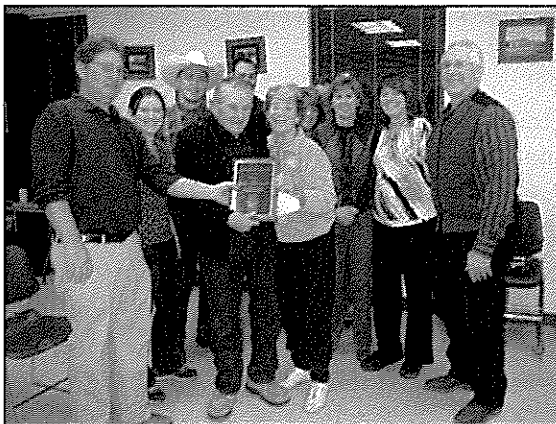
By Debbie Neddenriep, Carson Water Subconservancy District

We want to recognize and thank all the board members whose terms ended in December 2012, Andy Aldax—Douglas County Agriculture Representative, Tom Sweeney—Alpine County, Mike Olson—Douglas County, Chuck Roberts—Lyon County, and Pete Olsen—Churchill County. We appreciate their thoughtfulness, insightfulness, and tireless efforts on behalf of the Carson River Watershed. Best wishes to all in their future endeavors.

As of January 2013, five new board members joined CWSD's Board of Directors, Mary Rawson—Alpine County, Barry Penzel—Douglas County, Ray Fierro—Lyon County, and Carl Erquiaga—Churchill County. In addition, Don Frensdorff has filled Andy Aldax's position as the Douglas County Agriculture Representative. Please visit the CWSD website to learn more about each of our [new board members](#). We look forward to their fresh viewpoints and appreciate their willingness to serve on CWSD's board.

2013 Andy Aldax Award presented to the Minor Family of Dayton Valley

By Toni Leffler, Carson Water Subconservancy District



Andy Aldax presents the Minor Clan with the award while CWSD Board President Ernie Schank looks on.

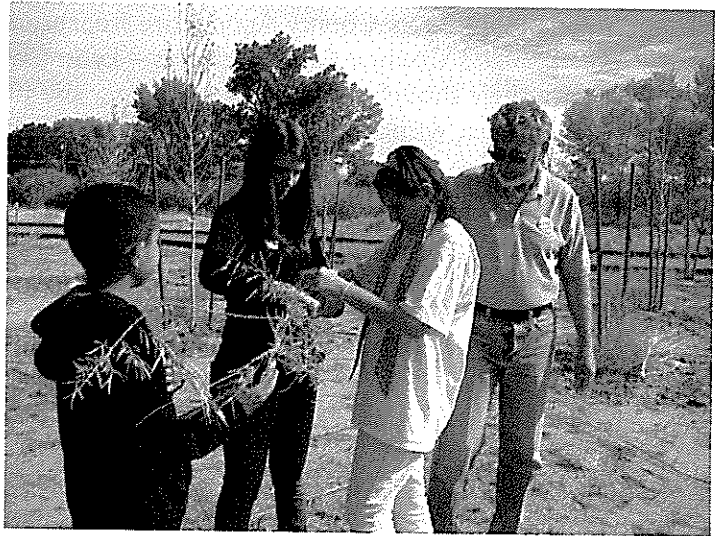
Carson Water Subconservancy District is pleased to announce the Minor Family of Dayton, Nevada, has received the 2013 Andy Aldax Award for exemplary service in conservation and protection of the Carson River Watershed. Created in 2007, this award recognizes individuals or organizations for significant contributions in promoting and achieving the Carson River Watershed Vision Statement. Nominated for demonstrating watershed conservation, community leadership, on-the-ground education and conservation projects, the Minor Family has been hard at work for 64 years. Three generations of Minor Family members, patriarch Gene (*deceased*) and matriarch Delphine, with son Tom, and daughters Mary and Julie, and all of their respective families, have donated over 3,000 volunteer

hours toward conservation efforts in the Carson River Watershed. The family has actively participated in multiple community boards, authored state legislation, received 4-H Leader of the Year (Delphine), and lead numerous tours of their Dayton Valley ranch to demonstrate conservation measures. They even host the annual community Easter Egg Hunt. In her nomination letter, Linda Conlin, River Wranglers President, stated, *"The Minor Family Ranch not only supports the vision of the Carson River Coalition, Tom actively participated in developing our vision. The Minor Family is one of the founding families of the Middle Carson River Carson River Management Planning Group (CRMP) and the formation of the Dayton Valley Conservation District. Generous with their time and resources, the Minor Family Ranch practices conservation, education, and service to community."* CWSD is grateful for their many years of dependable and enthusiastic service to the entire Carson River Watershed.

Conserve Carson River Work Day Creates Change!

By Linda Conlin, Nevada River Action Team

For nearly two decades, elementary 4th graders and teen mentors have worked side-by-side on the banks of the Carson River. They explored the concept of watershed and learned about pollution, created water cycle bracelets, tested water quality, and learned how animals adapt to their surroundings by using activities *Ernie the Invertebrate* or *Build a Beaver*. They worked together to wrap cottonwood trees to protect them from beaver, install wood duck nest boxes and bat houses, and plant thousands and thousands of willows along the river bank.



FFA student from Douglas High works with elementary 4th graders from Gardnerville Elementary at The Nature Conservancy River Fork Ranch. Paul Pugsley, CVCD, offers technical assistance. *Photo Courtesy of Nevada River Action Team*

In 2012, the 18th anniversary of Conserve Carson River Work Days, I asked elementary kids why we do this field trip with them. "What do we want you to learn?" I asked them when I visited their classrooms after the field trip.

"You want us to learn about the river and how we can take care of it," answered one eager student. "You want us to conserve water," chimed in another. "We need to stop pollution," said a third. Another student laughed as he said, "You want us to have fun!" "Yes, you're all on the right track!" I responded.



Silver Stage High School biology student teaches about the importance of dissolved oxygen to students from Riverview Elementary at the Minor Family Ranch. *Photo Courtesy of Nevada River Action Team*

Interested in challenging the students and taking it to another level, I invited them to make changes in their lives to reduce their impact on our watershed. Each student made a choice to do one thing at home, at school and when they are out and about so they can become Carson River Stewards. They plan to bring refillable water bottles to school instead of using plastic bottles or use the back-side of paper for rough drafts or scratch paper. They agreed to pick up their

(Continued on page 5)

Right: The Shovel Brigade - Dayton High School science students take a short break after working with elementary students from Sutro Elementary School. *Photo Courtesy of Nevada River Wranglers*



Jennifer Harris stakes willow bundles to the stream bank at Conserve Carson River Work Day 2012. *Photo Courtesy of Nevada River Wranglers*

(Continued from page 4)

dog's poop or leave parks and river access cleaner than it was when they arrived. They want to try using cloth napkins and sponges instead of paper napkins and paper towels at home or take five minute showers or turn off water when brushing teeth. The Conserve Carson River Work Day impacts their lives in a significant way and we plan to continue this watershed event for years to come.

They went to the river, got the t-shirt and made the commitment. Won't you follow their lead?

Mark Your Calendars

What: Carson River Festival
When: June 22, 2013
Time: 9:00 AM— 3:00 PM
Where: Old Town Dayton at Oodles of Noodles

What: Main CRC Meeting
When: May 13, 2013
Time: 9:00 AM— 12:00 PM
Where: Sierra Room, Carson City Community Center
Tentative Topic: Floodplain Issues



Hope Valley Meadow Stewards: Contributing to Restoration Planning Efforts on Upper West Fork Carson River

By Chris Katopothis, Alpine Watershed Group

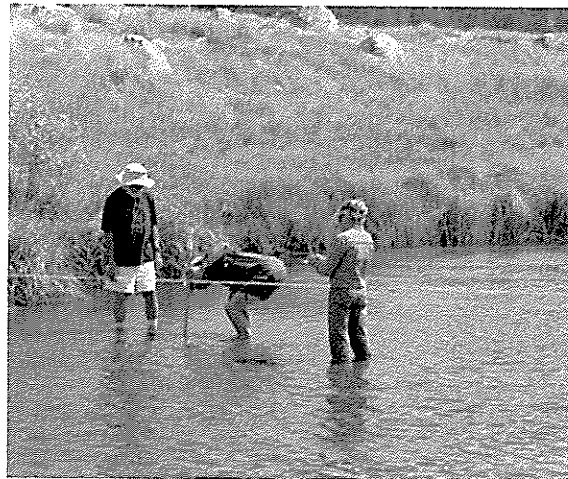
The West Fork of the Carson River starts as a small mountain stream flowing out of the Lost Lakes along the Sierra crest near Carson Pass, and meanders down the Eastern slope of the Sierra into Hope Valley Meadow. Within the Hope Valley reach, the river has been joined by several smaller tributary streams and provides flows able to support the well-known trout fishery in Hope Valley. However, the river in this reach does not function to support self-sustaining wild fish populations or adequate riparian habitat for wildlife. The upper West Fork Carson River is also an ongoing source of abundant clean water for downstream users.

In part due to various historical and ongoing recreational uses, the stream channel in large portions of Hope Valley Meadow is incised and down cutting the channel. This results in the river losing connection to its natural floodplain areas in the meadow. Riparian vegetation is present only intermittently, leading to unstable banks, a lack of complex in-stream habitat and limited cover for fish and wildlife.

Starting in 2011, American Rivers, a non-profit working to protect and restore the nation's rivers and streams, is leading a multi-partnership effort to assess restoration needs in Hope Valley Meadow. Design plans focus on improving hydrologic function and wildlife habitat within the meadow. The overall goal of the Hope Valley Restoration Project is to restore the full range of ecosystem services to this highly-visible and well-known meadow. These services include natural water storage, flood attenuation, cooling and filtering of water, aquatic and riparian habitat, and recreational values.

Alpine Watershed Group (AWG) in partnership with Friends of Hope Valley and American Rivers, is recruiting and training volunteer "Meadow Stewards" interested in helping with water quality monitoring, streamflow monitoring, and photo monitoring in Hope Valley. Field training began in May 2012, with a number of

outings and data collection conducted through the 2012 field season. Meadow Stewards learn to measure river flow using United States Geological Survey approved equipment, and to maintain and download data collected by digital loggers at each monitoring site. Information collected by Meadow Stewards helps inform the restoration planning process, but most importantly, this information establishes baseline data for surface water characterization before any potential restorations are implemented.



Meadow Stewards measuring West Fork Carson River water levels in Hope Valley.
Picture Courtesy of Alpine Watershed Group

The 2013 Meadow Stewards field season begins May/June and will continue into fall, as weather and flow conditions permit. We welcome new volunteers! Training is provided to anyone interested in contributing to the monitoring efforts in Hope Valley. Come join the Hope Valley Meadow Stewards team and enjoy this beautiful and unique Sierra Nevada meadow while gathering valuable information that supports the meadow restoration.

Learn more about the project at www.alpinewatershedgroup.org. To volunteer in the field, please contact Chris at 530-694-2327 or awg.chris@gmail.com.

(Continued from page 1)

Education, Nevada Recycles, Schoolyard Habitats, Eagles & Agriculture, Explore Your Watershed Conservation Tours, Project Wet, and the Alpine Watershed Group Citizen's Monitoring. The first breakout session was to write program outcomes, describing learning, action, and conditions as a result of the program. Next we practiced writing SMART (specific, measureable, attainable, relevant, time-bound) goals. Completing the participation, activities, and program investments was the work of the third breakout session. And finally, the small groups developed strategies to measure and convey program results.

In addition to these hands-on exercises, we heard from Andre DeLeon, Nevada Department of Education, who talked about the next generation science standards. Sonya Sistare, University of Nevada Cooperative Extension, shared evaluation approaches used to measure the Living With Fire Program. Throughout the course of the day, participants were able to contribute feedback via handheld response devices also known as clickers. These devices helped demonstrate the value and utility of immediate program evaluation. For instance, 90 percent of the attendees indicated by clicker feedback they would change the way they evaluate their program(s) as a result of what they learned at the Roundtable. A follow-up survey will be conducted in three months to determine longer-term impacts. Network opportunities were provided by way of breaks, display sharing and a giveaway flash drive with detailed information on environmental education programs throughout the Carson River Watershed. Thank you to all who participated and helped organize this successful event.

Congratulations to Dr. Susan Donaldson 2013 Wendell McCurry Award Recipient!

We appreciate all Dr. Donaldson has done to educate the public about nonpoint source pollution throughout Northern Nevada and want to acknowledge this well deserved honor.

To learn more about Dr. Donaldson's work and this prestigious award, [see the full press release on the Nevada Division of Environmental Protection \(NDEP\) website at http://ndep.nv.gov/admin/wendll13.htm](http://ndep.nv.gov/admin/wendll13.htm)

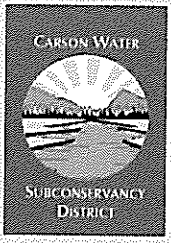


Colleen Cripps, Administrator, NDEP; Dr. Susan Donaldson; and Mr. Dave Gaskin, Deputy Administrator, NDEP. Photo courtesy of Mary Kay Wagner, NDEP

FOR
INFORMATION
ON REGULARLY
SCHEDULED
MEETINGS VISIT
www.cwsd.org

Editor:
Brenda Hunt

Thanks to these
Contributors!
Chris Katopothis
Debbie Neddenriep
Linda Conlin
Steve Lewis
Toni Leffler
Washoe Tribe of NV
& California



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



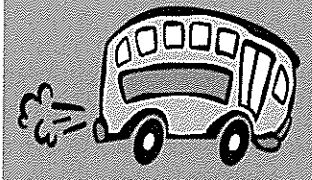
Upcoming Events

Earth Week Events at Fallon Paiute Shoshone Tribe:
April 24—27, 2013. For a complete schedule email [Carmen Gonzales](mailto:Carmen.Gonzales@fallontribe.com) or call 775.423.0590.

CRC Main Meeting: May 13, 2013, 9:00am - 12:00 pm. See AD on page 5 or for more information email [Brenda Hunt](mailto:Brenda.Hunt@cwsd.org) or call 775.887.9005.

Grazing & Weed Management Workshop: May 18, 2013, 8:00 am - 3:00 pm, River Fork Ranch, 381 Genoa Lane, Genoa. Email [Jamie Greer](mailto:Jamie.Greer@cwsd.org) or call 775.353.3640 to learn more.

Spring Wings at Stillwater National Wildlife Refuge:
May 17-19, 2013. This is an awesome event! Go to www.springwings.com (after 3/18) to register, or email [Susan Sawyer](mailto:Susan.Sawyer@cwsd.org) for more information 775.423.5128, ext. 228



Carson River
Get on the
Bus
Watershed
Tour 2013

June 12 & 13, 2013
8:30 a.m.—4:30 p.m.

Headwaters to the Terminus

Carson River Coalition and Carson Water Subconservancy District invite you to join us for these informative days sharing programs, projects, and studies accomplished throughout the watershed. Hear about noxious weeds, aquatic invasive species, river projects and what's on the horizon!

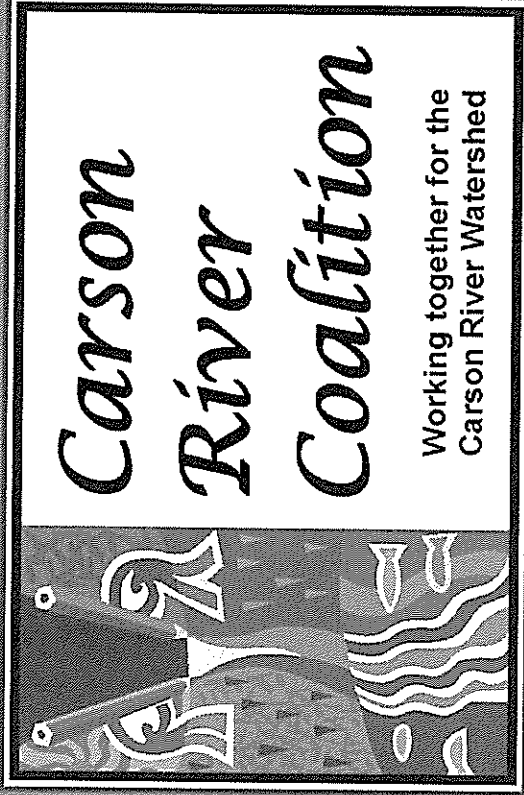
Download a registration form at www.cwsd.org . Send via fax/email 775.887.7457 / kathi@cwsd.org

All subscribers who receive a physical & digital copy of the newsletter will no longer get a physical copy beyond this edition. To continue to receive both, contact Kathi@cwsd.org by May 31st.



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

Save the Date!



What: Main CRC Meeting

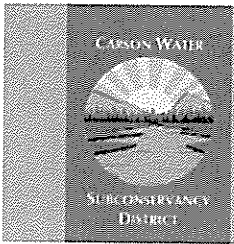
When: Monday, May 13, 2013 Time: 9AM— 12PM

Where: Sierra Room, Carson City Community Center

Meeting Topics:

- Floodplain Management, Protection & Conservation
- Carson River Mercury Superfund
- CRC Working Group Updates

Questions? Call or Email Brenda Hunt at 775.887.9005 or brenda@cwdsd.org



Carson Water Subconservancy District

Search

CWSD Events Schedule

Event Detail

Event Date: 4/4/2013 8:45:00 AM

Location: Building A, El Dorado County Board of Supervisor Chambers 330 Fair Lane Placerville, CA

Subject: California Pesticide Continuing Education Training

Details: Registration is at 8:45; The Program runs from 9:00 am - 12:00 pm. For additional information please contact El Dorado County Dept. of Agriculture (530) 621-5520

Sponser Link:

Agenda Link: Flyer: California Pesticide Continuing Education

Category: CRCMeeting

[BACK](#)

Carson Water Subconservancy District

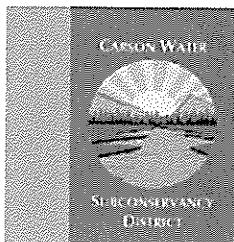
777 E. William Street, Suite 110A

Carson City, NV 89701

(775) 887-7450

For information regarding this website, please contact: [visionASP](#)

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Carson Water Subconservancy District

Search

CWSD Events Schedule

Event Detail

Event Date: 6/12/2013 8:30:00 AM

Location: Meet Next to CWSD Office 777 E. William Street Carson City, NV

Subject: 2013 Get On The Bus Carson River Watershed Tour

Details: Learn about the Carson River Watershed on this two-day bus tour. Cost is only \$100 if received by May 17, 2013. Sign up early for this great tour! See attached flyer. Contact Kathi Lawrence with questions at 775.887.1260 or kathi@cwsd.org

Sponser Link:

Agenda Link: Flyer & Registration

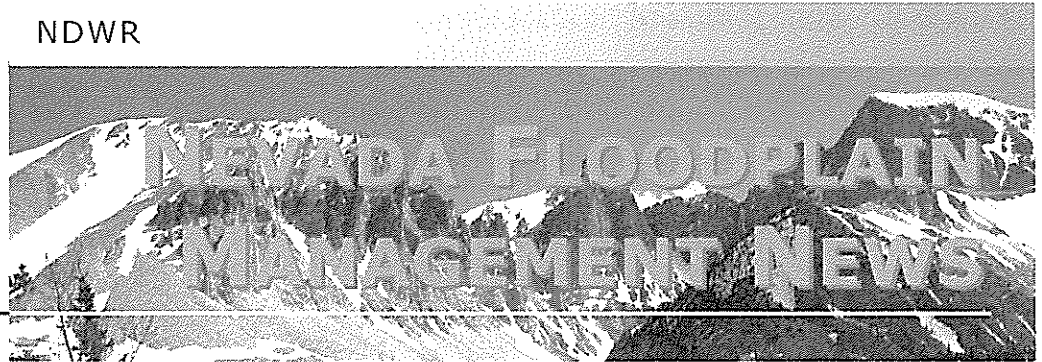
Category: SPECIAL

[BACK](#)

Carson Water Subconservancy District
777 E. William Street, Suite 110A
Carson City, NV 89701
(775) 887-7450

For information regarding this website, please contact [visionASP](#)

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City of Las Vegas Becomes Class 5 CRS Community
Las Vegas has earned the first Class 5 Community Rating System (CRS) ranking in Nevada. With this upgrade, Las Vegas joins the top 6% of CRS communities nationwide. **Viva Las Vegas!**

Learning from Our Flood History

In a recent Sunday edition of the Reno Gazette Journal (January 27, 2013), an article by Marilyn Newton (who some may remember as having taken some of the most compelling photographs of the 1997 New Year's Floods) tells the history of the Town of Caliente, Nevada, and the impact that repeated flooding has had on this historic railroad town. In her article Ms. Newton describes construction of the railroad in the early 1900s and writes:

"Another problem facing the construction crews was the canyon, through which the peaceful little Muddy River meandered. It was definitely not the best place to lay track, but other geographical handicaps made it the only logical location. Perhaps the engineers should have listened when a friendly, wizened, wrinkled Indian watched the progress, then shook his head and pointed to a place about 15 feet above the rail bed as if indicating that's where the track should go. According to legend, the learned engineers were not about to take the advice of the old man. That was a decision they would regret."

After repeated flood damages and destruction to railroad track and rolling stock during subsequent flood events, the tracks were eventually relocated, heeding the advice of the old man.

Fast forward to 2013 and FEMA's implementation of the Biggert Waters Flood Insurance Reform Act of 2012. The Act calls for changes to the National Flood Insurance Program (NFIP) which are intended to repay the nearly \$18 billion debt to the U.S. Treasury that resulted from the devastating 2005 Hurricane season, and to make the program actuarially sound. To achieve these objectives, FEMA intends to phase in flood insurance premium increases to reach actuarially based rates and to phase out premium subsidies and discounts.

As these changes go into effect, flood insurance policy holders with property in high risk flood zones will be looking for ways to reduce their policy premiums. When flood insurance policies are written, the premium depends in large part on the way the insured structure is built. Insurance underwriters consider not only flood zone but also such things as the lowest floor elevation, elevation of machinery and equipment servicing the building, flood venting, and details of a crawlspace construction. Communities that enforce NFIP building requirements in Special Flood Hazard Areas are ultimately assisting property owners with controlling their

flood insurance costs. Communities that enforce higher standards, especially freeboard standards, provide further policy premium savings for property owners.

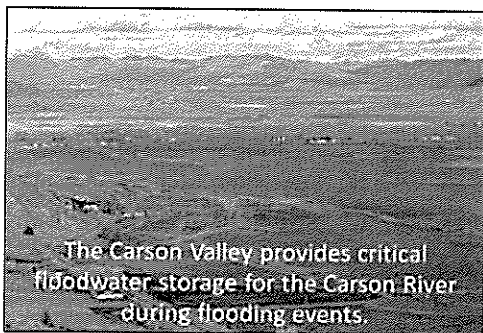
For communities with limited, existing development in Special Flood Hazard Areas, the impending premium increases should provide further incentive to guide inappropriate development away from areas susceptible to flooding. Participation in the Community Rating System (CRS) is another way in which communities can lower policy premiums for their constituents through CRS premium discounts.

Marilyn Newton's story of Caliente reminds us of the consequences of ignoring historical knowledge of local flooding and putting development and infrastructure at risk by locating them in the high risk flood hazard areas. Implementing and enforcing floodplain management standards not only makes sense for protecting development from future flood damages, it also keeps money in our Nevada communities through lower flood insurance premiums.

*Kim Davis, PE, CFM
Nevada Floodplain Manager*

Carson River Coalition Reaffirms Main Message: Protect Floodplain from Development

By John Cobourn and Steve Lewis, University of Nevada Cooperative Extension, and Brenda Hunt, Carson Water Subconservancy District

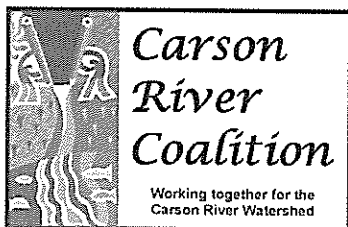


The Carson Valley provides critical floodwater storage for the Carson River during flooding events.

Photo: Full rights remain the property of Wolf Products, Inc.—www.wolf-products.com

"Rivers were here long before man, and for untold ages every stream has periodically exercised its right to expand when carrying more than normal flow. Man's error has not been the neglect of flood control measures, but his refusal to recognize the right of rivers to their floodplain."

Engineering News-Record 1937



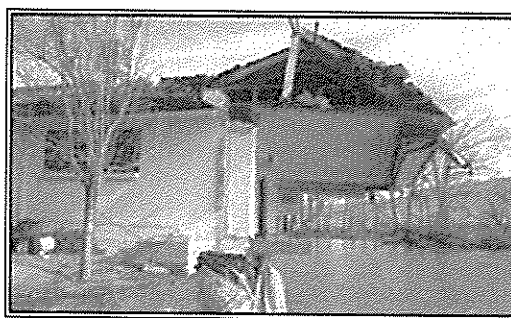
Following the Carson River Coalition (CRC) Forum in February 2012, participants submitted feedback on the Forum via an electronic questionnaire. One question asked whether participants agreed or disagreed with the statement:

"Protecting the floodplain from future development should continue to be the CRC's main message." Of the 67 people who answered, 94% agreed (61.2% strongly agreed/32.8% agreed). This result reaffirms the CRC main message developed in 2003 that provided the impetus for the development and publication of the 2008 Carson River Watershed Floodplain Management Plan (CRWFMP, 2008).

Why is protecting the floodplain from development such a critical message to convey and task to accomplish for the Carson River Watershed community? The Carson River is prone to flooding every five years on average, and 17 of the past 33 documented flooding events since 1852 have caused major flooding and extensive damage. Ensuring that floodplains within the river corridor and flood hazard areas are kept in an open and more natural state allows the river to access its floodplain during flood events, providing natural, low

cost, flood protection (CRWFMP 2008). This type of protection is often referred to as the "Living River" concept and is a best practice in floodplain management. Benefits of this concept include:

- The river remains connected to its floodplain.
- Open floodplains provide storage for floodwaters, which can limit the damage downstream.
- Wildlife, riparian and river habitat are minimally disturbed.
- Water quality and supply are enhanced.
- Structures are not built in hazardous, unstable and unsafe areas.



Dangers of channel migration are severe. This home in the Dayton Valley was torn apart when banks were eroded by the force of floodwaters in the incised channel. (Marilyn Newton, Reno Gazette Journal)

Truckee River floodplains provide a contrast to those of the Carson River. In the Truckee River Watershed, much of the floodplain through Reno and Sparks contains buildings, residences and roads. As a result, the estimated cost of damages

from the large 1997 river floods was over 30 times greater along the Truckee River than along the Carson River (UNCE Fact Sheet 11-69). The Truckee Flood Management Project is looking at a price tag of around 1.6 billion dollars to retroactively obtain a "living river." Do current and future residents of the Carson River Watershed want this to be their future? It is much less hazardous and costly to prevent development in floodplains than to protect development after it is built. Since floodplains are the water storage areas during flooding events, Carson Watershed communities can avoid future catastrophic flood damages if they work now to keep the river's floodplains in agriculture and open space uses. Currently, most communities along the Carson River are not located in the floodplain; therefore,

we have a timely opportunity to achieve floodplain protection and safeguard our future. The CRC's River Corridor Working Group is a voluntary partnership that works toward

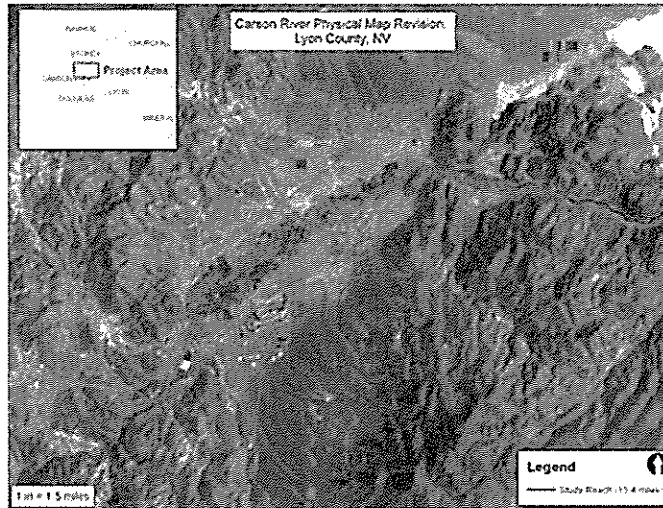
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Carson River Flood Mapping Project

By Mitch Blum, HDR Engineering

HDR Engineering is developing detailed hydrology, hydraulic models, and floodplain mapping for approximately a 40 mile reach of the Carson River in Lyon County and Carson City, Nevada for the Carson Water Subconservancy District (CWSD) through a grant from FEMA Region 9. This work is being conducted under the FEMA Cooperating Technical Partners (CTP) program and is part of continuing efforts to provide sound floodplain management in the Carson River Watershed.

In order to assess spatial, temporal and volumetric flood impacts, complex unsteady flow HEC-RAS modeling was chosen for the project. It is envisioned that the modeling and mapping will be used for long term watershed-wide land use planning, with the immediate goal of submitting a Physi-



cal Map Revision (PMR) under FEMA guidelines and specifications. This particular PMR will result in updates to the Lyon County Flood Insurance Rate Map (FIRM) panels for the study reach. Other major project elements include: Project Management, Public Outreach, Data Collection, Field Reconnaissance, Hydrologic

Analysis, Hydraulic Modeling, Floodplain Mapping, Reporting and Data Management. The five-year work plan is to re-map the Carson River Floodplain from Alpine County to Lahontan Reservoir. The CRC's River Corridor Working Group, whose members hail from all parts of the watershed, are partners in this process.

"Building in the floodplain is like setting your tent up on the highway when no cars are coming."
Vicki Watson,
University of Wisconsin

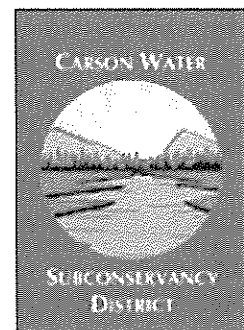
Protect Floodplain from Development, continued

the completion of the suggested actions outlined in the Floodplain Management Plan. These actions range from education and outreach to LiDAR imaging and floodplain mapping. The University of Nevada Cooperative Extension (UNCE) recently published four colorful brochures to inform the public about flooding hazards and the importance of floodplain management. These

brochures explain the functions and values of a protected floodplain for water quality, wildlife habitat and community safety; the benefits of maintaining agricultural land use in floodplains; and warn about the dangers of channel migration to structures built near river channels.

So what can you do to help? The CRC needs everyone to engage and inform our elected

officials, floodplain property owners and the general public about flooding issues. If you have other ideas about how to promote this message effectively, or if you'd like to join the CRC, and/or obtain copies of the UNCE brochures, call or email Brenda at CWSD, (775) 887-9005, brenda@cwsd.org.



Nevada Silver Jackets Team Signs Charter and Agrees to Work Together



Members of the Nevada Silver Jackets, a multi-agency flood risk management team, gathered on November 8, 2012 in the state capital of Carson City to attend a charter-signing ceremony. Nevada became the 34th state to join this national initiative. The Nevada team has been working together for more than a year, collaborating in flood mitigation, response, and recovery. Jason King, team member and State Engineer, stated, "Often, one agency doesn't have all the answers, but in working with other state, federal, tribal and local agencies, we can share information and experience, leverage resources, and reach comprehensive strategies and solutions."

The following core agencies have signed the charter and pledged to review it annually: Nevada Division of Water Resources, Nevada Division of Emergency Management, U.S. Army Corps of Engineers, Federal Emergency Management Agency, U.S. Geological Survey, National Oceanic Atmospheric Administration, National Weather Service, and U.S. Department of Agriculture, Natural Resources Conservation Service.

To quote a recent article in the *Nevada Appeal*, a daily newspaper for the state capital, which covered the signing event, "When the left hand of government does not know what the right hand is doing, sitcoms

combining the data collected by the various agencies, better flood maps and predictions can be made. As Steve Berris from the USGS noted, "We can leverage resources to get something better."



Nevada Silver Jackets Team at November 8, 2012 Charter Signing Ceremony

With only five team meetings so far since its inception, there still is a learning curve among the members. Kim Davis, Nevada's Floodplain Manager from the Division of Water Resources (DWR), said, "We've been in a phase of learning about each

and tragedies are born. A new partnership between federal and state agencies aims to let both hands know what the other is doing." The article continued to state that, with federal government funds shrinking, the simple act of working together is a way for agencies big and small to fund and complete projects and to avoid competing for limited federal budget resources.

Judy Soutiere, a SJ Team member from the USACE, said,

"When agencies choose to communicate, they all find a wealth of information, data, and knowledge in each other." The Silver Jacket team format will lend itself to sharing information such as high water records, topographic mapping, hydrologic and hydraulic modeling, and flow information among the various agencies. By

other, as well as about agencies' authorities and limitations." Under the coordination and facilitation of the DWR, the team is committed at a minimum to meeting twice a year and will convene other meetings as necessary. In the event of a major flood event, most of the significant relationships with federal, state, and some local agencies will be in place so that after a disaster the team can hit the ground running to work on such activities as the development and implementation of a post-disaster mitigation action strategy. Judy reiterated a theme from the recent Flood Risk Management and Silver Jackets Workshop in her statement, "One of the purposes of building a Silver Jackets team is to make a friend before you need a friend."

"When the left hand of government does not know what the right hand is doing, sitcoms and tragedies are born."

NFIP Minus Rated Properties and CRS

By: Rebecca C. Quinn, CFM, RC Quinn Consulting

*The following discussion on the loss of Community Rating System (CRS) discount for minus-rated properties is reprinted from an article in the November 2012 issue of **The Insider**, a publication of the Association of State Floodplain Managers.*

As a reminder, minus-rated properties are those that are rated with the lowest floor one foot or more below the base flood elevation. FEMA instituted this policy in part to ensure that only buildings that are compliant with the NFIP construction criteria receive the policy discounts available in Community Rating System communities. Last March, it was reported that more than 45,000 properties in 938 of the 1,192 CRS communities were minus-rated and affected by this policy.

In my last column I wrote that communities can request their minus-rated policy list by emailing NFIPCRS@iso.com (include the Community Identification Number). I also shared my experience where I saw some properties were likely minus-rated because of relatively minor compliance issues that should be easy to correct (e.g., heat pump lower than the lowest floor, noncompliant flood openings).

Cristina Martinez, a CRS Flood Technical Coordinator with ISO, and former state and local floodplain manager, got in touch and shared information from previous CRS newsletters. (ref. "Minus Rated" Properties and the CRS Discount, NFIP/CRS Update, March 2012). While noncompliance may indeed cause minus-rating, it's not the only cause and may not even be the primary cause. A large number of properties are minus-rated because of "disconnects" in the information used to rate the policies.

In 2008, after receiving their list of minus-rated properties, a number of CRS Coordinators took the initiative to help property owners understand the implications and options available to them. Martinez told me that her hands-on experience working with communities in Colorado and the experience of others revealed a lot about disconnects that result in minus-ratings.

After talking to Martinez, here's what I understand are some other the common causes of minus-rating, other than the obvious ones I saw myself:

1. Some pre-FIRM buildings were incorrectly rated as post-FIRM buildings even though they'd not been substantially improved or substantially damaged.
2. Buildings that were built in compliance with the effective flood map at the time of construction, but rated based on a more recent map that shows higher BFEs. These policies should be "grandfathered" because they were compliant when constructed. Many people, including agents, may not know how to access what FEMA calls "historic" FIRMs. Some (but probably not all) historic FIRMs are accessible through the FEMA Map Service Center (www.msc.fema.gov and click on "Product Catalog").
3. Some floodproofed non-residential buildings were rated using elevation certificates instead of floodproofing design certification (indeed, insurance agents may not even be aware that a building is floodproofed if the proper documentation isn't provided).
4. Buildings with "below-grade" crawlspaces generally are rated as having basements even if the floor above is properly elevated. But if it can be shown that a building with a below-grade crawlspace complies with the limitations and requirements in Technical Bulletin 11, *Crawlspace Construction for Buildings Located in Special Flood Hazard Areas*, insurance companies can re-rate these buildings. As a reminder, TB 11 does not permit use of below-grade crawlspaces everywhere – it has some very specific limitations: the depth below grade shall be no more than 2 ft measured from the lowest adjacent grade to the top of the footing and the perimeter wall shall be no more than 4 ft high measured from the top of the footing to the top of the wall. Work through the numbers and you'll see this means below-grade crawlspaces can be used only in relatively shallow SFHAs, especially if freeboard is required.

There's no way the average property owner could figure out these compliance and rating problems. But once they realize their buildings are minus-rated, they can talk to their insurance agents to find out what's causing that rating. What they learn may lead to corrections of noncompliance or corrections of problems with ratings that can sometimes result in lower premiums. This can add up to real savings, especially in CRS communities because these policyholders will also regain the CRS discount! Plus, in some cases, insurance companies may be able to issue refunds of excess premiums paid in the current year.

Your role? Local officials should get the list of minus-rated properties in their communities and take some time to figure out how best to help their citizens identify and resolve what factors cause minus-ratings.

Flood Insurance from the Lender's Perspective

The following Q&A is excerpted from the Office of the Comptroller of the Currency, U.S. Department of the Treasury website, *Answers & Solutions for Customers of National Banks*, www.helpwithmybank.gov

What is flood insurance?

Unlike a standard homeowner's policy, flood insurance covers losses to your property caused by flooding. Some of the things a standard flood policy will cover include:

- structural damage to the building and its foundation
- the electrical and plumbing systems
- furnace, water heater, and central air conditioner
- refrigerators, cooking stoves, and built-in appliances
- permanently installed carpeting over an unfinished floor
- flood debris cleanup

You can also buy a flood insurance policy to cover the contents of your home, such as furniture, clothing, food freezers and the food in them, portable air conditioners, and certain valuable items, such as artwork and furs (up to \$2,500).

Policies are available in three forms: *Dwelling* (for most homes), *General Property* (for example, for apartment buildings and businesses) and *Residential Condominium Building Association* (condominiums).

When a property securing a loan is located in a Special Flood Hazard Area (SFHA) in which flood insurance is available under the Flood Disaster Protection Act (FDPA or Act), a national bank may not make, increase, extend, or renew any mortgage loan unless that property is covered by flood insurance. Under the Act, the *mandatory purchase* amount is the lesser of:

- The outstanding principal balance of the loan(s), or
- The maximum amount of insurance available under the National Flood Insurance Program (NFIP), which is the lesser of:
 - The maximum limit available for the type of structure (\$250,000 for a residential structure and \$500,000 for a nonresidential structure), or
 - The insurable value of the structure. Coverage must be obtained and maintained throughout the term of the loan.

To obtain flood insurance coverage, you must live in a community that participates in the NFIP.

Can my lender require more flood insurance than the minimum required by regulation?

Yes. Lenders are permitted to require more flood insurance coverage than the minimum amount required by the Flood Disaster Protection Act (FDPA or Act). If the flood insurance requested by the lender is greater than \$250,000, then you or the lender may have to seek such coverage outside the NFIP.

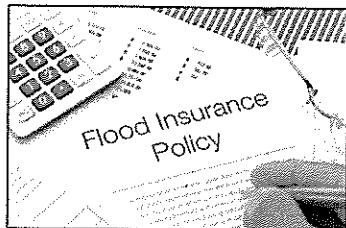
How much can a bank charge for flood insurance?

Flood insurance premiums are calculated based on factors such as:

- Year of building construction
- Building occupancy
- Number of floors



Lenders are permitted to require more flood insurance coverage than the minimum amount required by the Flood Disaster Protection Act.



The Lender's Perspective, continued

- The location of the contents in the building
- The flood risk of the building (i.e., the flood zone)
- The location of the lowest floor in relation to the elevation requirement on the flood map
- The deductible you choose and the amount of building and contents coverage

You do not have to purchase the flood insurance policy from the bank. It may be purchased through insurance companies which sell policies through their network of agents. The coverage is offered through FEMA and its National Flood Insurance Program (NFIP).

If flood insurance is required in connection with a loan but the borrower does not purchase the required amount of flood insurance, the lender must *force place coverage* and may charge the borrower for the cost of premiums and fees incurred in purchasing the insurance. Force placed flood insurance coverage is often more expensive than coverage under a policy purchased directly by the borrower.

My home is located in a Special Flood Hazard Area (SFHA). I am thinking about obtaining a home equity loan. Will I be required to have flood insurance?

Yes. Flood Insurance will be required if the loan is secured by a building or mobile home located in an SFHA in which flood insurance is available under the Flood Disaster Protection Act.

You can be exempt from purchasing flood insurance for a building or a mobile home in a SFHA only if:

- The original principal balance of the loan is \$5,000 or less; and
- The original repayment term is one year or less.

When can lenders or servicers charge the borrower a fee for making a flood determination?

There are four instances under the Flood Disaster Protection Act (FDPA or Act) when the borrower can be charged a specific fee for a *flood determination*:

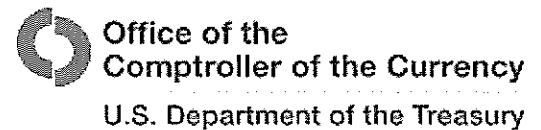
1. When the determination is made in connection with the making, increasing, extending, or renewing of a loan that is initiated by the borrower;
2. When the determination is prompted by a revision or updating of floodplain areas or flood-risk zones by Federal Emergency Management Agency (FEMA);
3. When the determination is prompted by FEMA's publication of notices that affect the area in which the secured property is located; or
4. When the determination results in force placement of insurance.

The loan agreement or other contractual documents between the parties may also permit the imposition of fees.

Does the Flood Disaster Protection Act (FDPA or Act) apply to loans that are being restructured or modified?

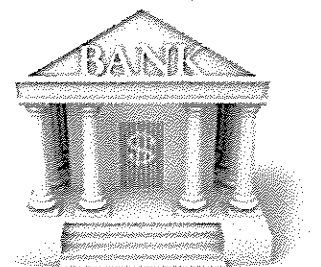
It depends.

By definition, a designated loan is a loan secured by a building or mobile home that is located in a Special Flood Hazard Area in which flood insurance is available under the Act. If the loan being restructured or modified meets the definition of a designated loan, the Act would apply to that loan. Additional flood insurance may be required if the lender increases the amount of the loan.



Answers & Solutions for
Customers of National Banks

Force placed flood insurance coverage is often more expensive than coverage under a policy purchased directly by the borrower.



FEMA Online LOMC



What is a Letter of Map Change (LOMC)?

If a property owner thinks their property has been inadvertently mapped in a Special Flood Hazard Area (SFHA), they may submit a request to FEMA for a Letter of Map Change (LOMC). A SFHA is defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. A LOMC reflects an official revision/amendment to an effective Flood Insurance Rate Map (FIRM). If the LOMC request is

Additional documents required when requesting a LOMA:

- **Elevation Form or Existing Elevation Certificate*** - This document is located within the Online LOMC application
- **FIRM Panel or FIRMette** - This document is located within the MSC Store
- **Subdivision Plat Map or Property Deed with Tax Assessor's Map or Other Suitable Map** - This document is located with the County/Parish Clerk, Recorder, or Registrar of Deeds for the Community

* **NOTE:** If the request is to make a determination on the structure and an NFIP Elevation Certificate has already been completed for this property, it may be submitted in lieu of the Elevation Form. Check with your community to see if an Elevation Certificate is already on file for your property or structure.

granted, property owners may be eligible for lower flood insurance premiums, or the option to not purchase flood insurance.

What is the Online LOMC?

The Online LOMC is an internet-based tool that allows applicants to easily request a Letter of Map Amendment (LOMA). A LOMA is a letter from FEMA stating that an existing structure or parcel of land - that is on naturally high ground and has not been elevated by fill - would not be inundated by the base flood. This new tool is a convenient way for applicants to upload all information and supporting documentation and check the status of their application online. Users can submit LOMA requests through this tool instead of filing the MT-EZ paper form via mail.

Who can use the Online LOMC?

Anyone, including home or property owners, their representatives, and professional surveyors and engineers, may submit a LOMA request using the Online LOMC. Certification by licensed engineering or surveying professionals is required for some supporting

documentation, which may be scanned and uploaded by the applicant.

What are the benefits?

- Applicants may save information online and finish applying at their convenience
- Clear and intuitive interface makes applying user-friendly
- Frequent applicants can manage multiple LOMA requests online
- Applicants can check their application status in real-time
- More efficient communications with LOMC processing staff
- *Coming soon! Request all LOMC types via the Online LOMC*

For More Information . . .

Go to www.fema.gov/online-lomc

**Creating a Safer Tomorrow:
Building Resilience through Integrated
Flood Risk Management**

FMA 2013 Annual Conference &
2-D Modeling Symposium
Sept 3-6, 2013
Marriott Resort, Anaheim, CA

Certified Floodplain Managers in Nevada

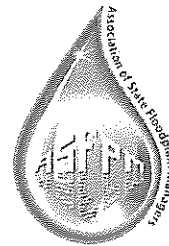
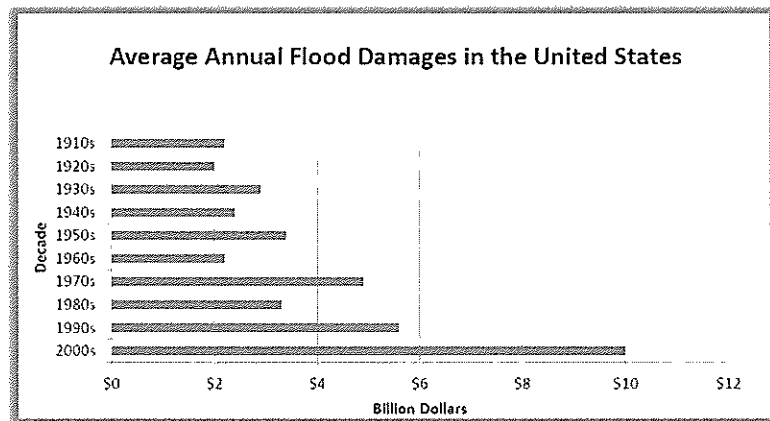
In Spring of 2004, the Nevada Floodplain Management Program reported that there were 25 Nevadans who had earned Certified Floodplain Manager (CFM) designation from the Association of State Floodplain Managers. Today there are 67 CFMs around the Silver State:

Boulder City 3	Gardnerville 1	Las Vegas 22	Reno 13
Caliente 1	Hawthorne 1	Minden 3	Sparks 4
Carson City 2	Henderson 13	North Las Vegas 2	Washoe Valley 2



Costs and Impacts of Flooding

Association of State Floodplain Managers



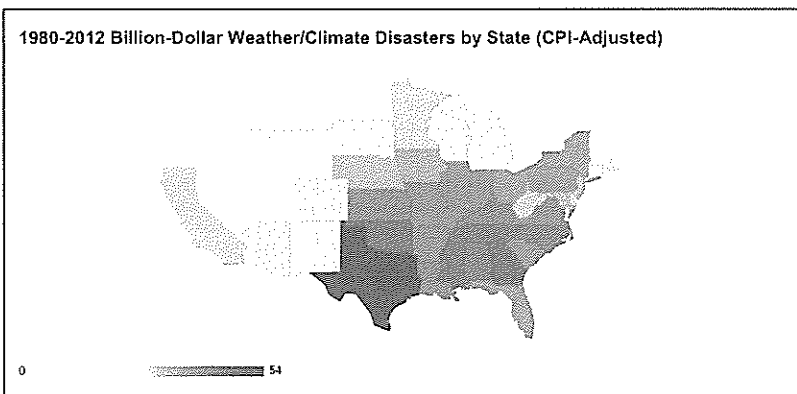
ASFPM's report entitled "Flood Mapping for the Nation, A Cost Analysis for the National Flood Map Inventory" March 1, 2013, and other policy resources may be found on the ASFPM website: www.floods.org

Floods are the leading cause of natural disaster losses in the United States, having cost approximately \$50 billion in property damage in the 1990s and accounting for more than two-thirds of federally declared natural disasters (National Research Council, 2009).

The Costs and Impacts of Flooding, from "Flood Mapping for the Nation, A Cost Analysis for the Nation's Flood Map Inventory" March 1, 2013, ASFPM

Billion Dollar Weather/Climate Disasters

National Climatic Data Center
National Oceanic and Atmospheric Administration



Billion Dollar Weather/Climate Disasters may be found on the NOAA National Climatic Data Center website: www.ncdc.noaa.gov/billions

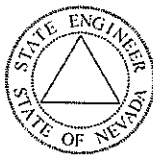
Please note that the map reflects a summation of billion-dollar events for each state affected (i.e., it does not mean that each state shown suffered at least \$1 billion in losses for each event).

NDWR

NEVADA FLOODPLAIN MANAGEMENT NEWS
 Nevada Division of Water Resources
 901 South Stewart Street, Suite 2002
 Carson City, Nevada 89701

Phone: 775-684-2800
 Fax: 775-684-2811
 E-mail: nvflood@water.nv.gov

To subscribe send email request to:
nvflood@water.nv.gov



Nevada Floodplain Management News is a publication of the Nevada Floodplain Management Program.

The Nevada Floodplain Management Program was established in the Department of Conservation and Natural Resources, Division of Water Planning by the 1997 Nevada State Legislature after the need for a statewide flood management program became apparent when damages from the 1997 New Years Flood on the Truckee River were assessed.

In the Spring of 2001 the Nevada Floodplain Management Program was transferred within the Department of Conservation and Natural Resources and was later confirmed by Governor's Executive Order, dated April 10, 2003, to its current residence within the Division of Water Resources under the direction of the Nevada State Engineer.

Nevada Flood Hazard Mapping Update

For more information contact Luke Opperman, lopperman@water.nv.gov.



Carson City	Vicee, Ash & Kings Canyon PMR	Appeal period ends April 17, 2013.
Elko County	West Wendover Appeal Resolution	Elko countywide DFIRMs, approximate effective date September 4, 2013.
Lander	County Wide DFIRM	Letter of Final Determination approximately in May 2013.
Lyon	Walker River PMR	FEMA 2-D modeling with topographic survey data supplied by community of Yerington. Preliminary map release estimated within 2-4 months.
Mineral	County Wide DFIRM	Effective date of countywide DFIRMs November 16, 2012.
Nye County	Pahrump Valley PMR	FEMA and community of Pahrump worked to refine certain areas depicted on preliminary maps. Revised-preliminary maps have been shared with community.
Washoe County	Evans Creek and White Lake PMR	Effective date June 18, 2013

PMR - Physical Map Revision; LOMR - Letter of Map Revision; LFD—Letter of Final Determination; DFIRM - Digital Flood Insurance Rate Map; CTP - Cooperating Technical Partner; CWSD - Carson Water Subconservancy District



COMMUNITY DEVELOPMENT
1594 Esmeralda Avenue, Minden, Nevada 89423

Building Division
Engineering Division
Planning Division
Code Enforcement

Mimi Moss
COMMUNITY DEVELOPMENT DIRECTOR

775-782-6201
FAX: 775-782-6297
website: www.douglascountynv.gov

Road Name Change Notice

Parcel Number (APN): 1220-11-002-018

Reason: Due to the realignment of Pinenut Road, the County needs to assign a new road name along an approximately 2,000 foot section of the old Pinenut Road alignment. This will eliminate road name duplication and ensure timely emergency services. This change will go into effect immediately. Please allow two to three weeks for other agencies and Departments of the County to implement the change.

1. The new road name will be Pinenut Court.
2. The former road name was Pinenut Road
3. The existing residence at 1608 Pinenut Road will be readdressed to 1608 Pinenut **Court**. The residence is approximately 1,000 feet west of the Pinenut Road and Pinenut Court intersection.
4. The road name change will apply to an approximately 2,000 foot section.
5. See Map Below:



Pursuant to Douglas County Code, Section 20.900.110 *Administrative appeals of address designations or road names*, any person who is affected by the action has the right to appeal the address or road designation.

If there are any questions or comments, please contact Dirk Goering, Associate Planner at (775) 782-6212 or dgoering@co.douglas.nv.us

Thanks,

Dirk Goering, Associate Planner

COMMUNITY VISIONING WORKSHOPS

April 8th, 9th & 10th, 2013

CVIC Hall

1602 Esmeralda Ave, Minden, NV 89423

Share Your Vision

April 8, 2013

- 1:30-3:00 p.m. Public invitation to drop by and discuss the elements with the planning/design team as they work.
- 5:00-7:00 p.m. Public Open House: Information stations, elements of the plan, and maps to discuss the future vision.

April 9, 2013

- 12:00-1:30 p.m. Public invitation to drop by and contribute ideas to the Vision.

April 10, 2013

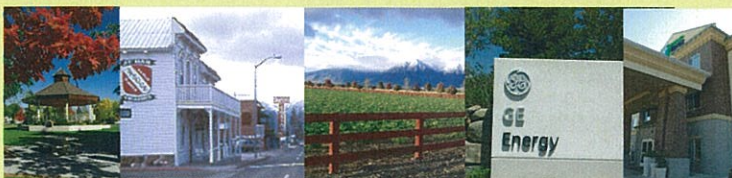
- 3:30-6:00 p.m. Public Presentation and Open House: Discuss plan progress and the ideas illustrated.

The Valley Vision project is a broad based collaborative effort to visualize a Carson Valley of the future that enhances our environmental, economic and community well being.



These workshops will utilize the ideas and goals developed by the County, Towns and many business owners, as well as the input of the public to develop a Vision Plan that can be the catalyst for long term successful economic prosperity.

For questions about the vision process contact:
Eric Roverud or Stephanie Grigsby at 775-588-5929
or
Email Eric at eroverud@designworkshop.com
Email Stephanie at sgrigsby@designworkshop.com



Douglas County is a sponsor of the Valley Vision Project



Gardnerville Town Board



AGENDA ACTION SHEET

1. **Title: Health and Sanitation Monthly Report**

2. **Recommended Motion: Accept as submitted**

Funds Available: Yes N/A

3. **Department: Health and Sanitation**

Prepared by: Carol Louthan

Phone Number: 782-7134

4. **Meeting Date: April 2, 2013**

Time Requested: none

5. **Agenda:** Consent

Administrative

6. **Background Information:**

Residential Accounts	1701
Commercial Accounts	215
Green Waste Accounts	1140
Cleanup Dumpsters	5
X-cans	650
# of new residential accounts	8 accts transferred to new owners – 1 new acct
# of new commercial accounts	1 – Ace Hardware
Minimum User Accounts	41
Total tons of trash	275.14

7. **Other Agency Review of Action:**

8. **Board Action:**

Approved

Approved with Modifications

Denied

Continued

PARKS DEPARTMENT: The Tolar drip line is being installed.

Change powder coat color at Walmart detention pond or exchange.

The hydraulic valve on the Brush Cat attachment has had new O-rings installed. The twelve inch auger bit for the Bob Cat has also been rebuilt with a new cutting head and some hard facing.

A vandalism report with DCSO was filled for the Heritage Park trash can at the restrooms.

We have a bid to re-level and repair the brick flat work at Heritage Park and Gilman pavers, Historian and 395 at Park and Sell.

PUBLIC WORKS: The lift truck # 614 has been recertified for this year.

One full pallet of concrete has been used to fill street cracks in Chichester.

HEALTH & SANITATION REPORT
February 2013
By Craig Tuthill

Delivered 4 bins
Delivered 3 green waste cans
Delivered 4 trash cans
Put work lights on 612 and 608
Changed packer ram on 609
Received camera equipment from Arata for 615
Fixed bracket on 605 street sweeper
Fixed park place dumpster with new casters and lids Replaced lids on customers bin
Rotated tires on 609
Helped parks and rec diagnose crack sealing machine and pull belt and alternator off machine
Took trucks to Carson dump all month



BRIAN SANDOVAL
Governor

STATE OF NEVADA

PUBLIC UTILITIES COMMISSION

ALAINA BURTEENSHAW
Chairman

REBECCA WAGNER
Commissioner

DAVID NOBLE
Commissioner

CRYSTAL JACKSON
Executive Director

FOR IMMEDIATE RELEASE:

Contact: Peter Kostas
Public Information Officer
(775) 684-6118

Date: March 28, 2013

APRIL IS NATIONAL SAFE DIGGING MONTH

**Public Utilities Commission of Nevada supports efforts
of Nevada Regional Common Ground Alliance**

Carson City, Nev. – April marks the sixth annual National Safe Digging Month, reminding Nevada residents to call 811 two working days before any digging project.

The Public Utilities Commission of Nevada supports the efforts of the Nevada Regional Common Ground Alliance, sponsors of National Safe Digging Month in the Silver State.

When calling 811, homeowners and contractors are connected to the local one-call center, which notifies the appropriate utility companies of their intent to dig. Professional locators are then sent to the requested digging site to mark the approximate locations of underground lines with flags, paint or both. A utility line is damaged by digging once every eight minutes nationwide, and one-third of these incidents are caused by failure of the professional excavator or homeowner to call 811 before beginning their digging project.

“April is the traditional start of the digging season, so we strongly encourage individuals and companies to call 811 before they begin digging,” said Ken Jones, PUCN gas pipeline engineer. “By calling 811 to have the underground utility lines in their area marked, homeowners and professionals are making an important decision that can help keep them and their communities safe and connected.”

Striking a single line can cause injury, repair costs, fines and inconvenient outages. Every digging project, no matter how large or small, warrants a call to 811. Installing a mailbox, building a deck and planting a tree or garden are all examples of digging projects that need a call to 811 before starting.

The depth of utility lines can vary for a number of reasons, such as erosion, previous digging projects and uneven surfaces. Utility lines need to be properly marked because even when digging only a few inches, the risk of striking an underground utility line still exists.

For information about safe digging procedures, visit www.call811.com

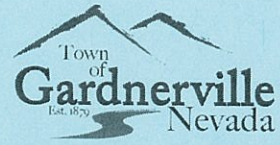
##

NORTHERN NEVADA OFFICE
1150 East William Street
Carson City, Nevada 89701-3109
(775) 684-6101 • Fax (775) 684-6110

1-26
<http://puc.nv.gov>

SOUTHERN NEVADA OFFICE
9075 West Diablo Drive, Suite 250
Las Vegas, Nevada 89148
(702) 486-7210 • Fax (702) 486-7206

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve March 2013 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** April 2, 2013 **Time Requested:** none

5. **Agenda:** Consent Administrative

6. **Background Information:**

This report is generated through claims submitted to the Douglas County Comptroller by the Town. If backup material is necessary for your review it can be found on file at the Town office.

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

8. **Board Action:**

Approved
 Denied

Approved with Modifications
 Continued



Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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	3/13 BOARD	GVILLE	Paid by Check # 603210		02/27/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	220.00
28960 - Miller Kenneth	3/13 BOARD	GVILLE	Paid by Check # 603238		02/27/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	250.00
18629 - Philips Michael	3/13 BOARD	GVILLE	Paid by Check # 603271		02/27/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	220.00
2969 - Slater Linda	3-13 BOARD	GVILLE	Paid by Check # 603305		02/27/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	237.50
			Account 510.150 - Board Compensation Totals					Invoice Transactions 4		\$927.50
29103 - Frontier	782-7134 2/13	77578271340502795	Paid by Check # 602929		02/16/2013	03/01/2013	03/01/2013	03/01/2013	03/01/2013	95.46
29103 - Frontier	782-3856 2/13	77578238560808025	Paid by Check # 602929		02/16/2013	03/01/2013	03/01/2013	03/01/2013	03/01/2013	43.68
5061 - Sprint/Nextel	268465621-103	268465621	Paid by Check # 603058		02/18/2013	03/01/2013	03/01/2013	03/01/2013	03/01/2013	126.61
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 3		\$265.75
12997 - Do Co Procurement Program	2-13 LOUTHAN	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	83.76
25903 - U S P CMRS-PP	30465 3-13	GVILLE	Paid by Check # 603631		03/06/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	250.00
			Account 520.060 - Postage/Po Box Rent Totals					Invoice Transactions 2		\$333.76
12997 - Do Co Procurement Program	2-13 DALLAIRE	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	447.92
			Account 520.064 - Travel Totals					Invoice Transactions 1		\$447.92
524 - CNA Surety	LOUTHAN 3-13	60965528N	Paid by Check # 603721		03/01/2013	03/22/2013	03/22/2013	03/22/2013	03/22/2013	25.00
524 - CNA Surety	LOUTHAN 3/13	60965528N01	Paid by Check # 603721		03/01/2013	03/22/2013	03/22/2013	03/22/2013	03/22/2013	39.00
			Account 520.080 - Insur.-Liability Totals					Invoice Transactions 2		\$64.00
11985 - Ace Hardware	080309/1	1236	Paid by Check # 603356		02/07/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	3.88
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 1		\$3.88
2924 - NV Energy	791804 2-13	791804	Paid by Check # 603258		02/26/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	192.53
			Account 520.089 - Power Totals					Invoice Transactions 1		\$192.53

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 520.090 - Water	640.01 2/13	640.01	Paid by Check # 603452		03/04/2013	03/15/2013	03/15/2013	03/15/2013		18.21
1429 - Gardnerville Water Company	690.01 2/13	690.01	Paid by Check # 603452		03/04/2013	03/15/2013	03/15/2013	03/15/2013		46.06
				Account 520.090 - Water Totals				Invoice Transactions 2		<u>\$64.27</u>
3021 - Southwest Gas-Las Vegas Account 520.092 - Heating	0015779022 2- 13	2410015779022	Paid by Check # 603056		02/15/2013	03/01/2013	03/01/2013	03/01/2013		82.65
3021 - Southwest Gas-Las Vegas	1072224004 2- 13	241072224004	Paid by Check # 603056		02/15/2013	03/01/2013	03/01/2013	03/01/2013		102.71
3021 - Southwest Gas-Las Vegas	1188600002 2- 13	2411188600002	Paid by Check # 603056		02/15/2013	03/01/2013	03/01/2013	03/01/2013		94.61
				Account 520.092 - Heating Totals				Invoice Transactions 3		<u>\$279.97</u>
27347 - A+ Janitorial Service Account 520.098 - Janitorial Services	TOG0213	GVILLE	Paid by Check # 603348		02/23/2013	03/15/2013	03/15/2013	03/15/2013		85.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 1		<u>\$85.00</u>
3519 - Xerox Corporation Account 520.136 - Rents & Leases Equipment	066795965	716307012	Paid by Check # 603662		03/01/2013	03/15/2013	03/15/2013	03/15/2013		208.85
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		<u>\$208.85</u>
15887 - Charter Communications Account 520.187 - Internet Expense	0012509 3/13	8354110060012509	Paid by Check # 603715		03/02/2013	03/22/2013	03/22/2013	03/22/2013		36.00
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		<u>\$36.00</u>
12997 - Do Co Procurement Program Account 520.200 - Training & Education	2-13 DALLAIRE	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013	03/15/2013		97.50
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		<u>\$97.50</u>
10816 - Rowe Hales & Yturbe LLP Account 521.130 - Legal Services	22080	GVILLE	Paid by Check # 603286		02/21/2013	03/08/2013	03/08/2013	03/08/2013		3,492.28
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		<u>\$3,492.28</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 533.800 - Office Supplies										
6089 - A-#1 Chemical Inc	4584700	296958	Paid by Check # 603103		02/20/2013	03/08/2013	03/08/2013		03/08/2013	35.48
18821 - Fastenal Industrial/Cons Suppl	NVMIN32856	NVMIN0011	Paid by Check # 603186		02/06/2013	03/08/2013	03/08/2013		03/08/2013	3.93
11625 - Accurate Mobile Locksmith Inc	GVILLE 3/5/13	GVILLE	Paid by Check # 603355		03/05/2013	03/15/2013	03/15/2013		03/15/2013	10.00
12997 - Do Co Procurement Program	2-13 LOUTHAN	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013		03/15/2013	99.39
			Account 533.800 - Office Supplies Totals					Invoice Transactions 4		<u>\$148.80</u>
Account 550.001 - Miscellaneous Expenses										
28215 - Carson Creature Catchers	10596	GVILLE	Paid by Check # 603710		03/12/2013	03/22/2013	03/22/2013		03/22/2013	870.00
			Account 550.001 - Miscellaneous Expenses Totals					Invoice Transactions 1		<u>\$870.00</u>
			Department 921 - Gardnerville Admin Totals					Invoice Transactions 29		<u>\$7,518.01</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 520.084 - Replacement & Repair										
6113 - A-L Sierra Welding Products Inc	587848				02/27/2013	03/15/2013	03/15/2013		03/15/2013	16.25
			Paid by Check # 603350							
11985 - Ace Hardware	080242/1	1236			02/05/2013	03/15/2013	03/15/2013		03/15/2013	23.94
			Paid by Check # 603356							
11985 - Ace Hardware	080288/1	1236			02/07/2013	03/15/2013	03/15/2013		03/15/2013	9.99
			Paid by Check # 603356							
11985 - Ace Hardware	080340/1	1236			02/08/2013	03/15/2013	03/15/2013		03/15/2013	17.99
			Paid by Check # 603356							
2510 - Parts House	485849	4170			02/01/2013	03/15/2013	03/15/2013		03/15/2013	87.25
			Paid by Check # 603562							
2510 - Parts House	486274	4170			02/05/2013	03/15/2013	03/15/2013		03/15/2013	27.98
			Paid by Check # 603562							
2510 - Parts House	486679	4170			02/07/2013	03/15/2013	03/15/2013		03/15/2013	(13.99)
			Paid by Check # 603562							
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 7		\$169.41
2924 - NV Energy	791804 2-13	791804			02/26/2013	03/08/2013	03/08/2013		03/08/2013	546.03
			Paid by Check # 603258							
			Account 520.089 - Power Totals					Invoice Transactions 1		\$546.03
3814 - Flyers Energy LLC	CF50622736	8308			02/28/2013	03/22/2013	03/22/2013		03/22/2013	71.11
			Paid by Check # 603752							
			Account 532.003 - Gas & Oil Totals					Invoice Transactions 1		\$71.11
2121 - Meeks Lumber	733070	06G1570			02/28/2013	03/15/2013	03/15/2013		03/15/2013	19.38
			Paid by Check # 603510							
9486 - Light O Rama, Inc.	WE 0303 G	GVILLE			03/12/2013	03/22/2013	03/22/2013		03/22/2013	435.50
			Paid by Check # 603800							
			Account 533.817 - Small Projects Totals					Invoice Transactions 2		\$454.88
			Department 923 - Parks & Recreation Totals					Invoice Transactions 11		\$1,241.43

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 520.084 - Replacement & Repair										
5785 - Alisco Inc	LREN784420	000330	Paid by Check # 603115		02/12/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	7.50
27975 - Pape' Material Handling Exchan	6997340	5100363	Paid by Check # 603268		02/08/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	.93
27975 - Pape' Material Handling Exchan	6997367	5100363	Paid by Check # 603268		02/19/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	264.73
6113 - A-L Sierra Welding Products Inc	587848	07134	Paid by Check # 603350		02/27/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	24.38
11985 - Ace Hardware	080606/1	1236	Paid by Check # 603356		02/21/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	4.49
11985 - Ace Hardware	080657/1	1236	Paid by Check # 603356		02/15/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	7.49
3940 - Isom Crane and Rigging	4499	GVILLE	Paid by Check # 603471		03/01/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	350.00
24693 - NC Auto Parts	31068141	79090	Paid by Check # 603524		02/11/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	24.18
24693 - NC Auto Parts	31068373	79090	Paid by Check # 603524		02/19/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	37.88
24693 - NC Auto Parts	31068408	79090	Paid by Check # 603524		02/19/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	14.16
24693 - NC Auto Parts	11973353	79090	Paid by Check # 603524		02/21/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	46.06
27975 - Pape' Material Handling Exchan	65100	5100363	Paid by Check # 603557		02/27/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	608.20
2510 - Parts House	485198	4170	Paid by Check # 603562		01/28/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	50.00
2510 - Parts House	485216	4170	Paid by Check # 603562		01/28/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	10.77
2510 - Parts House	485849	4170	Paid by Check # 603562		02/01/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	130.87
2510 - Parts House	487076	4170	Paid by Check # 603562		02/11/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	3.02
13485 - Ahern Rentals Inc	1181840-1	205304	Paid by Check # 603670		02/25/2013	03/22/2013	03/22/2013	03/22/2013	03/22/2013	15.00
Account 520.084 - Replacement & Repair Totals Invoice Transactions 17										\$1,599.66
2924 - NV Energy	791804 2-13	791804	Paid by Check # 603258		02/26/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	5,791.52
Account 520.095 - Street Lights Totals Invoice Transactions 1										\$5,791.52
6321 - Safety-Kleen Inc	59907584	3043731	Paid by Check # 603041		02/05/2013	03/01/2013	03/01/2013	03/01/2013	03/01/2013	103.10
Account 520.107 - Maint Equip Totals Invoice Transactions 1										\$103.10

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 520.116 - Veh. Maint-Co Shop										
4268 - Do Co Vehicle Maintenance	2013 TRANSFER	MOTOR POOL	Paid by Check # 603738		03/05/2013	03/22/2013	03/22/2013		03/22/2013	212.33
				Account 520.116 - Veh. Maint-Co Shop Totals				Invoice Transactions 1		\$212.33
3814 - Flyers Energy LLC	CFS0616174	8308	Paid by Check # 602921		02/15/2013	03/01/2013	03/01/2013		03/01/2013	327.91
3814 - Flyers Energy LLC	CFS0622736	8308	Paid by Check # 603752		02/28/2013	03/22/2013	03/22/2013		03/22/2013	339.33
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$667.24
5785 - Alisco Inc	LEN782175	000330	Paid by Check # 603115		02/05/2013	03/08/2013	03/08/2013		03/08/2013	3.86
5785 - Alisco Inc	LEN784420	000330	Paid by Check # 603115		02/12/2013	03/08/2013	03/08/2013		03/08/2013	3.86
5785 - Alisco Inc	LEN786715	000330	Paid by Check # 603115		02/19/2013	03/08/2013	03/08/2013		03/08/2013	3.86
5785 - Alisco Inc	LEN789057	000330	Paid by Check # 603115		02/26/2013	03/08/2013	03/08/2013		03/08/2013	3.86
5666 - Allied Uniform Sales	3071	G'VILLE	Paid by Check # 603671		03/13/2013	03/22/2013	03/22/2013		03/22/2013	59.72
15118 - Magic Stitches Inc	14382	G'VILLE	Paid by Check # 603804		03/12/2013	03/22/2013	03/22/2013		03/22/2013	157.75
				Account 532.028 - Uniforms Totals				Invoice Transactions 6		\$232.91
3953 - Eastern Sierra Feed	514639	19530	Paid by Check # 603437		02/12/2013	03/15/2013	03/15/2013		03/15/2013	73.13
3953 - Eastern Sierra Feed	514782	19530	Paid by Check # 603437		02/14/2013	03/15/2013	03/15/2013		03/15/2013	60.75
2121 - Meeks Lumber	730097	06G1570	Paid by Check # 603510		02/06/2013	03/15/2013	03/15/2013		03/15/2013	66.40
2121 - Meeks Lumber	732111	06G1570	Paid by Check # 603510		02/21/2013	03/15/2013	03/15/2013		03/15/2013	180.06
				Account 532.116 - Crack Seal Maintenance Totals				Invoice Transactions 4		\$380.34
				Department 926 - Other Public Works Totals				Invoice Transactions 32		\$8,987.10
				Fund 610 - Gardnerville Town Totals				Invoice Transactions 72		\$17,746.54

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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	3/13 BOARD	GVILLE	Paid by Check # 603210		02/27/2013	03/08/2013	03/08/2013		03/08/2013	220.00
28960 - Miller Kenneth	3/13 BOARD	GVILLE	Paid by Check # 603238		02/27/2013	03/08/2013	03/08/2013		03/08/2013	250.00
18629 - Philips Michael	3/13 BOARD	GVILLE	Paid by Check # 603271		02/27/2013	03/08/2013	03/08/2013		03/08/2013	220.00
2969 - Slater Linda	3-13 BOARD	GVILLE	Paid by Check # 603305		02/27/2013	03/08/2013	03/08/2013		03/08/2013	237.50
			Account 510.150 - Board Compensation Totals				Invoice Transactions 4			<u>\$927.50</u>
21697 - Blue Ribbon Personnel Services	14778	653202	Paid by Check # 602872		02/15/2013	03/01/2013	03/01/2013		03/01/2013	643.86
			Account 516.120 - Contract Salaries Totals				Invoice Transactions 1			<u>\$643.86</u>
29103 - Frontier	782-7134 2/13	77578271340502795	Paid by Check # 602929		02/16/2013	03/01/2013	03/01/2013		03/01/2013	95.46
29103 - Frontier	782-3856 2/13	77578238560808025	Paid by Check # 602929		02/16/2013	03/01/2013	03/01/2013		03/01/2013	43.68
5061 - Sprint/Nextel	268465621-103	268465621	Paid by Check # 603058		02/18/2013	03/01/2013	03/01/2013		03/01/2013	126.61
			Account 520.055 - Telephone Expense Totals				Invoice Transactions 3			<u>\$265.75</u>
25903 - U S P S CMRS-PP	30465 3-13	GVILLE	Paid by Check # 603631		03/06/2013	03/15/2013	03/15/2013		03/15/2013	250.00
			Account 520.060 - Postage/Po Box Rent Totals				Invoice Transactions 1			<u>\$250.00</u>
524 - CNA Surety	LOUTHAN 3-13	60965528N	Paid by Check # 603721		03/01/2013	03/22/2013	03/22/2013		03/22/2013	25.00
524 - CNA Surety	LOUTHAN 3/13	60965528N01	Paid by Check # 603721		03/01/2013	03/22/2013	03/22/2013		03/22/2013	39.00
			Account 520.080 - Insur.-Liability Totals				Invoice Transactions 2			<u>\$64.00</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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	LREN784420	000330	Paid by Check # 603115		02/12/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	7.50
5785 - AlSCO Inc			Paid by Check # 603186		02/06/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	136.08
18821 - Fastenal Industrial/Cons Suppl	NVMIN32857	NVMIN0011	Paid by Check # 603350		02/27/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	24.38
6113 - A-L Sierra Welding Products Inc	587848	07134	Paid by Check # 603356		02/05/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	3.24
11985 - Ace Hardware	080242/1	1236	Paid by Check # 603356		02/15/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	10.18
11985 - Ace Hardware	080494/1	1236	Paid by Check # 603356		02/19/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	21.99
11985 - Ace Hardware	080549/1	1236	Paid by Check # 603356		02/22/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	20.96
11985 - Ace Hardware	080626/1	1236	Paid by Check # 603356		02/25/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	(7.99)
3890 - Arata Equipment Co.	1-73967	1015	Paid by Check # 603364		02/11/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	76.92
24693 - NC Auto Parts	31068578	79090	Paid by Check # 603524		02/25/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	124.06
2510 - Parts House	485849	4170	Paid by Check # 603562		02/01/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	130.88
2510 - Parts House	486274	4170	Paid by Check # 603562		02/05/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	4.77
2510 - Parts House	488247	4170	Paid by Check # 603562		02/19/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	2.08
2510 - Parts House	488998	4170	Paid by Check # 603562		02/25/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	127.72
Account 520.084 - Replacement & Repair Totals								Invoice Transactions 14		\$682.77
2924 - NV Energy	791804 2-13	791804	Paid by Check # 603258		02/26/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	296.19
Account 520.089 - Power Totals								Invoice Transactions 1		\$296.19
1429 - Gardnerville Water Company	640.01 2/13	640.01	Paid by Check # 603452		03/04/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	18.21
1429 - Gardnerville Water Company	690.01 2/13	690.01	Paid by Check # 603452		03/04/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	46.06
Account 520.090 - Water Totals								Invoice Transactions 2		\$64.27

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 2-13	2410015779022	Paid by Check # 603056		02/15/2013	03/01/2013	03/01/2013		03/01/2013	82.64
3021 - Southwest Gas-Las Vegas	1072224004 2-13	241072224004	Paid by Check # 603056		02/15/2013	03/01/2013	03/01/2013		03/01/2013	102.71
3021 - Southwest Gas-Las Vegas	1188600002 2-13	2411188600002	Paid by Check # 603056		02/15/2013	03/01/2013	03/01/2013		03/01/2013	283.80
				Account 520.092 - Heating Totals				Invoice Transactions 3		<u>\$469.15</u>
Account 520.098 - Janitorial Services										
27347 - A+ Janitorial Service	TOG0213	GVILLE	Paid by Check # 603348		02/23/2013	03/15/2013	03/15/2013		03/15/2013	85.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 1		<u>\$85.00</u>
Account 520.107 - Maint Equip										
6321 - Safety-Kleen Inc	59907584	3043731	Paid by Check # 603041		02/05/2013	03/01/2013	03/01/2013		03/01/2013	103.10
				Account 520.107 - Maint Equip Totals				Invoice Transactions 1		<u>\$103.10</u>
Account 520.136 - Rents & Leases Equipment										
3519 - Xerox Corporation	066795965	716307012	Paid by Check # 603662		03/01/2013	03/15/2013	03/15/2013		03/15/2013	208.85
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 1		<u>\$208.85</u>
Account 520.187 - Internet Expense										
15887 - Charter Communications	0012509 3/13	8354110060012509	Paid by Check # 603715		03/02/2013	03/22/2013	03/22/2013		03/22/2013	35.99
				Account 520.187 - Internet Expense Totals				Invoice Transactions 1		<u>\$35.99</u>
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	631-10013106	228079	Paid by Check # 603390		03/04/2013	03/15/2013	03/15/2013		03/15/2013	123.62
15853 - Carson City Landfill	10014198	228079	Paid by Check # 603390		02/01/2013	03/15/2013	03/15/2013		03/15/2013	357.86
15853 - Carson City Landfill	10014200	228079	Paid by Check # 603390		02/01/2013	03/15/2013	03/15/2013		03/15/2013	374.68
15853 - Carson City Landfill	10014644	228079	Paid by Check # 603390		02/04/2013	03/15/2013	03/15/2013		03/15/2013	549.84
15853 - Carson City Landfill	10014870	228079	Paid by Check # 603390		02/05/2013	03/15/2013	03/15/2013		03/15/2013	465.16
15853 - Carson City Landfill	10013807 W/D	228079	Paid by Check # 603390		02/06/2013	03/15/2013	03/15/2013		03/15/2013	(394.40)
15853 - Carson City Landfill	10015066	228079	Paid by Check # 603390		02/06/2013	03/15/2013	03/15/2013		03/15/2013	439.06
15853 - Carson City Landfill	10015067	228079	Paid by Check # 603390		02/06/2013	03/15/2013	03/15/2013		03/15/2013	398.46
15853 - Carson City Landfill	10015091	228079	Paid by Check # 603390		02/06/2013	03/15/2013	03/15/2013		03/15/2013	345.68

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 520.197 - Landfill Expense										
15853 - Carson City Landfill	10015257	228079	Paid by Check # 603390		02/07/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	428.04
15853 - Carson City Landfill	10015261	228079	Paid by Check # 603390		02/07/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	268.54
15853 - Carson City Landfill	10015264	228079	Paid by Check # 603390		02/07/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	400.78
15853 - Carson City Landfill	10015426	228079	Paid by Check # 603390		02/08/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	335.82
15853 - Carson City Landfill	10015427	228079	Paid by Check # 603390		02/08/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	421.08
15853 - Carson City Landfill	10015862	228079	Paid by Check # 603390		02/11/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	480.82
15853 - Carson City Landfill	10016096	228079	Paid by Check # 603390		02/12/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	400.78
15853 - Carson City Landfill	10016275	228079	Paid by Check # 603390		02/13/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	401.94
15853 - Carson City Landfill	10016276	228079	Paid by Check # 603390		02/13/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	319.00
15853 - Carson City Landfill	10016339	228079	Paid by Check # 603390		02/13/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	396.14
15853 - Carson City Landfill	10016480	228079	Paid by Check # 603390		02/14/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	390.92
15853 - Carson City Landfill	10016485	228079	Paid by Check # 603390		02/14/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	351.48
15853 - Carson City Landfill	10016500	228079	Paid by Check # 603390		02/14/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	370.04
15853 - Carson City Landfill	10016687	228079	Paid by Check # 603390		02/15/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	354.38
15853 - Carson City Landfill	10016693	228079	Paid by Check # 603390		02/15/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	386.28
15853 - Carson City Landfill	10017156	228079	Paid by Check # 603390		02/18/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	491.26
15853 - Carson City Landfill	10017388	228079	Paid by Check # 603390		02/19/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	425.72
15853 - Carson City Landfill	10017600	228079	Paid by Check # 603390		02/20/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	500.54
15853 - Carson City Landfill	10017602	228079	Paid by Check # 603390		02/20/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	397.88
15853 - Carson City Landfill	10017634	228079	Paid by Check # 603390		02/20/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	345.68
15853 - Carson City Landfill	10017804	228079	Paid by Check # 603390		02/21/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	303.92
15853 - Carson City Landfill	10017806	228079	Paid by Check # 603390		02/21/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	406.58

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Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 520.197 - Landfill Expense	10017824	228079	Paid by Check # 603390		02/21/2013	03/15/2013	03/15/2013		03/15/2013	313.20
15853 - Carson City Landfill	10017961	228079	Paid by Check # 603390		02/22/2013	03/15/2013	03/15/2013		03/15/2013	368.30
15853 - Carson City Landfill	10017963	228079	Paid by Check # 603390		02/22/2013	03/15/2013	03/15/2013		03/15/2013	346.26
15853 - Carson City Landfill	10018448	228079	Paid by Check # 603390		02/25/2013	03/15/2013	03/15/2013		03/15/2013	538.82
15853 - Carson City Landfill	10018652	228079	Paid by Check # 603390		02/26/2013	03/15/2013	03/15/2013		03/15/2013	375.84
15853 - Carson City Landfill	10018888	228079	Paid by Check # 603390		02/27/2013	03/15/2013	03/15/2013		03/15/2013	438.48
15853 - Carson City Landfill	10018896	228079	Paid by Check # 603390		02/27/2013	03/15/2013	03/15/2013		03/15/2013	369.46
15853 - Carson City Landfill	10018947	228079	Paid by Check # 603390		02/27/2013	03/15/2013	03/15/2013		03/15/2013	342.78
15853 - Carson City Landfill	10019102	228079	Paid by Check # 603390		02/28/2013	03/15/2013	03/15/2013		03/15/2013	389.76
15853 - Carson City Landfill	10019119	228079	Paid by Check # 603390		02/28/2013	03/15/2013	03/15/2013		03/15/2013	436.16
15853 - Carson City Landfill	10019134	228079	Paid by Check # 603390		02/28/2013	03/15/2013	03/15/2013		03/15/2013	320.74
9016 - Douglas Disposal Inc	40990612 2/13	40990612	Paid by Check # 603740		03/01/2013	03/22/2013	03/22/2013		03/22/2013	360.84
				Account 520.197 - Landfill Expense Totals				Invoice Transactions 43		\$15,838.22
12997 - Do Co Procurement Program	2-13 DALLAIRE	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013		03/15/2013	97.50
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		\$97.50
12997 - Do Co Procurement Program	2-13 LOUTHAN	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013		03/15/2013	45.00
				Account 521.135 - Legal-Collection Cost Totals				Invoice Transactions 1		\$45.00
330 - Barton Memorial Hospital	HR 2/13	PHYSICALS	Paid by Check # 603685		02/28/2013	03/22/2013	03/22/2013		03/22/2013	75.00
				Account 521.140 - Physicals Totals				Invoice Transactions 1		\$75.00

3-12

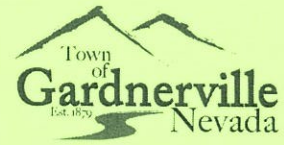
Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/13 - 03/31/13

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 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS0616174	8308	Paid by Check # 602921		02/15/2013	03/01/2013	03/01/2013	03/01/2013	03/01/2013	1,286.86
3814 - Flyers Energy LLC	13-817632	8308	Paid by Check # 602921		02/08/2013	03/01/2013	03/01/2013	03/01/2013	03/01/2013	229.50
3814 - Flyers Energy LLC	CFS0622736	8308	Paid by Check # 603752		02/28/2013	03/22/2013	03/22/2013	03/22/2013	03/22/2013	1,291.96
Account 532.003 - Gas & Oil Totals Invoice Transactions 3										
										<u>\$2,808.32</u>
Account 532.028 - Uniforms										
5785 - Alisco Inc	LEN782175	000330	Paid by Check # 603115		02/05/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	3.86
5785 - Alisco Inc	LEN784420	000330	Paid by Check # 603115		02/12/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	3.86
5785 - Alisco Inc	LEN786715	000330	Paid by Check # 603115		02/19/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	3.86
5785 - Alisco Inc	LEN789057	000330	Paid by Check # 603115		02/26/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	3.86
5666 - Allied Uniform Sales	3071	GVILLE	Paid by Check # 603671		03/13/2013	03/22/2013	03/22/2013	03/22/2013	03/22/2013	59.73
15118 - Magic Stitches Inc	14382	GVILLE	Paid by Check # 603804		03/12/2013	03/22/2013	03/22/2013	03/22/2013	03/22/2013	157.75
										<u>\$232.92</u>
Account 533.800 - Office Supplies										
6089 - A-#1 Chemical Inc	4584700	296958	Paid by Check # 603103		02/20/2013	03/08/2013	03/08/2013	03/08/2013	03/08/2013	35.48
11625 - Accurate Mobile Locksmith Inc	GVILLE 3/5/13	GVILLE	Paid by Check # 603355		03/05/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	10.00
12997 - Do Co Procurement Program	2-13 LOUTHAN	GVILLE	Paid by Check # 603424		02/27/2013	03/15/2013	03/15/2013	03/15/2013	03/15/2013	73.91
										<u>\$119.39</u>
										<u>\$23,312.78</u>
										<u>\$23,312.78</u>
										<u>\$41,059.32</u>
* = Prior Fiscal Year Activity										

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Gardnerville Town Board
AGENDA ACTION SHEET

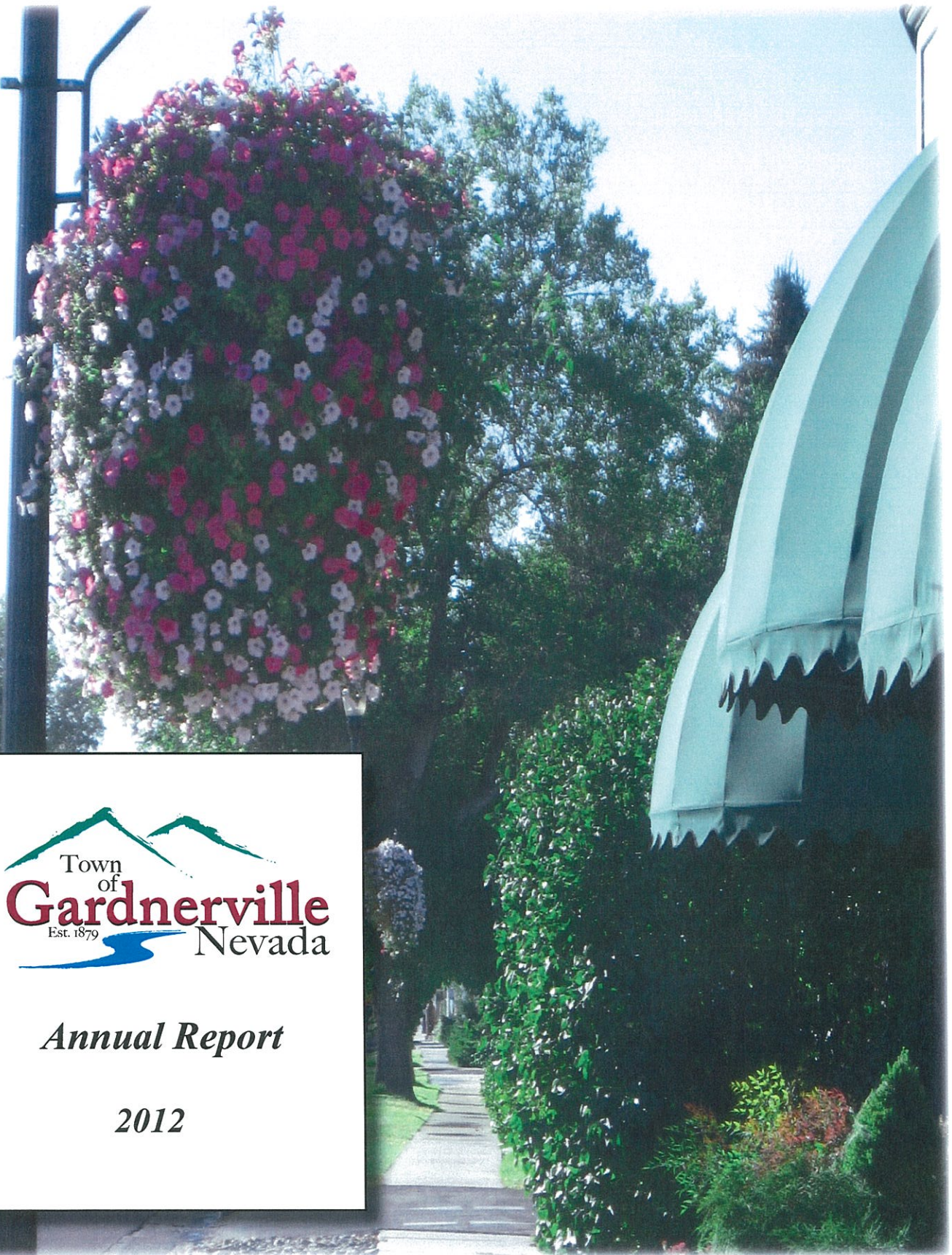



1. **For Possible Action:** Accept 2012 Year End Report
2. **Recommended Motion:** Accept 2012 Year End Report
Funds Available: Yes N/A
3. **Department:** Administration

Prepared by: Tom Dallaire
4. **Meeting Date:** April 2, 2013 **Time Requested:** N/A
5. **Agenda:** Consent Administrative

Background Information: See attached report
6. **Other Agency Review of Action:** Douglas County N/A
7. **Board Action:**

 Approved Approved with Modifications
 Denied Continued




Town
of
Gardnerville
Est. 1879 Nevada

Annual Report

2012

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Town Board Members

Paul Lindsay, Chairman
Ken Miller, Vice-Chairman
Lloyd Higuera, Member
Mike Philips, Member
Linda Slater, Member

Town Staff:

Tom Dallaire, Town Manager
Josh Poulson, Engineering Tech
Carol Louthan, Office Manager Sr.
Marie Nicholson, Office Assistant Senior
Paula Lochridge, Main Street Program Manager

Maintenance Staff:

Mike Plut
Dan Grimes
Ryan Clark
Jody Martin
Steve Thompson
Craig Tuthill
Mike Turner

Town of Gardnerville
1407 Highway 395 N
Gardnerville, NV 89410
775-782-7134 Phone
775-782-7135 Fax
www.gardnerville-nv.gov

Town Manager's Message

At the beginning of each year, town staff prepares a brief report for you - the resident, property owner and/or business owner within the Town of Gardnerville in order to share the accomplishments and projects completed during 2012, and to provide information on proposed projects for 2013.

Paul Lindsay, 2012 Town Board Chairman, decided not to re-run for the Board this year. We want to thank Paul for his service and support to the town over these past 10 years and his time and dedication to making Gardnerville a better place to live, work and play. Staff has enjoyed working with Paul on projects like the Christmas Kickoff's pavilion musical light show. We will miss having his expertise on that system. Two new members were elected to the Board during the November 2012 election. We welcome back Lloyd Higuera, who was appointed by the board earlier in the year when Robin Bernard moved to Las Vegas, and Mary Wenner who was elected by the Gardnerville residents. They both have so much to offer and are excited about serving on the board. Staff looks forward to working with them and having their guidance and direction for the Town of Gardnerville as we are heading into its future.

The Town is still being affected by the downturn in the US economy and with lower assessed property values, brings reduced revenues for the town. This past 2012-2013 fiscal year, within the town boundary, there was an 11% (\$18 million) reduction in assessed value from prior fiscal year. This decline in property value reduces the taxes received by the town to use for operations, maintenance, and town improvement projects. The reduction, coupled with the rising cost to do business reduces the amount of funds staff has to perform maintenance services. There appears to be only a 3% forecasted reduction in assessed value for this year. The town will be further affected by the downturn in the economy and your Town Board is striving to provide the best possible service to meet community expectations. On the bright side, revenues are not projected to be decreasing as much in 2013 as they have in the past couple of years.

A major highlight for 2012 was the fireworks show that we included in the town's Carson Valley Christmas Kickoff event. That was a fun program to plan and for the weather to cooperate so the program was able to be executed on time. The Eddy Street lighting project was completed this year.

Main Street Gardnerville (MSG) continues to hold events that attract people to the downtown core businesses, working to ensure that the whole community knows where businesses are located and what merchandise and services the Gardnerville businesses have to offer. MSG is planning more events and/or programs this coming year. We are looking forward to the spring flowers down Main Street. Substantial progress was made to the community garden, and we thank all the volunteers on that project that have spent countless hours making that program a success. They are planning additional features in the community garden area; a labyrinth and starting a kid's garden this summer.

Our thoughts and prayers are with Dan Grimes, and his family. Dan was struck with a sudden illness this past year and retired from the Town.

Staff is always searching for alternative funding sources, but is finding those sources drying up or being changed to different state and federal programs. The town was ranked number three (3) out of eight (8) projects that applied to receive a portion of the NDOT funding to improve a couple of the crosswalks within Gardnerville that are adjacent to Carson Valley Middle School, Gardnerville Elementary School and Kingslane. We are waiting to hear about those funds and when we can move forward with that project. We are also working with NDOT to add sidewalk along Highway 395 from Kingslane to the Waterloo Center. This has been put on hold until funding from NDOT can be identified. The town was awarded a \$25,000 grant from State Lands; Land, Water and Conservation Fund Grant program and we are excited about adding some amenities to the Martin Slough Pond trail system this coming summer.

Town staff is focusing on the transverse cracks in Chichester, which has and will become a huge issue for the residents of that subdivision in future years. We are going to apply a micro-surface seal coat on the street in an attempt to reduce the amount of shrinkage we are currently experiencing with asphalt used for those streets.

On behalf of the Gardnerville Town Board and staff, our sincerest thank you for living and doing business in Gardnerville during 2012 and best wishes for 2013. Please feel free to contact the town administrative office at 775.782.7134 with any comments or suggestions of projects, areas you would like to see improvement in, or projects you would like to see the town pursue.

Sincerely,
Tom Dallaire
Gardnerville Town Manager

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Administration

Town Administration provides overall support for Town operations and serves as point in ensuring the Town Board's policies and goals are met. Department duties include accounts payable and receivable, purchasing and contracts, legal services, and public communications.

- a. The Town website has been updated and now links with the Douglas County website. Town staff is always updating it with the latest information on what is happening in the town.
- b. Town staff upgraded 3 computers (Josh, Paula, Tom) and County IT staff upgraded one (Marie). We are waiting for County IT staff to install our new server system and another computer (Carol).
- c. We are celebrating the success of having the Gardnerville Main Street Program working on ways to attract people to the Gardnerville downtown core and recognize the shopping potential offered by our downtown businesses.

Parks and Recreation

The Parks and Recreation Department maintains community parks, open spaces, the Martin Slough area, and provides support for Town activities.

- a. Received the "Tree City USA" recognition for the tenth consecutive year.
- b. The seventh season of Movies in the Park continued with four great movies (The Sandlot, Percy Jackson & the Olympians, Tangled and Cars) for residents to enjoy at Heritage Park. This event would not be possible without the contributions of local businesses. We appreciate their support.
- c. On Arbor Day 2012 the Douglas High Environmental Club assisted in planting a Chanticleer Pear tree.
- d. Other annual events held at Heritage Park included Valley Cruiser's annual Rockathon Car Show co-sponsored by the Gardnerville Town Board, the Sertoma Club's



Toler landscaping volunteers 12/15/12



OLD TOWN DAYS - SEPTEMBER 2012

annual Oktoberfest, Old Town Days and the Carson Valley Christmas Kickoff, which featured a fireworks display by Lantis Fireworks. Entertainment included the Carson Valley Boys & Girls Club, the Christmas Carolers, and the musical light show.

- e. Assisted Main Street Gardnerville in watering of plants and helping with other Main Street events.
- f. Assisted Main Street Gardnerville at Heritage Park Gardens with the installation of water lines and fencing.
- g. A big thank you to the Carson Valley 3rd Ward of The Church of Jesus Christ of Latter Day Saints for volunteering to plant 400 shrubs, flowers, and trees along the Toler Lane lineal walkway.
- h. As you may have seen we have updated the uniforms for staff to include a fluorescent green shirt which improves staff safety by improving their visibility.
- i. The newly acquired Hellwinkel Barns were part of the Carson Valley Historic Barn Tour.

Public Works

The Public Works Department maintains 40 lane miles of local streets, maintains the Town's storm drain conveyances, controls weeds within the public right of way, provides snow and ice control measures in inclement weather, and all other maintenance associated with the street network. Review of development projects and design of road maintenance and repair projects is provided through the Town Manager/Engineer and Engineering Technician.

- a. The Town Manager and Engineering Tech have been busy working to improve development and reduce risk to the citizens by participating in the revisions to the Douglas County Design Criteria and Improvement Standards, Douglas County Standard Details, and the Douglas County Hazard Mitigation Plan.
- b. They also attended the Nonpoint Education for Municipal Officials (NEMO) on protecting water quality through community planning.
- c. Staff has been working to find funding for projects



2012 CHICHESTER CRACK FILL BEFORE

- i. NDOT LPA for Kingslane Sidewalk – We have signed the necessary agreements.
- ii. Land and Water Conservation Fund Grant – Ranked 1st and are waiting for funding.
- iii. NDOT FY2013 TE partnered with Douglas County for Trails – Ranked 2nd and are waiting for funding.
- iv. NDOT FY2013 TE submitted for crosswalk upgrades – Ranked 3rd and are waiting for funding.
- d. Civil Improvement and Maintenance Projects
 - i. Dredging of the Gilman ponds was completed by Impact Construction which cleaned out the sedimentation accumulated over the last 8 years.
 - ii. 2012 Chichester Crack Fill was completed by Impact Construction.
 - iii. 2012 Chichester Crack Patch was completed by Cruz Construction.
 - iv. Hellwinkel Flood Trench and Trail
 - 1. Northwest Hydraulics is working on the final report for the Hellwinkel trench. This will not solve the flooding problems but will help in the short term.
 - 2. Wetlands Delineation was completed by RCI.
 - 3. Geotechnical Report was completed by Wood Rodgers.
 - v. Raley's to Toler Sidewalk

2012 CHICHESTER CRACK PATCH



- 1. Approved at the county. Deferred for future funding.
- vi. Toler Landscaping Design.
- vii. Eddy Street Lighting
 - 1. Eddy Street is now the brightest street in town but is still night sky friendly with the new LED bulbs.
- e. ADA transition plan - Staff is finalizing the plan for handicap ramp replacement and improvements required with the new 2010 ADA guidelines.
- f. With the help of Nichols Consulting we have completed the PCI's for all the streets in Gardnerville. We will be working on the oldest and lowest PCI streets first.
- g. Town staff with the help of Douglas County GIS has been working to update our GIS information and has been working with the county to implement the use of 2 new software products; Pictometry and Vvieworks.
- h. Town staff has reviewed the plans for several developments and have been working with the developers and construction crews for these projects.
 - i. The Ranch at Gardnerville
 - ii. Walmart
 - iii. Gardnerville Elementary School Expansion
 - i. They have also worked with developers and Douglas County on annexations for
 - i. Hellwinkel Property – 7.54
 - ii. Peri Brothers and Barton Health Property – 95.76 Acres

4. Health and Sanitation

The Health and Sanitation Department collects and transports both residential and commercial municipal waste, performs street sweeping, operates the curb-side greenwaste pickup program, and maintains the Town's fleet of collection vehicles.

- a. Bought a new Mack refuse vehicle
- b. The Greenwaste program has once again been put on hold for the winter to help with fuel costs and free up maintenance staff's time for other projects within the town. If residents call, they have been asked to put out their greenwaste during the off season with your normal garbage.
- c. We received the second shipment of greenwaste cans. And will be distributing them in the near future.
- d. As you may have seen we have updated the uniforms for staff to include a fluorescent green shirt which improves staff safety by improving their visibility.

Main Street Gardnerville Program

Main Street Gardnerville (MSG) has been in existence since 2008. MSG represents more than 200 parcels and nearly 200 businesses. The Main Street approach advocates a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on the unique needs of the community. Some of the highlights of the Main Street Program accomplishments are listed below:

Design Committee:

- Managed the Main Street Flower program through a volunteer committee
- Transformed the street front of a vacant building along the Main Street Corridor into a Main Street Sidewalk Gallery with rotating exhibits.
- Installed Brochure Rack located at corner of Eddy Street and Main Street. A second rack will soon be installed near the Museum and shared with the Carson Valley Visitor Association.
- Constructed and opened Phase 1 of Heritage Park Gardens, a public use community garden.
- Hosted two public events: June Open House – Plant Swap and Sale and October - Harvest Celebration.
- Awarded a \$4,000 grant from the Nevada Commission on Tourism. Main Street Gardnerville will be able to construct a labyrinth within the Heritage Park Gardens with this grant money.
- Added four new benches to the town streetscape: two benches to honor local residents who have made significant contributions to the community and two to honor the military service.

Economic Restructuring Committee:

- Through the Revolving Loan Fund, we have made loans totaling \$30,000 to businesses within the Main Street Gardnerville district
- There have been a total of 14 new businesses which have opened in the Main Street District in 2012 with 6 businesses closing and 5 relocating outside of the district. 14 businesses have improved their business through private investment.

Organization Committee:

- There are approximately 100 volunteers that have logged 4,650 hours for a total value of \$93,000.
- On the first Tuesday of each month, Main Street Gardnerville hosts a casual community coffee meeting at Sharkey's Casino from 8:30 to 9:30 in the morning.
- Co-op billboard installed in November south of Gardnerville in conjunction with the Historian Inn, JT Basque Bar & Dining Room and MSG.

Promotions Committee:

- Database members increased to over 900 and our Facebook Page has over 1260 Fans
- This was the fourth year for our Thirsty Third Thursday Wine Walks.
- The 2nd annual Holiday Shopping Bazaar was a successful fundraising event with 45 vendors and over 100 donated raffle and silent auction prizes.
- Cash Mobs were started at the end of the wine walk season to encourage people to shop our downtown.



WINE WALK - JULY 2012



EDDY STREET KIOSK/PLANTER

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 13th Annual Big Mama's Show & Shine, May 11, 2013 at Lampe Park.

2. **Recommended Motion:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Douglas County Senior Services for the 13th Annual Big Mama's Show & Shine, May 11, 2013 at Lampe Park.
Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** April 2, 2013 **Time Requested:** N/A

5. **Agenda:** Consent Administrative
Background Information: See attached application

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

7. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

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

DATE: MARCH 6, 2013

FROM: TED THRAN, CLERK-TREASURER

SUBJ: OUTDOOR FESTIVAL ENTERTAINMENT EVENT APPLICATION

Enclosed please find an application for an **Outdoor Festival Entertainment Event** submitted by the **DOUGLAS COUNTY SENIOR SERVICES OFFICE**.

The event is the **13th Annual Big Mama's Show & Shine**, scheduled for **Saturday, May 11, 2013**, to be held at **Lampe Park, 1325 Waterloo Lane, Gardnerville, Nevada**.

Please review the application(s), **print this page**, and return your **signed** response to **Carol A. McCulloch**, in **Ted Thran's Office** no later than **TUESDAY, MARCH 19, 2013**. **THIS ITEM IS SCHEDULED FOR THE APRIL 4, 2013 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: _____

RECEIVED

MAR - 5 2013

DOUGLAS COUNTY CLERK

DOUGLAS COUNTY OUTDOOR FESTIVAL LICENSE APPLICATION PACKET

GENERAL PROCEDURES

- 1. APPLICATION AND FEES.** Complete the form in ink. This application is for outdoor events with attendance of 500 or more persons on any one day of the event. There is a \$100.00 **nonrefundable** application fee. No application fee is required where the applicant is a Douglas County based charitable or nonprofit organization in good standing or where the applicant is an agency or department of the County. Applications along with supporting documents shall be submitted to the County Clerk's Office at least 60 days before the event. Upon receipt of a completed application and fees the Clerk's office will set the application for public hearing at a regular meeting of the Board of County Commissioners, not less than fifteen (15) days nor more than thirty (30) days after submission; and shall give not less than ten (10) days written notice to the applicant.
- 2. DEADLINE.** All applications must be submitted at least **sixty (60) days** in advance of the event. With good cause shown, in cases of emergency or extenuating circumstances, applications may be submitted not less than twenty-five (25) days in advance of the event.
- 3. INSURANCE.** The Outdoor Festival license will not be issued until the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnify, the County of Douglas, and their employees, agents and contractors for any and all liability for damages, injury, loss or expense caused or occasioned by reason of an act, or failure to act on the part of the applicant, the sponsoring organization, their agents and employees throughout the event. Additional bonds may be required.
- 4. CONDITIONS.** All conditions for approval imposed under Douglas County Code § 5.12 must be met before issuance of the Outdoor Festival license.
- 5. APPROVAL AND AGENCY SIGN-OFFS.** The application will be reviewed by the county manager, the sheriff, the applicable fire district, the applicable paramedic district, the applicable town, the community development director, the public works director, the district attorney's office and the community services director, who shall investigate the application and report in writing to the clerk to the board not later than 10 days prior to the hearing, with appropriate recommendations related to their official functions, as to granting a license and conditions. The completed and agency reviewed application must be heard by the Board of County Commissioners for approval or denial.
- 6. ISSUANCE OF LICENSE.** Your Outdoor Festival license will be issued by the County Clerk after all applicable fees have been paid and all necessary forms and approvals have been received. The Outdoor Festival license is an official receipt of payment and must be displayed prominently on the premises where the festival is conducted. This permit shall be valid only for the Outdoor Festival authorized, the date(s) authorized and not for any other event.

OUTDOOR FESTIVAL EVENT LICENSE CHECKLIST

Materials required for submittal:

- \$100 non-refundable application fee – check(s) made payable to "Douglas County"
- Completed application
- Festival location Owner affidavit signed and notarized
- Certified copies of articles of incorporation filed in Nevada (if applicable)
- Names and addresses of anyone contributing, investing or having an expected financial interest greater than \$500 in producing the festival (if applicable)
- Financial statement of the licensee (if applicable)
- Proof of Insurance / Indemnification
- Proof of IRS Section 501 nonprofit status or certificate of nonprofit corporation or society from the Nevada Secretary of State (if applicable)
- Permits required by other governmental agencies (if applicable)

- Detailed festival plans describing: (Please refer to each section of the ordinance for requirements)
 - Law enforcement protection plan
 - Fire protection plan
 - Location and supply of water facilities
 - Food concessions plan (if applicable)
 - Toilet facilities plan
 - Trash cans and litter plan
 - Medical facilities plan
 - Plot plan showing arrangement of facilities and parking, egress and ingress
 - Parking areas, access and parking control plan
 - Illumination plan (if applicable)
 - On-site headquarters or contact information
 - Overnight camping facilities plan (if applicable)
 - Plans for numbers of spectators in excess of estimate
 - Communication plans (if applicable)

RECEIVED
MAR - 5 2013
DOUGLAS COUNTY CLERK

OUTDOOR FESTIVAL LICENSE APPLICATION

Application Date: 2/6/13 Date(s) of Event: Sat. May 11, 2013

Name of Event: 13th Annual BIG MAMA'S Show & Shine

Location of Event: Lampe Park 1325 Waterloo Lane, Gardnerville
(Address or Legal Description)

Applicant's name: Douglas County Senior Services

Contact's name: Amanda Reid
(If different than applicant)

Mailing address: 2300 Meadow Lane, Gardnerville, NV 89410
Street or P.O. Box City State Zip Code

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

Phone #(s): ⁷⁷⁵ 783-6455 (Business) ⁷⁷⁵ 790-2261 (Cell)

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

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

Name	Address	Title

Description of Event: Car Show & Craft Fair to benefit Meals on Wheels in Douglas County. Cars, music, crafts, food & fun for all!

Hours of operation: 7am - 5pm (actual event is 10am - 3pm)

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? Amanda Reid

Will an admission fee be charged for your event? Yes No If yes, \$ amount: \$45.00 entry fee per vehicle
When will fee be collected? Pre-sales At entrance No Fee for general public

List approximate number of participants: 125 - 175

List approximate number of spectators: 400 - 500

List expected peak number of spectators: 250

Will alcoholic beverages be served? Yes No 20-30 club & Margarita Man to provide licenses
(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 DJ provided by
- If Yes, Name of Performer(s) Stage One Productions Type of Music Mix of music: oldies, country, etc.

Name of Insurer: _____

Limits of liability: See Attached

Address of Insurer: _____
Street City State Zip code

Policy number: _____

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.

Amanda Reid
Signature of Applicant

2/16/13
Date

Amanda Reid, Recreation Specialist
Name of Applicant
Douglas City Senior Services

areid@co.douglas.nv.us
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))

In the past, DCSO has not required additional Law Enforcement be on hand due to the expected participation and our history over the years.

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

Bottled water will be available for purchase at the food concession at the pavillion as well as drinking fountains throughout the park.

Describe food concessions plan (§ 5.12.120(C))

Douglas County Senior Services will prepare, distribute, and serve food at the pavillion. All volunteers and staff will be instructed in food safety and distribution standards.

Describe toilet facilities plan (§ 5.12.120(D))

As requested by the Parks Department, we have ordered 10 regular port-a-potties, 2 handicapped port-a-potties and 2 hand washing stations to be delivered and set up in 2 locations on either end of the soccer field (see map) with 5 reg, 1 HW, and 1 HC at each location

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

As requested by the Parks Department, we have ordered a dumpster to be delivered and located near the pavillion to handle trash. Parks personnel and volunteers will empty trash cans throughout the day and after the event as needed.

Describe medical facilities plan (§ 5.12.120(F))

Douglas County Senior Services staff are CPR/AED/First Aid certified. A First Aid kit will be on site at the pavillion. Appropriate emergency procedures shall be followed under the direction of 911 if needed.

Describe fire protection plan (§ 5.12.120(G))

Cooking and smoking areas are clearly marked within Lampe Park and will be observed. In the event of an emergency, staff will call 911.

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

Car participants will be directed to park on the soccer field during the event. Public will be directed to park in designated Lampe Park parking spaces. Overflow parking will be directed across the street to Herbig Park.

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

On-site headquarters will be located at the pavillion at food concessions. Amanda Reid will be roving throughout the park during the event but can be reached by cell phone and walkie-talkie.

Describe illumination plan (§ 5.12.120(K))

N/A - Daylight hours

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

N/A - single day event to take place during daylight hours

Describe communication system plan (§ 5.12.120(Q))

Staff will carry cell phones and walkie talkies during the event and communication will be monitored and coordinated through Amanda Reid (Event coordinator)

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

Although we anticipate up to 500 spectators, they do not all come at the same time. In the event of excess, parking will be made available at Herbig Park, Parks & Rec. offices and the Senior Center.

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

see map

CONTRIBUTORS & INVESTORS LIST

Please list anyone who has contributed, invested or who has a financial interest greater than \$500.
Use additional sheets if necessary.

Name

Address

N/A

PROPERTY OWNER AFFIDAVIT

STATE OF NEVADA)
) ss:
COUNTY OF DOUGLAS)

I, _____ being duly sworn, depose, and say that I am an owner* of property involved in this application, that the applicant has my full permission to use the property and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief.

Location of Event: _____
Address or Legal Description

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20____.

*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

Douglas County Clerk's Office

~OR~

Notary Public in and for said county and state

My commission expires:

5-10

**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:

Name of Event

Date of Event

Applicant's name (printed)

Applicant's signature

Date

NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

Douglas County

The Nevada Public Agency Insurance Pool (hereinafter NPAIP) certifies that the above-mentioned entity is a participating Member of NPAIP for the period beginning July 1, 2012 expiring July 1, 2013.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP 201213

The lines of coverage and key limits of liability afforded to NPAIP members, subject to the coverage application and subject to additional sublimits as stated in the NPAIP Coverage Form, are summarized as follows:

Property/Crime/Equipment Breakdown

Blanket Limit per schedule of locations	\$ 300,000,000 per loss
Sublimit for earthquake coverage	\$ 100,000,000 annual aggregate
Sublimit for flood coverage	\$ 100,000,000 annual aggregate
Sublimit for flood coverage zone A	\$ 10,000,000 annual aggregate
Sublimit for Equipment Breakdown, Boiler & Machinery	\$ 60,000,000 each accident
Sublimit for Money & Securities including Dishonesty	\$ 500,000 each loss


Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
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Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of \$5,000 for Section V property, and \$50,000 for Section VI liability coverages for each and every loss and/or claim and/or event; such deductibles are subject to \$300,000 aggregate.

This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference to the same.


Wayne E. Carlson, MBA, CPCU, ARM
Executive Director

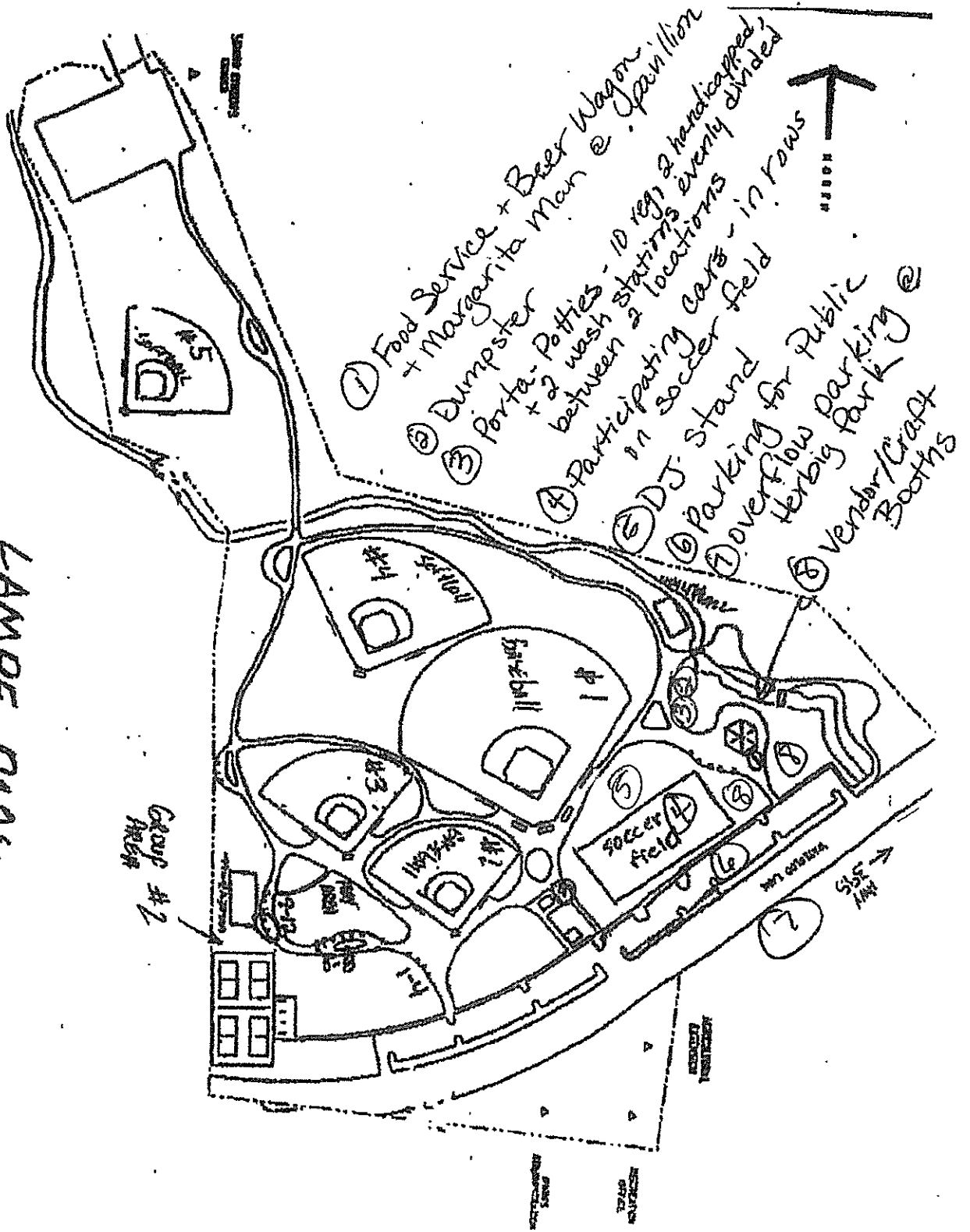


**DOUGLAS COUNTY
SCHEDULE OF SUB-ENTITIES INCLUDED IN COUNTY'S COVERAGE**

Douglas County Weed District
Senior Services Center

Big MAMA's Show & Shine May 2013

LAMPE PARK



- ① Food Service + Beer Wagon + Margarita Man @ Open Lion
- ② Dumpster
- ③ Porta-Potties + 2 wash stations evenly divided between 2 locations
- ④ Participating cars - in rows in Soccer field
- ⑤ DJ Stand
- ⑥ Parking for Public Herbivore parking @ Big Park
- ⑦ Vendor/Craft Booths
- ⑧



Douglas County Senior Services
“BIG MAMA’S”

13th Annual Show & Shine Car Show
Saturday, May 11th, 2013
All proceeds to benefit Meals on Wheels

Place: Lampe Park Pavilion, 1325 Waterloo Lane, Gardnerville, NV
Fee: \$45.00 Early Registration (post mark on or before May 1st, 2013)
\$55.00 Late Registration (post marked or received after May 1st)
Includes: Dash Plaque, One Car Show T-Shirt*, Coffee and Doughnuts, One Lunch Ticket, and 2 Raffle Tickets *Additional T-Shirts available for purchase day of event.

Check-In 8:00 a.m. – 10:00 a.m.
Show & Shine 10:00 a.m. – 2:00 p.m.
Awards Presentation 3:00 p.m. – 4:00 p.m.

Participant’s Gate closes at 10:00 a.m.
If you want to park with a group, please come to Lampe Park together (no saving of spaces).

Awards:

Big Mama’s Best of Show, Participant’s Choice and 1st & 2nd Place for each Class

Classes:

No Tow-Ins

- | | | |
|---------------------------|------------------------------|------------------------|
| 1. Pre 1948 Stock Car | 8. 1966-1972 Modified Car | 15. 1973 and Above |
| 2. Pre 1948 Modified Car | 9. 1955-1957 Chevy Stock | 16. Sports Cars |
| 3. 1949-1959 Stock Car | 10. 1955-1957 Chevy Modified | 17. Special Interest |
| 4. 1949-1959 Modified Car | 11. Pre 1965 Truck Stock | 18. Street Rods |
| 5. 1960-1965 Stock Car | 12. Pre 1965 Truck Modified | 19. Rat Rods |
| 6. 1960-1965 Modified Car | 13. 1966-1972 Truck Stock | 20. Under Construction |
| 7. 1966-1972 Stock Car | 14. 1966-1972 Truck Modified | |

Cars will be judged based on paint, chrome, interior, engine and trunk

Registration Information

Name: _____
Mailing Address: _____

Phone Number: _____ E-Mail: _____
Vehicle Make & Year: _____
Judging Class: (No changes allowed on day of event) _____
Body Style: _____ Color: _____
T-Shirt: (Circle Size): M, L, XL, XXL, XXXL
Signature & Date: _____

Please make checks payable and mail to:
Douglas County Senior Services, 2300 Meadow Lane, Gardnerville, NV 89410

Liability: The following does hereby release Douglas County Senior Services and Douglas County Parks & Recreation Departments and their employees of liability in conjunction with any damage to exhibitors, person and/or anyone operating exhibitor’s space, merchandise and/or personal property due to fire, theft, breakage, acts of god, or any kind of public disorder or disturbance during the days event.

For further information, contact the Senior Center at (775) 783-6455

Douglas County Senior Services
BIG MAMA'S
13th ANNUAL SHOW & SHINE
CRAFT & VENDOR FAIR
Saturday, May 11th, 2013
Lampe Park Pavilion
1325 Waterloo Lane, Gardnerville, NV
Booth Rental Registration Form
Set-Up Time: 7:30am – 8:30am
Event 9:00am – 3:00pm

Participation Form:

Applicant Name: _____

Business Name: _____

Description of Business: _____

Mailing Address: _____

Day Time Phone: _____ email: _____

Booth Size 10' X 10' Space

(You provide your own shade, tables, etc.)

Booth Cost: \$30.00*

All proceeds benefit Meals on Wheels

Deadline to sign up April 30th, 2013

**To increase interest, we request that each vendor donate a small raffle prize,
to be delivered on or before April 30th.*

Please make checks payable & mailed to:

Douglas County Senior Services

2300 Meadow Lane

Gardnerville, NV 89410

Please be prepared for wind and/or foul weather

Sorry No Refunds

Liability: The following does hereby release Douglas County Senior Services and Douglas County Parks & Recreation Departments and their employees of liability in conjunction with any damage to exhibitors, person and/or anyone operating exhibitor's space, merchandise and/or personal property due to fire, theft, breakage, acts of god or any kind of public disorder or disturbance during the day's events.

For further information contact Amanda at the Senior Center at (775) 783-6455 or areid@co.douglas.nv.us

Signature: _____ Date: _____

Activities Done Each Year

January

Look for music for Christmas lights

Update information for Movies in the Park sponsor list

February

Send out letters to potential sponsors of Movies in the Park

March

Start preparing Power Point for Movies in the Park

Prepare letter for NDEP rolling stock permit for April 1

Prepare letter for rolling stock permit

April

Start to gather information for July newsletter

Prepare Movies in the Park flyer

May

June

Prepare letter for rolling stock permit

Get newsletter to printer

July

File proof of beneficial use by 9/11 to state water engineer

August

Start to gather information for January newsletter

September

Prepare letter for rolling stock permit

October

November

Year-end report – ask everyone to make list of what their department has done during the year

December

Fill out NDOT permits for banners and street light maintenance on highway

Get food permit for CV Kickoff

Get burn permit for CV Kickoff

Finish year-end report for January meeting

Get newsletter to printer