



## GARDNERVILLE TOWN BOARD

### Meeting Agenda

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

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

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

Tuesday, September 5, 2017

4:30 p.m.

Gardnerville Town Hall

### MISSION STATEMENT

*"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."*

Copies of the finalized agenda were posted on August 30, 2017 on or before the third day prior to the meeting date, by Carol Louthan, Administrative Services Manager, Signed: Carol Louthan; in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:18 A.M.

Douglas County Historic Courthouse, 1616 8<sup>th</sup> Street, Minden NV 89423, at 8:25 A.M.

Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at 8:34 A.M.

Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at 8:45 A.M. and on the Internet at [www.gardnerville-nv.gov](http://www.gardnerville-nv.gov).

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

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

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

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

### INVOCATION – Pastor Matt Wetzell of Calvary Chapel Carson Valley

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

### PLEDGE OF ALLEGIANCE – Ken Miller

### PUBLIC INTEREST COMMENTS (No Action)

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

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

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

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

August 1, 2017 Regular Board meeting, with public comment prior to Board action.



## GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

### **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 August 2017 claims.
4. **For Possible Action:** Approve a town special event/street closure application for Splash Dogs scheduled for September 28 through October 1, at a cost of \$2,500 in addition to providing bleachers and assisting with setup of the event.
5. **For Possible Action:** Approve Proclamation 2017P-02 recognizing the 25<sup>th</sup> Anniversary of the Business Council of Douglas County.
6. **For Possible Action:** Approve a Special Event Application for Main Street Gardnerville's Scarecrow and Fall Festival to be held in Heritage Park on Saturday, October 7, 2017 from 7:00 a.m. to 5:00 p.m.
7. **For Possible Action:** Approve a Special Event/Street Closure Application for Main Street Gardnerville's Coffin Races to be held in Heritage Park on Saturday, October 14, 2017 from 7:00 a.m. to 5:00 p.m., closing Ezell Street between Slaughterhouse Lane and Gilman Avenue.

### **ADMINISTRATIVE AGENDA**

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

8. **Not for possible action:** Discussion and presentation by Leadership Douglas County regarding the Leadership Class Project which advocates for the formation of a Douglas County Community Foundation. Appearances by representatives of the Leadership Douglas County Class of 2017. (approx. 15 minutes)
9. **For Possible Action:** Discussion on providing a Town Friendship Sponsorship for the Carson Valley Arts Council and becoming a member of the organization of which we have a board member liaison position on the board; with public comment prior to board action. Presentation by Mary Wenner, Board member, Arts Council representative (approx. 10 minutes)
10. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for August 2017. (approx. 5 minutes)
11. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for August 2017. (approx. 5 minutes)
12. **For Possible Action:** Approve or deny travel for board members/manager wishing to attend Nevada League of Cities Conference in Mesquite, Nevada, October 10-12, 2017; with public comment prior to Board action.
13. **For Possible Action:** Approve or deny manager/board members attending the Nevada Economic Development Conference September 11-13, 2017 plus travel; with public comment prior to Board action.
14. **Not For Possible Action:** Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville.(approx. 10 minutes)

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

**Adjourn**

**Next monthly meeting October 3, 2017**



## GARDNERVILLE TOWN BOARD

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Lloyd Higuera, Board Member  
Linda Slater, Board Member  
Mary Wenner, Board Member

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

Tuesday, August 1, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Colleen Kurczodyna, United Methodist Church

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

#### PRESENT:

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

Jennifer Yturbide, Town Attorney (joined meeting 4:35 pm)  
Geoff LaCost, Town Public Works Superintendent  
Carol Louthan, Administrative Services Manager

#### ABSENT:

Tom Dallaire, Town Manager

PLEDGE OF ALLEGIANCE – Mary Wenner led the flag salute.



#### PUBLIC INTEREST COMMENTS (No Action)

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Mr. Robert Stiles is here today because of some correspondence. I am on the Chichester Board of Directors. I have lived here two years and I wasn't aware that you close roads like Lampe or Gilman. I was trying to exit Gilman during the parade and I noticed cars turning around. Sure enough the road was closed. But the one thing I noticed was the people speeding through the neighborhood that were agitated because the road was closed. Maybe it's because they didn't know the circumstances of the Carson Valley Days, same as myself. I stopped and watched people running the stop sign because they were so agitated. As a board member from Chichester I am just trying to see if we can work something out to get those agitated people more aware before the event. I talked with Geoff a little bit. I don't know if this is just a Chichester only neighborhood problem. I just wanted to make you aware of it.

Mrs. Slater feels for them. I am in an area in town that is landlocked for five hours.

Mr. Stiles' concern was there were a couple of garage sales and kids chasing balls with all these people speeding. When I was headed out I almost got into a head-on collision. I came up with some ideas for signs. We appreciate the town fixing the roads in the neighborhood. I drew up a sign similar to what they were using at the entrances. Maybe just something that says "Exit Harvest Avenue during Carson Valley Days this Saturday only." Put it up the Monday before the event and it would make people aware they can't go out that way.

Mr. Higuera pointed out it isn't a town event. It is the 20/30 Club's event.

Vice-Chairwoman Jones added it is the Department of Transportation that shuts the highway down.

Mr. LaCost stated they only close down Gilman at Highway 395. They don't go up to Lampe, the entrance to Chichester. They close Lampe off at Highway 395. The Douglas County volunteers put up the signs.

Mr. Higuera suggested if you want to get something going on this you should see the 20/30 Club.

Mr. LaCost mentioned there is a second closure for the Parade of Lights, which is almost identical to CV Days. We provide signs to the Chamber of Commerce and to the sheriff's department. We don't necessarily put them up.

Mrs. Slater felt it would be better if it came from within the homeowner's association.

Mr. LaCost agreed the HOA could provide signs.

Chairman Miller commented Search and Rescue is who controls the intersections during that time. They man the intersections and close them. They are volunteers.


Mr. Stiles could see if some Chichester volunteers could put up a couple of signs. Just wanted to make you aware of the situation.

Chairman Miller commented if you call the local sheriff, they couldn't respond to violations.

Mr. Stiles asked what if somebody on Hanslope needs an ambulance.

Chairman Miller thanked Mr. Stiles for his comments.


No further public comment.

 **FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.**  
The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

**Motion Slater/Wenner to approve the agenda.**

No public comment.

**Upon call for the vote, Motion carried unanimously.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**  
**July 5, 2017 Regular Board meeting, with public comment prior to Board action.**

**Motion Higuera/Slater to approve the previous minutes**

Vice-Chairwoman Jones abstained (not present at July meeting).

Chairman Miller has two changes in the minutes. One is where I made comments about the taxation structure on a unit that might go into receiving area, which was left out. And then the other change is, Tom Dallaire made some comments and you will see it highlighted. It would be under item 6. With those two changes can I get a motion?

**Amended motion Higuera/Slater to approve the previous minutes with the changes/corrections.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

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1. **For Possible Action: Correspondence.**  
**Read and noted.**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**  
**Approved.**
3. **For Possible Action: Approve July 2017 claims**  
**Approved.**
4. **For Possible Action: Approve a town special event application with street closure for Suicide Prevention Awareness Walk/BBQ community event September 9, 2017 from 7:00 a.m. to 3:00 p.m., considered to be a Class 1 use per policy.**  
**Approved.**

5. **For Possible Action:** Approve a town special event application for Carson Valley Sertoma's Oktoberfest, September 10, 2017 from 9:00 a.m. to 5:30 p.m. considered to be a Class 2 use per policy.  
Approved.
6. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application for Carson Valley Sertoma's Oktoberfest, scheduled for September 10, 2017 from 9:00 a.m. to 5:00 p.m. at Heritage Park.  
Recommend approval.


**Motion Higuera/Jones to approve the consent calendar.**

No public comment.

**Upon call for the vote, motion carried unanimously.**

#### **ADMINISTRATIVE AGENDA**

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

7.  **For Possible Action:** Discussion to approve, approve with modifications, or deny the request from RO Anderson to accept maintenance of a portion of SIP 0057 for Snaffle Bit Drive and Hat Band Court, including asphalt concrete paving, curb, gutter, sidewalk, dead end barricade, storm drainage catch basin and pipe, new power meter and (3) street lights, and one decorative street sign within road right of way of Phase 2C the Ranch at Gardnerville, recently renamed to Heybourne Meadows, Phase 2C; with public comment prior to board action.

Mr. LaCost reported we have done the inspections of the facilities. They have the light bases and storm drainage in. We were waiting for them to get the lights installed and they got them in last Friday. We are good to go for that section. On 7-4 you can see the outlined areas we are accepting. It is not the full SIP (Site Inspection Permit). It is what we have outlined.

No public comment.

**Motion Jones/Slater to conditionally accept the maintenance of that portion of the SIP 0057 (0050) for extension of Snaffle Bit Drive and Hat Band Court, with the accompanying AC paving, curb, gutter, sidewalk, dead end barricade, storm drainage catch basin and pipe and new power meter, including three street lights and one decorative street sign with road right-of-way, Phase 2 of the Ranch at Gardnerville.**

Attorney Yturbide believes Vice-Chairwoman Jones said SIP 0050. It should be 0057.

**Vice-Chairwoman Jones answered yes. I apologize.**

Attorney Yturbide asked: second as amended?

**Mrs. Slater agreed with the amended motion.**

**Motion carried unanimously.**

8.  **For Possible Action:** Review, discuss and provide comments to the Housing Element of the Douglas County Master Plan Update; with public comment prior to board action.

Mr. LaCost asked if there were any questions.

Ms. Wenner read through it and had quite a few things marked on it. I did not realize the county is responsible for Arbor Gardens and approving the people who buy in there. There is a deed restriction for affordable housing. It looks like there have been 17 homes sold and the county didn't have anything to say about it. It's a deed restriction that says they have to be a minimum affordable house or you have to have a certain income in which to buy over there. But nobody from the county has been approving those. So people have been making money. The people who sell them, bought them at a low price and now they are selling them for whatever. So if that is something they are going to do to development is make agreements with the developers on bringing in affordable housing, I think there should be somebody at the county or department that will look at it.

Vice-Chairwoman Jones advised it is a deed restriction, like a code, covenant and restriction. It's enforceable by the homeowners association. A deed restriction is a CC&R.

Ms. Wenner read from the packet. There are several recommended changes and one should be there is somebody at the county who is watching those.

Attorney Yturbide thought the question would be whether or not there is a legal enforcement mechanism. Oftentimes through the county for enforcement purposes someone has to make a complaint or bring it to their attention. It's a good comment to put back to them and ask if there is a way they can do that.

Chairman Miller mentioned there was some discussion on this last meeting. The housing division is approved for state funds to make it affordable housing. So they cannot be built with state funds unless that restriction is on the deed automatically.

Ms. Wenner asked who is supposed to monitor that?

Chairman Miller didn't know whether it is state or the county. The county handles the transfer deed when it is sold. At the time it would have to be caught.

Mrs. Slater asked if there wasn't some discussion when we approved the development originally, that within the developer's agreement he was going to monitor it.

Attorney Yturbide believed they would have to look back at the agreement and see what the enforcement mechanism is. There can be multiple parties who could enforce depending on what the agreement says.

Mrs. Slater thought it had to be held for a certain number of years.

Ms. Wenner agreed. Like the first 15 years. One of the other things I noticed is on page 8-30 it says the visitability is requiring the new builders to make the hallways wider in case later on the house ends up being with somebody who has a wheelchair or having the front doors on a lower level so they can use a wheelchair. It's saying instead of changing the homes later on for people who are handicapped, they start making them that way to start with. Those are two of the things I noticed.

Chairman Miller asked Mr. LaCost if there wasn't something else on this. There are maps in the back. Weren't we supposed to address those?

Mr. LaCost explained that was part of the homework that we would like to consider moving the urban boundary out. We are looking for direction from the board on what type of facilities we want out there. Tom put his data in his section where it shows we have a larger area of single family homes, but we benefit more from multifamily zoning. We actually have a larger return on taxes. He wanted to show that in his section. Next month he wants to come back to expanding the urban service boundary. But he wanted to give you all the information to review for a month. He didn't want to spring it on you and give you three days to look at it. This is what we are looking to do and here are the facts. This agenda item is specifically for the master plan. These are the revisions they have made for the master plan. We were just going to give it to the county with our comments. Tom wanted to have the discussion in his agenda item on expanding the urban boundary, update the plan for prosperity and what direction the town wants to go. The master plan is just dealing with the housing in general.

Attorney Yturbide believed this is your opportunity to give comments. If there is an area you want the county to know about now is the time to bring it up.

Ms. Wenner thought if they are going to allow the developers those extra bonus items for water and sewer or whatever, then they need to put some kind of enforcement or restriction that somebody should be watching.

Chairman Miller stated affordable housing is quite an issue in Douglas County. If you look at three affordable housing areas: Crestmore Apartments, Arbor Gardens and New Beginnings, they are very clean, well maintained and don't influence the value of the other neighborhoods. So that's what they are looking for. Even though it may be in somebody's back yard, it doesn't take away from the value of their property. That's part of the discussion that they are looking for affordable housing. Arbor Gardens was originally built for first time buyers with Nevada Housing Division monies. Those homes are required to be kept in that status for a number of years. But because it is a first

time buyer they have the opportunity to sell the home at a higher price and buy another home. But they have to sell it to another person who is entering the market as another first time buyer. That way it stays in affordable housing. I think what they are getting at is these homes have been sold and not meeting the income requirements. So the part about profit is correct.

Mrs. Slater agreed until someone speaks up and brings the issue to the surface, it just lingers and nothing becomes of it.

Vice-Chairwoman Jones' biggest concern is it doesn't actually address the problem right now. These are all actions about new development. The next time a house is built or where do we put zoning. Yet as a community, we have long had a history opposed to actually building new developments. So I am not seeing goals and action steps to remediate the existing inventory. Is there a way to rehab a house? Is there a way to incentivize landlords to rent. Is there a way to encourage taking an existing house and dividing it into apartment complexes. So that is something to consider. The goals and action steps are only talking about new inventory. It doesn't closely look at the existing inventory. Is there a way to adapt it for affordable housing?

Mrs. Slater would like to make sure we have an equal balance with housing and services. We need to make sure we have commercial mixed in there. If you want to buy a dress or suit where do you go? We need to encourage those businesses that support the community to keep the people here.

Chairman Miller called for public comment.

Ms. Kurczodyna commented when Mary brought up we might be in violation of those deed restrictions, is the person who accepted the monies with the condition of the deed restriction responsible for monitoring that and if they don't, are they going to have to pay back the monies like the airport.

Mrs. Slater felt that would be a legal question.

Heidi Saucedo just watched the planning commission meeting that regarded the housing element, and they dealt with a lot of these things. They weren't able to 100 percent answer all those questions. But the part about selling the home that was deed restricted, they said right now the only enforcement they have is if a realtor comes to the county. That's the only way the county is made aware there is a deed restriction.

Attorney Yturbide clarified the county oftentimes in their enforcement doesn't know until after the transaction. So I imagine what they were talking about is how it is brought to their attention. Unless there is a complaining party they don't have the resources to know there is a problem.

Ms. Wenner felt that's why they should have a department in the county that does enforcement if they are going to continue to do affordable homes and put deed restrictions on them.

Mrs. Slater agreed there should have been some penalty put in when the original developer made the agreement with the county to provide the affordable housing that says if you violate the CC&R's then penalties will be incurred. That's something that would be between the developer and the county.

No further public comment.

Vice-Chairwoman Jones didn't think we need any specific action. I think our comments just need to be communicated to the county.

9.  **For Possible Action:** Presentation to the board relating to the application "Agenda Free", its capabilities, and subscription options. Discussion and possible action to determine whether the tablets are effective for packet review or whether laptops should be purchased for a more efficient review of action items; with public comment prior to board action.

Mr. LaCost reviewed we have been moving toward the paperless era. Last month we tried Google Drive. Some members were having issues with that. We looked at other options and Agenda Free came up. Here is a small video. (Video shown) We are still learning the process. With the free version we can have up to three agendas or files posted at one time. We would still keep the items accessible on our website. We would still keep them in-house but they wouldn't be accessible through Agenda Free unless we upgraded to a subscription. For right now we are looking

at rolling with the free version and working through a learning curve. If you are interested we are okay with subscribing but at this time we are okay with just the free version. How did Agenda Free work for you?

Mr. Higuera liked Agenda Free. You can make notes. I found it to be easy to work with. It's stable. It stays there. The one we used last month disappeared. You don't have to go through miles of searching.

Mr. LaCost mentioned it is different between the Apple and Android versions

Vice-Chairwoman Jones' biggest complaint is it kept getting caught in the spam filter at work. There was no way I could take notes and view it on a different device later.

Chairman Miller had Geoff create a gmail account for each one of us that has to do with town business. You can bring it up through that gmail account each month. What I would suggest is an invitation each month to that particular agenda where you can bring it up through the gmail.

Mrs. Slater met with Geoff yesterday and he showed me just hit the chrome icon.

Mr. LaCost put a tab on Chrome. So all she has to do is open up Chrome and it goes right to the tab. It functions and looks a little different on the Android. They have been opening the pdf version. If they open the html it does the same thing. It's just a matter of two different versions.

Vice-Chairwoman Jones commented OCR (Adobe Acrobat) is really cheap and easy. I wouldn't pay for that.

Mrs. Slater asked what are we paying for now.

Mr. LaCost answered right now the only thing we are paying is staff hours. The time we are taking to put it on there. If we choose not to issue the tablets I can use them for the guys in the field. They are interchangeable.

Mrs. Slater asked if these prices that are listed are for the additional services that we could purchase.

Mr. LaCost answered yes.

Mrs. Slater asked if that is for a government agency or per person.

Mr. LaCost believed it would be per account. Right now we can have three meetings on line. For the upgrade we could have 24.

Mrs. Slater asked how many people can access the agenda under that one entity.

Mr. LaCost did not know. It didn't say that anywhere in the help files. It allows us to send to other people a link to access these agendas. How many people can see it? I am guessing it's unlimited. It says there is a limit of how many agendas are online at one time.

Chairman Miller stated if we are going to the tablets, have the maps in printed form delivered to us before the meeting. Trying to read the maps on a tablet is hard.

Mr. LaCost next month will have the printed copies of any maps. Did you want the claims also?

Ms. Wenner answered yes.

Mr. LaCost asked if they wanted the budget in paper form. So those are the three things you want printed: the claims, the maps and the budget.

Mrs. Slater asked for anything of a detailed nature.

Mr. LaCost advised next month the only thing we will bring you printed will be those things. We will use the Agenda Free next month. We will also put it on the Google drive. You already have a link so you still have access. Is there anything else?

Mrs. Slater doesn't think everybody wants a copy of the claims. Just have one or two available at the meeting.

Vice-Chairwoman Jones has an Apple Pro so my screen is huge to begin with. If we go from printing ten to one or three that is a significant savings.

Mrs. Slater is not saying every map should be delivered. Deliver them if you have multiple ones where we need to make a decision on a division or we need to look at details. If it's just in reference to something I don't know if we would need it. If in doubt, ask.

Mr. Higuera thought we have made significant progress since last month.

No public comment.

Mr. LaCost appreciates the direction. We wanted to know if you didn't like the program or the tablets. I think I have enough direction to make next month better.

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

Attorney Yturbide went over the agenda items, did some revisions, followed up again on the right-of-ways. I had a discussion related to the alley and how we are moving forward with that. Communicated with staff. That is about it other than agendas and the meeting.

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

Mr. LaCost asked if there were any questions. We included the Carson Valley Visitor's Authority strategic plan. Just behind that is the exercise for Gardnerville. Tom put quite a bit of time and effort into this item and where we are making our money. We have a larger area of single family homes and are making a larger percentage on multifamily homes. We are looking to expand the urban boundary out behind Wal Mart. We are looking to update the Plan for Prosperity. If you look at the very last page, you can see where we are looking to expand. We want to make sure you are happy with that idea. What do we want to see? What types of zoning? What types of changes do we want in that area? It says it in Tom's instructions pretty well.

Chairman Miller pointed out this is an item for a workshop. That type of thing we definitely need to have in printed matter.

Vice-Chairwoman Jones feels like it should be a workshop to invite the public.

Chairman Miller suggested having a workshop before the next meeting, but that could be too soon. Maybe after the next meeting.

Vice-Chairwoman Jones suggested doing it at the next meeting if we advertise. We could do a press release and invite the public to come because we will be talking about the urban service boundary and we would like their input. We could have a special meeting where we can take a vote and give direction, not just a public workshop.

Attorney Yturbide advised it would seem more appropriate to agendize the workshop, get publication so they can participate and then set it for the next meeting or a special meeting to address that particular item. This month may not give people enough time to come out. I don't know if that's sufficient time.

Mr. LaCost knows Tom was adamant we needed to have it done by the next meeting for the urban service boundary, which would be part of the master plan.

Attorney Yturbide suggested setting a special meeting before September. You may not get as many people participating but you could take action. Set it for possible discussion and action at that point in time. You could even adjust maps and put it back on for September to deal with some of the details. Then you could have a second opportunity to finalize what you are doing. You could continue it and give your agenzized notice for the September meeting.

Mr. LaCost would like to have a special meeting before the next meeting but school starts on the 14<sup>th</sup>.

Vice-Chairwoman Jones noted school starts on the 14<sup>th</sup>, which is just less than two weeks from now. If we focus on a Tuesday, August 29, that's one week before, but by that time it's two and a half weeks into the school year and before Labor Day.

Mr. LaCost thought perhaps 5:15 p.m. would give residents time to get here.

Vice-Chairwoman Jones suggested doing a press release, Facebook the normal notice and newspaper. Send it to the Chamber of Commerce.

Mrs. Slater proposed having the meeting for an hour and a half or two hours.

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

Ms. Wenner reported at the last meeting they sent out the new concert series. They did tell us in the last Getaway magazine their Arts and Antiques was published in it. They also have a little flyer. It's called the Youth Outreach with Douglas County Schools, where they publish what they are doing with the schools with the art and how they have been taking things to the schools and getting involved. Brian is trying a new direction. Other than just raising funds for the building he is trying to get more community involvement.

Mrs. Slater just received the Nevada League of Cities 2017 legislative session report that shows a lot of the bills that were passed. If anybody wants a copy I'm sure Marie can make copies. I am glad the session is over and we are moving on. From there we are discussing having an executive committee retreat where final decisions are being made on how we are going to approach the next legislative session. We are looking at that for August and it will be for 5 to 6 hours. The last item is don't forget the 2017 annual conference. It will be held at Casablanca Resort in Mesquite. That's October 10 – 12. Online registration is available. I would encourage everyone to think about going.

Chairman Miller believed it should be an agenda item for next month.

Mrs. Slater suggested if you make your reservation now it's \$245. After August 31<sup>st</sup> it jumps up to \$295. The agenda is available online. It is very preliminary so there will be a lot of changes between now and the conference.

Mr. Higuera reported Main Street Gardnerville marches on through their transition. They are getting more involved with Drew Aguilar from Carson Valley Accounting. He has been doing their tax return for free. He is starting to talk to them about different things. They will be spending some money and time with Drew. He doesn't feel that Debbi qualifies as an independent contractor. He will get that all taken care of. I think it is a good thing that they are getting involved with a professional. The transition is pretty daunting and it is a complete change.

Chairman Miller knows there has been some discussion of possibly going from a 501c6 to a 501c3.

Mr. Higuera reported Drew discussed that briefly. They are working to get all the finances straightened out. The Biz Blast was going out twice a month. Apparently Debbi did some research and there was a small percentage of people who actually opened it. Debbi felt that improving it and having it go out once a month would be a better way to go. The board approved that change. They have decided on the name for the wine walk. They decided they are going to call it Third Thursday Wine Walk with a subtitle Sip and Shop, Sip and Shine, Sip and Swap, Sip and Play. They want to expand the wine walk and have something else going on at the same time. She got that copyrighted. This will all take place next year. On the board positions, Suzanne Carreau officially gave her resignation as secretary. They are still struggling to find someone to be secretary. They do have a couple of board openings. Tara Addeo is going to go for another three year term on the board. They discussed briefly the Freedom 5k. They had 101 people this year which isn't much growth. Main Street wants to discuss it. They feel like maybe it is not worth the effort. We haven't discussed it and maybe we should. An opportunity came in to cohost the Carson Valley Community Food Closet Turkey Trot. That is a 5k run/walk on Thanksgiving Day. So if you have any input for them get in touch. That's really the points I got out of the meeting.

Chairman Miller thought the turkey trot would be a joint project with Minden and Gardnerville Main Streets.

Mr. Higuera reported they want to see if Main Street Minden and Main Street Gardnerville are interested. If they are interested they will get it firmed up. Right now it's just a proposal.

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

No public comment.

Meeting adjourned at 5:47 pm.

Respectfully submitted,

---

Ken Miller  
Chairman

---

Geoff LaCost  
Town Superintendent Public Works

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Correspondence

2. **Recommended Motion:** Receive and file  
**Funds Available:** ☐ Yes ☒ N/A

3. **Department:** Administration

**Prepared by:** Tom Dallaire

4. **Meeting Date:** September 5, 2017 **Time Requested:** N/A

5. **Agenda:** ☒ Consent ☐ Administrative

6. **Background Information:** See attached.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued

# Watershed Connections

Delivering News to the Carson River Watershed Community

Photo By: Shane Fryer  
Orange Tree Productions Filming  
Lynn Zonge by the Carson River

Summer 2017

## Inside this issue:

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Scan to be directed to our website:



www.cwsd.org

## CWSD Floodplain Conservation Videos Debut!

By: Debbie Neddenriep, CWSD

Carson Water Subconservancy District (CWSD) is delighted to debut its "Floodplains as a Community Asset" video series. Inspired by similar videos created by Colorado's Urban Drainage and Control District, our goal is to underscore the critical importance of conserving the Carson River Watershed's remaining floodplain, with an emphasis on maintaining the undeveloped nature of our watershed's rivers and streams.

Created with funding from FEMA's 2015 CTP "Cooperating Technical Partners" program, these videos aim to increase flood awareness, promote the importance of reducing flood hazards, and spur community action to conserve the Carson River Floodplain. The videos support CWSD's overarching objective of informing watershed residents, policy makers, and developers on the importance of preserving the Carson River Floodplain and will be utilized in flood awareness outreach and education efforts throughout the watershed.

**Please Click the links below to view our four videos:**

[Public Service Announcement \(PSA\) - Conserving the Carson River Floodplain as a Community Asset \(:30\)](#)

[Agriculture's a Good Fit for Conserving the Carson River Floodplain as a Community Asset \(4:31\)](#)

[A Case for Developers to Conserve the Carson River Floodplain as a Community Asset \(3:13\)](#)

[Our Officials in Conserving the Carson River Floodplain as a Community Asset \(4:19\)](#)

The videos provide a strong case for watershed communities to preserve floodplains and support conservation efforts in the Carson River Watershed. They provide vital information to our community planners and local officials, empowering them to make informed land use and ordinances decisions that encourage public safety by keeping our floodplains open and undeveloped. A desired result of this project is increased funding from federal, state and local budgets for floodplain preservation projects such as open space acquisition, conservation easements, and ecosystem service incentives.

The CWSD would like to thank **everyone** who made these productions possible! Let's continue to work together to protect the Carson River Floodplain as a Community Asset!

## Western Pond Turtle Habitats, Home Ranges, and Demographics in Nevada's Carson River

by: Mark Enders, Nevada Department of Wildlife



Adult western pond turtle with a radio-transmitter attached to its carapace. Photo by: Jason Jones

The western pond turtle (*Actinemys marmorata*) is the only native freshwater turtle in Nevada. It occurs primarily west of the Sierra Nevada and Cascade mountain ranges, but isolated populations occur in short stretches of the Carson and Truckee rivers in western Nevada, including at the River Fork Ranch, an 800-acre preserve owned and managed by The Nature Conservancy (TNC). The property lies near the confluence of the east and west forks of the Carson River, and contains extensive wetland and riparian habitats. In 2016, Nevada Department of Wildlife (NDOW) teamed up with TNC to conduct a trapping and radio-telemetry study to learn more about the general ecology of western pond turtles in the Carson River watershed.

NDOW biologists and several volunteers spent 11 days trapping and processing turtles at the River Fork Ranch during June and September 2016, during which time we recorded data for 118 different turtles. We also affixed small radio-transmitters to 15 pond turtles and tracked their movements for four months.

We were able to learn a lot about their population demographics, habitat use, and movement patterns in the Carson River watershed. For instance, we learned that there

are a high percentage of males in this population, as we captured 81 males, 23 females, and 14 juveniles. A high percentage of those were older turtles, but we also know that reproduction is occurring because we captured females carrying eggs and also observed two hatchlings during the study. Among the most interesting things that we learned is that this pond turtle population is capable of long-distance movements (up to 4.3 km). Males moved greater distances (mean = 2.3 km) than females (mean = 1.1 km) or juveniles (mean = 1.4 km), and different individuals appeared to show specific preferences for inhabiting rivers or ponds.

In 2017, we plan to expand our study to other reaches of the Carson River, as well as TNC's McCarran Ranch on the Truckee River. We will collect blood samples from these locations to add to the 41 samples that we collected at the River Fork Ranch in 2016 in order to learn more about the genetic makeup of Nevada's pond turtles, including their genetic origins and degree of isolation. We have much more work to do, but this collaborative study with TNC is already a great first step toward learning more about an isolated turtle population in a variable desert environment. Also see more information on Western Pond Turtles and TNC at <https://www.nature.org>.



NDOW biologists and TNC volunteers processing western pond turtles at TNC's River Fork Ranch in June 2016. Photo by: John Humphrey

## Carson River Coalition: 2017 is off to an Eventful Start

By: Shane Fryer

Photos By: Shane Fryer



East Carson Rafting Trip

Why should you take part in the CRC “Carson River Coalition? “2017” is all I need to say. The CRC started 2017 with a EPA-NDEP coordinated bus tour covering the Carson Mercury Superfund Site in February. The tour was followed by a Remedial Superfund Workshop, then a 2-day Watershed Management Forum. The TED Talk styled forum hosted 20 presenters and covered a variety of topics relevant to the Carson River.

June brought our annual “Get on the Bus” tour. Forty-seven attendees spent 2 days traversing the watershed, from the Sierra to the Sink. More than 30 researchers, conservationists, and water managers engaged participants along the way. Finally, in July the CRC took 47 partners down the Carson’s East Fork rapids. Paddlers spent the day connecting with land managers while floating on this wild-undammed reach.

The year’s only half over, and there’s more to come! Follow us on [Facebook](#), read our [newsletters](#), and sign up for [our Email list](#). The CRC is turning 20 next year, be the first to know about the next big event!



Get on the Bus  
Stillwater NWN

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

**[www.rivernetwork.org](http://www.rivernetwork.org)**



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

## Changing Roles at River Wranglers!

### Meet River Wranglers' New Director!



Will Sheppard: New River Wranglers Director

Please join CWSD to welcome Will Sheppard as the new Director of River Wranglers. Will recently relocated from Brooklyn, NY, where he spent the last 5 years teaching high school biology, earth science and physics. Prior to teaching high school, Will worked as a park naturalist, environmental educator, and wildlife technician. He received a BA - Environmental Studies from Oberlin College, and an MA-Middle Childhood Education from Brooklyn College. His skills and education will serve him well with River Wranglers! In his spare time, Will fishes, hikes and cooks with his wife and dog. He is excited to get to work for the River Wranglers helping to conserve the Carson River. We all look forward to working with you Will!

### Linda Conlin, Steward of the Carson River for More Than 23 years, Retires as River Wranglers' Director

By Brenda Hunt and Mary Kay Wagner



Linda Conlin's infectious enthusiasm and clear delivery of watershed knowledge has empowered thousands of youth and adults in the Carson River basin to become watershed stewards for over two decades. Linda has been Director and Lead Educator of River Wranglers for the past 23+ years, and what a run it has been!

In 1994, Linda spearheaded the creation of "River Wranglers" with a grant from the University of Nevada - Reno. The grant secured \$15,500 to determine youth interest in water quality monitoring in central Nevada. The program's initial goals to integrate water quality monitoring of the Carson River into high school science programs and to provide field experiences along the river for students in rural communities were successful. So when the grant funds were exhausted, Linda continued to volunteer and kept the organization intact.

In October 2000, River Wranglers incorporated as a 501c (3) non-profit organization with the mission "to explore, conserve and celebrate our rivers through community programs, projects, and hands-on education." Since then, Linda has

developed environmental education (EE) opportunities to increase knowledge and understanding about Nonpoint Source Pollution (NPSP) and watershed stewardship for students, educators, service groups, and the general public. Her work built key partnerships with local schools, clubs, and service



Linda Conlin Photo By: Sarah Muskin

(Continued from page 4)

organizations throughout the Carson River watershed.

As EE Coordinator for the Carson River Watershed, Linda expanded EE Programs such as Conserve the Carson River Days, Trout in the Classroom, classroom environmental education including The History Trunk, and field experiences for students and adult learners annually. Over 30,000 children have participated in Carson River Workdays in the past 20 years. This EE program is a unique opportunity for students to learn about the hydrologic cycle; analyze water samples for pH, temperature, and turbidity; collect and identify macro-invertebrates; and learn about animals that live along the river. As an exemplary educational program, high school students are trained to mentor and teach their younger peers. Many previous elementary students become high school mentors to a new generation of environmental stewards.

River Wranglers collaborates with a myriad of partnering agencies including local public and private schools, school boards, youth organizations, counties, conservation districts, The Nature Conservancy, University of Nevada Cooperative Extension, GREENevada, NDEP, NDOW, US Forest Service, US Fish and Wildlife Service, Nevada State Parks, private ranchers, adult volunteers, and Carson Water Subconservancy District.

River Wranglers' is truly a heart made legacy all its own. Linda has shared her passion and enthusiasm about Nevada's Rivers for 23+ years. Her unwavering dedication and tireless advocacy for the Carson River watershed continues, and even in retirement Linda plans to volunteer more.

Thank you, Linda, for your amazing attitude and your immense contribution to our youth, the Carson River Watershed and Carson River Coalition. We will miss you, but look forward to working with Will Sheppard, the new River Wranglers Director, and you in your new capacity as a River Wranglers Board member and volunteer extraordinaire!!! Life **IS** good!

*"As for my plans after retirement I plan to volunteer as a River Wranglers board member; however, you will mainly find me quilting, planting flowers in my yard, and tending my bees. I plan to join friends on day hikes, camp, and spend time with my grandkids living in Reno, Seattle, Oregon and Bahrain. You'll find me lingering over a morning cup of coffee or a steaming cup of hot tea sweetened with honey, with a good book in hand. I am so appreciative and grateful for all the friendships I've made through River Wranglers and all the support given to our small organization through the years. Special thanks to my co-workers Becki and Sarah, our board members and my replacement Will. Hopefully my retirement will inspire Bill, my husband of 48 years, to quit working and join me. Life is good!" – Linda Conlin, July 2017*



Carson River Work Day with Linda Conlin Photo By: Mary Kay Wagner

## A Recreation Revival On the Carson River

By: Shane Fryer

Photos By: Shane Fryer

With the drought broken, Carson River's waterways are revitalized and a great place to recreate!

The "Carson River Rat" a once elusive critter has now jubilantly returned to the river. Stroll along Carson City's open space and you will see families playing on the river, kids in innertubes, kayaks floating by, and fishermen wetting a line. Since early spring rafts continue to launch daily on the canyons of the East Fork and



*Float along Silver Saddle Ranch, Carson City*



*Easy Paddle Near Fort Churchill, Lyon County*

conserve it! Let's keep the Carson safe, open, and clean.

Here are a few tips to recreate safely and cleanly:

- ◆ Every youth and adult should **wear** a life jackets when recreating on any deep waterbody.
- ◆ Currents aren't always apparent in rivers and can be very strong.
- ◆ Sagging limbs and downed trees should always be avoided. They create traps called strainers that can pin you underwater even in shallow settings.

Carson River, braving these reaches' challenging rapids. Further down canoeists leisurely ply the waters through Dayton and Fort Churchill. Shaded boat camps along Lake Lahontan bustle with activity, while the cotton wood galleries and dense willow thickets give nature lovers much to enjoy.

The Carson River is an amazing community resource. The river replenishes our aquifers, irrigates our food, and provides an incredible source of leisure. So, it's up to all of us to



*Kayaking Hope Valley, Alpine County*



*Break From Running East Carson Rapids, Douglas County*

- ◆ Always respect private property. Plan where to enter and exit the river so as not to trespass.
- ◆ Finally clean up after yourself...and others. If you see any trash, pick it up. The amount of litter being left along the Carson this year is quite appalling. Please report trash dumps to county officials and support "clean up mobs" and other efforts to keep our river clean and enjoyable for all.

The Carson River's water helps grow our food, our economy, and our passion, but only if we take care of it. Let's work together to make the Carson River Watershed a great place to live, work, and play!

## Headwaters Events

By: Alpine Watershed Group

### 18<sup>th</sup> Annual Markleeville Creek Day



**Saturday, Sept. 9<sup>th</sup>**  
**9:00am-2:00pm**

*An Alpine County watershed  
restoration work day*

**For more information:**

[www.alpinewatershedgroup.org](http://www.alpinewatershedgroup.org)

[www.facebook.com/alpinewatershedgroup](https://www.facebook.com/alpinewatershedgroup)

or

Contact Sarah Muskin: [awg.snap.ed@gmail.com](mailto:awg.snap.ed@gmail.com)  
or 530-694-2327

The Alpine Watershed Group will be hosting the 18<sup>th</sup> Annual Markleeville Creek Day on Saturday, September 9, 2017. Volunteers are needed to help complete projects throughout the East and West Carson Watersheds including plantings, stream bank stabilization, invasive weed removal, protective tree wrapping, and storm drain stenciling. All are welcome to attend. No experience is necessary.

Participants will gather in the Markleeville Library Park at 9am for registration. Groups then carpool to their restoration project locations. The Alpine Watershed Group is a non-profit organization whose mission is to protect and enhance Alpine County watersheds. For more information about this event and to sign up, visit:

<http://www.alpinewatershedgroup.org/creek-day>  
or contact Sarah Muskin at  
[awg.snap.ed@gmail.com](mailto:awg.snap.ed@gmail.com) or (530) 694-2327.

The 4<sup>th</sup> Annual Alpine Aspen Festival will be held on October 7<sup>th</sup> and 8<sup>th</sup> in scenic Hope Valley, California. The Alpine Watershed Group and Friends of Hope Valley host the Alpine Aspen Festival to celebrate Alpine County's beautiful fall colors, natural environment, and dynamic history. Visitors may enjoy live music, guest speakers, and booths at the festival location on Blue Lakes Road, or sign up for one of the many activities and workshops with local experts. The festival welcomes families and is also dog-friendly. Space is limited for activities and workshops, so reserve your spot now!

Visit our website at [www.AspenFest.org](http://www.AspenFest.org) for more details and to sign up for an activity. All proceeds from the festival benefit the Alpine Watershed Group, a 501 (c)(3) nonprofit organization whose mission is to preserve and enhance Alpine County's watersheds for future generations.



**CELEBRATE THE FALL COLORS  
AND THE SOURCE OF YOUR WATERS - FROM TREES TO TAP**

*Alpine Aspen Festival*  
Alpine Watershed Group,  
& Friends of Hope Valley

**OCTOBER 7<sup>TH</sup> & 8<sup>TH</sup> 2017 - 10AM-4PM**  
AT BLUE LAKES ROAD IN HOPE VALLEY, CA

FLY FISHING • HORSEBACK RIDING • PHOTOGRAPHY TOUR  
ASPENS • MINING HISTORY HIKE • PAINTING CLASSES

**FREE ADMISSION! FREE LIVE MUSIC! FAMILY & DOG FRIENDLY!**

**VISIT BEAUTIFUL ALPINE COUNTY!**  
RESERVE YOUR ADVENTURE TODAY  
[www.AspenFest.org](http://www.AspenFest.org)

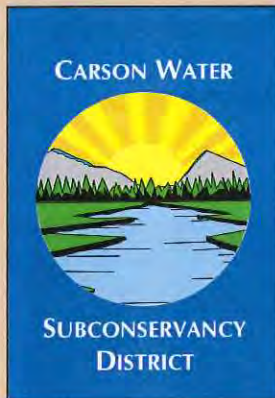
SPONSORED BY: River Wranglers, Sorensen's Resort, Carson Water Subconservancy District,  
Alpine County Chamber of Commerce and US Forest Service.

Save a Stamp!  
Sign up for  
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Shane Fryer  
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Mary Kay Wagner  
AWG



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



## Upcoming Events

**Rural Character Photo Contest** (Douglas County images only!) Submissions due August 1-31. Cash prizes! Sponsored by UNCE and GreenActNV. For more info visit: <https://douglascountyruralphoto.wishpond.com/2017dcphtphotocontest/>

**August Events at Fort Churchill State Park!** Join Park Staff Gold Prospecting, Investigating Insects, or Junior Gardening! For more information visit: <http://parks.nv.gov/events/august-events-at-fort-churchill>

**August Events at Dayton State Park!** Join Park Staff on a Starry, Starry Night and/or a Slideshow tour of the Carson River. For more information visit: <http://parks.nv.gov/events/august-events-at-dayton>

**August Muscle Powered Events in Carson City, NV.** For more information visit: <https://musclepowered.org/calendar/> August 25 and September 22

**Star Party at River Fork Ranch**  
For more information visit: <https://www.nature.org/ourinitiatives/regions/northamerica/unitedstates/nevada/events/star-party-on-the-carson-river.xml>

**September 9, 2017**  
**Markleeville Creek Day**  
9am till 2pm  
Contact (530) 694-2327 or <http://www.alpinewatershedgroup.org/creek-day>

**October 7- 8, 2017, 2 Days**  
**Alpine Aspen Festival**  
Hope Valley, CA  
[www.AspenFest.org](http://www.AspenFest.org)

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



## CARSON WATER SUBCONSERVANCY DISTRICT

777 E. William St., #110A  
Carson City, NV 89701



# Project Santa Claus

Project Santa Claus 501(c)(3)  
Fed ID No. 81-4108034

In partnership with:  
Kiwanis Club of Carson Valley  
Rotary Club of Minden  
Douglas County Park and  
Recreation Department  
Douglas County Social Services  
The Salvation Army  
Town of Gardnerville  
Carson Valley Community  
Food Closet  
Family Support Council of  
Douglas County  
Carson Valley Active 20/30 Club  
Crystal Angels  
China Spring Youth Camp  
Carson Valley Sertoma  
Carson Valley Lions Club

August 9, 2017

Town of Gardnerville  
Attn: Tom Dallaire **Hand delivered**

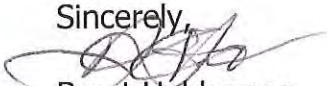
Dear Tom,

This letter is our acknowledgement and sincere thank you for the \$150 donation to Project Santa Claus in the name of Stephanie Wagoner.

Project Santa Claus is now established as its own 501c3 entity. Please note the new tax id number in the margin of this letter. We still coordinate with the local service clubs including Kiwanis, Rotary, Sertoma and Lions as well as Social Services and Churches.

Community support makes our program work each year and we are grateful to count you among that group. This last year we made a difference in the Christmas celebration of 618 children from 244 plus families.

Your continued support is much appreciated. It truly makes a difference for those families that are less fortunate than us.

Sincerely,  
  
Brent Holderman  
PSC Treasurer

# Gardnerville Town Board

## AGENDA ACTION SHEET



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

**2. Recommended Motion: Approve as submitted**  
**Funds Available:** ☐ Yes ☒ N/A

**3. Department: Administration**  
**Prepared by: Carol Louthan**

**4. Meeting Date: September 5, 2017**

**5. Time Requested:** N/A

**6. Agenda:** ☒ Consent ☐ Administrative

**7. Background Information:**  
**Trash** (July landfill figures)

**Credit Cards** (July figures)

Residential Accounts	1787
Commercial Accounts	229
Green Waste Accounts	1373
Recycling Accounts	0
Cleanup Dumpsters	11
X cans	351
# of new residential accounts	10 accts transferred to new owners
# of new commercial accounts	4 – Ritchford-new owner, Hollar's, Hot Rod, Jaguar
Minimum User Accounts	32
Total tons of trash	358.73
Total tons of Greenwaste	34.37
Total tons of Recycling	2.52

Total Amount	\$16,714.57	
Total Transactions	221	
Visa	198	\$13,447.69
Mastercard	21	\$ 1,793.05
American Express	1	\$ 134.25
Terminal		\$ 752.05
E checks		\$ 587.53

**8. Other Agency Review of Action:** ☐ Douglas County

☒ N/A

**9. Board Action:**

☐ Approved

☐ Approved with Modifications

# **Superintendent Town Public Works Monthly Report**

## **Public Works & Parks – 8/2017**

- Planted 200 shrubs, 34 yards of DG, and 400' of irrigation along Gilman.
- One Movie in the Park event completed.
- Weed management is ongoing across the town.
- Collected quotes and purchased Gator under budget. Delivery scheduled in October.
- Trimmed 43 trees along Toler Ave to improve the safe routes to school for Gardnerville Elementary School children.
- Pumping pond at Carrick detention pond to minimize the possibility of mosquitos.
- Ellipse event at the town office. Astronomer provided telescope and handed out glasses.
- Gardner Park, Heritage, and Arbor Parks were fogged for mosquitos.
- Brush cut behind middle school in the open space.
- Brush cut Decker and Heybourne ditch.
- Repairs to Bobcat mower. Some welds were redone and hydraulic hoses replaced.
- Fixed potholes on Hussman.

## **Health and Sanitation (H&S) – 8/2017**

- One staff member is still out due to a job related injury.
  - We have 1 temporary laborer to help with coverage due to long term absence.
  - Some issues with keeping a reliable person. Superintendent and PW coverage till it was worked out.
- Truckload of trash and green waste totes delivered. Should have enough for a year.
- Half truckload of 2 yard bins ordered. We were down to 1 in stock.
- Evaluated data from the recycling program and provided recommendations.

## **Engineering and Contracted Work – 8/2017**

- ASBUILT for irrigation and tree placement on Shafflebit trailhead.
- Special Board Meeting preparation.
- Draft preliminary Meadow Lane road improvements for sidewalks and bicycle inclusion.
- Negotiate \$5 per trash tote discount on next purchase.
- Survey storm drain in field behind Hussman. Looking to improve the outlet.
- Provided recommendations for the Douglas County sidewalk and tree ordinance. This needs to be updated and I was happy to give my input to make it better.
- Carpets cleaned in Town Office. Moved furniture and prepped for contractor.
- NEO Gov - Employee review training. Major changes in how we review employees.
- Town Manager was on vacation a week in the month. Duties covered by superintendent and office staff.

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve August 2017 claims.
2. **Recommended Motion:** Approve as submitted  
Funds Available: ☐ Yes ☒ N/A
3. **Department:** Administration  
  
Prepared by: Carol Louthan
4. **Meeting Date:** September 5, 2017 **Time Requested:** N/A
5. **Agenda:** ☒ Consent ☐ Administrative
6. **Background Information:** See attached.
7. **Other Agency Review of Action:** ☐ Douglas County ☒ N/A
8. **Board Action:**  
☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



# Accounts Payable by G/L Distribution Report

G/L Date Range 07/28/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
Department <b>921 - Gardnerville Admin</b>										
Account <b>510.150 - Board Compensation</b>										
4288 - Higuera Lloyd W	8/17 BOARD	G'VILLE	Paid by Check # 666398		07/27/2017	08/04/2017	08/04/2017		08/04/2017	250.00
24008 - Jones Cassandra Esq	8/17 BOARD	G'VILLE	Paid by Check # 666410		07/21/2017	08/04/2017	08/04/2017		08/04/2017	250.00
28960 - Miller Kenneth	8/17 BOARD	G'VILLE	Paid by Check # 666424		07/27/2017	08/04/2017	08/04/2017		08/04/2017	275.00
2969 - Slater Linda	8-17 BOARD	GARDNERVILLE	Paid by Check # 666488		07/27/2017	08/04/2017	08/04/2017		08/04/2017	250.00
8364 - Wenner Mary	8-17 BOARD	GARDNERVILLE	Paid by Check # 666519		07/27/2017	08/04/2017	08/04/2017		08/04/2017	250.00
Account <b>510.150 - Board Compensation</b> Totals									Invoice Transactions 5	\$1,275.00
Account <b>511.201 - PEBS-Ret.Medical</b>										
20219 - NV ST Public Employees	8-17 PREMIUMS	731	Paid by Check # 666959		08/01/2017	08/18/2017	08/18/2017		08/18/2017	9.68
Account <b>511.201 - PEBS-Ret.Medical</b> Totals									Invoice Transactions 1	\$9.68
Account <b>520.055 - Telephone Expense</b>										
29103 - Frontier	782-7134 7-17	77578271340502795	Paid by Check # 666383		07/16/2017	08/04/2017	08/04/2017		08/04/2017	109.17
29103 - Frontier	782-3856 7/17	77578238560808025	Paid by Check # 666383		07/16/2017	08/04/2017	08/04/2017		08/04/2017	108.23
13097 - Verizon Wireless	9790228851	842011146-00001	Paid by Check # 667049		08/01/2017	08/18/2017	08/18/2017		08/18/2017	325.78
Account <b>520.055 - Telephone Expense</b> Totals									Invoice Transactions 3	\$543.18
Account <b>520.060 - Postage/Po Box Rent</b>										
26465 - Diamond Printing Inc	11213	G'VILLE	Paid by Check # 666029		07/13/2017	07/28/2017	07/28/2017		07/28/2017	382.60
Account <b>520.060 - Postage/Po Box Rent</b> Totals									Invoice Transactions 1	\$382.60
Account <b>520.072 - Advertising</b>										
26465 - Diamond Printing Inc	11212	G'VILLE	Paid by Check # 666029		07/13/2017	07/28/2017	07/28/2017		07/28/2017	618.87
Account <b>520.072 - Advertising</b> Totals									Invoice Transactions 1	\$618.87
Account <b>520.084 - Replacement &amp; Repair</b>										
18821 - Fastenal Industrial/Cons Suppl	NVMIN64120	NVMIN0011	Paid by Check # 666373		07/05/2017	08/04/2017	08/04/2017		08/04/2017	1.29
Account <b>520.084 - Replacement &amp; Repair</b> Totals									Invoice Transactions 1	\$1.29
Account <b>520.089 - Power</b>										
2924 - NV Energy	2856009 7-17	2856009	Paid by Check # 666659		07/26/2017	08/11/2017	08/11/2017		08/11/2017	218.13
Account <b>520.089 - Power</b> Totals									Invoice Transactions 1	\$218.13
Account <b>520.092 - Heating</b>										
3021 - Southwest Gas-Las Vegas	0015779022 7-17	2410015779022	Paid by Check # 666178		07/17/2017	07/28/2017	07/28/2017		07/28/2017	14.42



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<b>Fund 610 - Gardnerville Town</b>										
Department <b>921 - Gardnerville Admin</b>										
Account <b>520.092 - Heating</b>										
3021 - Southwest Gas-Las Vegas	1072224004 7-17	2411072224004	Paid by Check # 666178		07/17/2017	07/28/2017	07/28/2017		07/28/2017	15.54
3021 - Southwest Gas-Las Vegas	1188600002 7-17	2411188600002	Paid by Check # 666178		07/17/2017	07/28/2017	07/28/2017		07/28/2017	7.54
Account <b>520.092 - Heating</b> Totals									Invoice Transactions 3	<u>\$37.50</u>
Account <b>520.097 - Maint B&amp;G</b>										
20845 - Clark Plumbing & Heating Co Inc	0000835291	0007133	Paid by Check # 666340		07/10/2017	08/04/2017	08/04/2017		08/04/2017	416.88
15836 - Summit Plumbing LLC	61827	TOWN OF GARDNERVILLE 7133	Paid by Check # 666498		07/07/2017	08/04/2017	08/04/2017		08/04/2017	47.50
20845 - Clark Plumbing & Heating Co Inc	834843	7133	Paid by Check # 666860		06/30/2017	08/18/2017	08/18/2017		08/18/2017	75.20
Account <b>520.097 - Maint B&amp;G</b> Totals									Invoice Transactions 3	<u>\$539.58</u>
Account <b>520.098 - Janitorial Services</b>										
27347 - A+ Janitorial Service	TOG0717B	G'VILLE	Paid by Check # 666811		08/02/2017	08/18/2017	08/18/2017		08/18/2017	100.00
Account <b>520.098 - Janitorial Services</b> Totals									Invoice Transactions 1	<u>\$100.00</u>
Account <b>520.136 - Rents &amp; Leases Equipment</b>										
4753 - Ricoh USA Inc	99105694	1481234-3433221	Paid by Check # 666162		07/13/2017	07/28/2017	07/28/2017		07/28/2017	165.41
4753 - Ricoh USA Inc	5049664291	16769392	Paid by Check # 666977		08/01/2017	08/18/2017	08/18/2017		08/18/2017	97.61
Account <b>520.136 - Rents &amp; Leases Equipment</b> Totals									Invoice Transactions 2	<u>\$263.02</u>
Account <b>520.169 - EMRB Assessment</b>										
2401 - NV ST Dept Business/Industry	AA17-336	PAYROLL	Paid by Check # 667072		06/19/2017	08/25/2017	08/25/2017		08/25/2017	87.75
Account <b>520.169 - EMRB Assessment</b> Totals									Invoice Transactions 1	<u>\$87.75</u>
Account <b>520.170 - Memberships</b>										
160 - American Public Works Assoc	679014 17-18	679014	Paid by Check # 665969		07/06/2017	07/28/2017	07/28/2017		07/28/2017	200.00
Account <b>520.170 - Memberships</b> Totals									Invoice Transactions 1	<u>\$200.00</u>
Account <b>520.187 - Internet Expense</b>										
32036 - Spectrum Business	0012509 8/17	8354110060012509	Paid by Check # 667013		08/02/2017	08/18/2017	08/18/2017		08/18/2017	64.99
32036 - Spectrum Business	0598044 8/17	8354110060598044	Paid by Check # 667014		07/28/2017	08/18/2017	08/18/2017		08/18/2017	34.99
Account <b>520.187 - Internet Expense</b> Totals									Invoice Transactions 2	<u>\$99.98</u>
Account <b>520.200 - Training &amp; Education</b>										
12997 - Do Co Procurement Program	7-17 LOUTHAN	GARDNERVILLE	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	390.00
Account <b>520.200 - Training &amp; Education</b> Totals									Invoice Transactions 1	<u>\$390.00</u>



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<b>Fund 610 - Gardnerville Town</b>										
Department <b>921 - Gardnerville Admin</b>										
Account <b>521.130 - Legal Services</b>										
12372 - Jennifer Yturbide Law PC Corp	133C	GARDNERVILLE	Paid by Check # 666406		07/12/2017	08/04/2017	08/04/2017		08/04/2017	1,920.00
Account <b>521.130 - Legal Services</b> Totals Invoice Transactions 1										<u>\$1,920.00</u>
Account <b>532.056 - Subscriptions</b>										
12997 - Do Co Procurement Program	7-17 Dallaire	Gardnerville	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	123.50
Account <b>532.056 - Subscriptions</b> Totals Invoice Transactions 1										<u>\$123.50</u>
Account <b>533.800 - Office Supplies</b>										
12997 - Do Co Procurement Program	7-17 LOUTHAN	GARDNERVILLE	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	72.57
Account <b>533.800 - Office Supplies</b> Totals Invoice Transactions 1										<u>\$72.57</u>
Account <b>533.806 - Software</b>										
16648 - E Squared C Inc	44123	G'VILLE	Paid by Check # 666367		07/01/2017	08/04/2017	08/04/2017		08/04/2017	37.50
16648 - E Squared C Inc	44140	G'VILLE	Paid by Check # 666586		08/01/2017	08/11/2017	08/11/2017		08/11/2017	37.50
4753 - Ricoh USA Inc	1071205426	16769392	Paid by Check # 666691		07/26/2017	08/11/2017	08/11/2017		08/11/2017	15.00
Account <b>533.806 - Software</b> Totals Invoice Transactions 3										<u>\$90.00</u>
Department <b>921 - Gardnerville Admin</b> Totals Invoice Transactions 33										<u>\$6,972.65</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 610 - Gardnerville Town</b>										
Department <b>923 - Parks &amp; Recreation</b>										
Account <b>520.037 - Weed Spraying</b>										
12997 - Do Co Procurement Program	7-17 Lacost	Gardnervill	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	10.85
18821 - Fastenal Industrial/Cons Suppl	NVMIN64661	NVMIN0011	Paid by Check # 667229		07/27/2017	08/25/2017	08/25/2017		08/25/2017	57.03
Account <b>520.037 - Weed Spraying</b> Totals									Invoice Transactions 2	<u>\$67.88</u>
Account <b>520.084 - Replacement &amp; Repair</b>										
397 - Bing Materials	169853	GARDN	Paid by Check # 666315		07/19/2017	08/04/2017	08/04/2017		08/04/2017	54.73
18821 - Fastenal Industrial/Cons Suppl	NVMIN64409	NVMIN0011	Paid by Check # 666373		07/17/2017	08/04/2017	08/04/2017		08/04/2017	64.08
11985 - Ace Hardware	117738/1	1236	Paid by Check # 666529		07/11/2017	08/11/2017	08/11/2017		08/11/2017	16.57
11985 - Ace Hardware	118130/1	1236	Paid by Check # 666529		07/26/2017	08/11/2017	08/11/2017		08/11/2017	4.99
13485 - Ahern Rentals Inc	17767418-1	205304	Paid by Check # 666531		07/05/2017	08/11/2017	08/11/2017		08/11/2017	175.96
8037 - Crop Production Services	34041974	1119549	Paid by Check # 666870		07/31/2017	08/18/2017	08/18/2017		08/18/2017	840.00
12997 - Do Co Procurement Program	7-17 LOUTHAN	GARDNERVILLE	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	140.47
1268 - Ewing Irrigation Products	3773701	30447	Paid by Check # 666884		07/21/2017	08/18/2017	08/18/2017		08/18/2017	139.35
668 - Valley Garden Center LLC	109833	G'VILLE	Paid by Check # 667142		07/26/2017	08/25/2017	08/25/2017		08/25/2017	40.00
Account <b>520.084 - Replacement &amp; Repair</b> Totals									Invoice Transactions 9	<u>\$1,476.15</u>
Account <b>520.089 - Power</b>										
2924 - NV Energy	791804 7-17	791804	Paid by Check # 666657		07/27/2017	08/11/2017	08/11/2017		08/11/2017	451.95
Account <b>520.089 - Power</b> Totals									Invoice Transactions 1	<u>\$451.95</u>
Account <b>520.090 - Water</b>										
2153 - Minden Town of	1862.01 7/17	1862.01	Paid by Check # 666644		07/26/2017	08/11/2017	08/11/2017		08/11/2017	30.05
Account <b>520.090 - Water</b> Totals									Invoice Transactions 1	<u>\$30.05</u>
Account <b>520.097 - Maint B&amp;G</b>										
20845 - Clark Plumbing & Heating Co Inc	834843	7133	Paid by Check # 666860		06/30/2017	08/18/2017	08/18/2017		08/18/2017	601.60
Account <b>520.097 - Maint B&amp;G</b> Totals									Invoice Transactions 1	<u>\$601.60</u>
Account <b>532.003 - Gas &amp; Oil</b>										
3814 - Flyers Energy LLC	CFS1453157	8308	Paid by Check # 666379		07/15/2017	08/04/2017	08/04/2017		08/04/2017	47.70



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<b>Fund 610 - Gardnerville Town</b>										
Department <b>923 - Parks &amp; Recreation</b>										
Account <b>532.003 - Gas &amp; Oil</b>										
3814 - Flyers Energy LLC	CFS1462435	8308	Paid by Check # 666890		07/31/2017	08/18/2017	08/18/2017		08/18/2017	103.23
Account <b>532.003 - Gas &amp; Oil</b> Totals										Invoice Transactions 2
										<u>\$150.93</u>
Account <b>532.118 - Major Repair and Maintenance</b>										
1268 - Ewing Irrigation Products	3727037	30447	Paid by Check # 666884		07/14/2017	08/18/2017	08/18/2017		08/18/2017	280.58
24165 - Great Basin Organics LLC	12408	G'VILLE	Paid by Check # 666902		07/20/2017	08/18/2017	08/18/2017		08/18/2017	125.00
Account <b>532.118 - Major Repair and Maintenance</b> Totals										Invoice Transactions 2
										<u>\$405.58</u>
Account <b>533.817 - Small Projects</b>										
32384 - Silver Thistle Photography	004	TOWN OF GARDNERVILLE	Paid by Check # 666635		07/24/2017	08/11/2017	08/11/2017		08/11/2017	75.00
12997 - Do Co Procurement Program	7-17 LOUTHAN	GARDNERVILLE	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	56.44
12997 - Do Co Procurement Program	7-17 Lacost	Gardnervill	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	324.95
3953 - Eastern Sierra Feed	631914	19530	Paid by Check # 666883		07/03/2017	08/18/2017	08/18/2017		08/18/2017	21.90
3115 - Swank Motion Pictures Inc	RG2375996	0223170001	Paid by Check # 667021		07/31/2017	08/18/2017	08/18/2017		08/18/2017	593.00
Account <b>533.817 - Small Projects</b> Totals										Invoice Transactions 5
										<u>\$1,071.29</u>
Department <b>923 - Parks &amp; Recreation</b> Totals										Invoice Transactions 23
										<u>\$4,255.43</u>



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<b>Fund 610 - Gardnerville Town</b>										
Department <b>926 - Other Public Works</b>										
Account <b>520.037 - Weed Spraying</b>										
12997 - Do Co Procurement Program	7-17 Lacost	Gardnervill	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	10.85
18821 - Fastenal Industrial/Cons Suppl	NVMIN64661	NVMIN0011	Paid by Check # 667229		07/27/2017	08/25/2017	08/25/2017		08/25/2017	57.04
Account <b>520.037 - Weed Spraying</b> Totals									Invoice Transactions 2	<u>\$67.89</u>
Account <b>520.084 - Replacement &amp; Repair</b>										
13485 - Ahern Rentals Inc	17765746-1	205304	Paid by Check # 666531		07/05/2017	08/11/2017	08/11/2017		08/11/2017	4.74
13485 - Ahern Rentals Inc	17795508-1	205304	Paid by Check # 666531		07/12/2017	08/11/2017	08/11/2017		08/11/2017	20.78
12997 - Do Co Procurement Program	7-17 Lacost	Gardnervill	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	64.01
12997 - Do Co Procurement Program	7-17 PLUT*	G'VILLE	Paid by Check # 667215		07/27/2017	08/25/2017	08/25/2017		08/25/2017	39.99
Account <b>520.084 - Replacement &amp; Repair</b> Totals									Invoice Transactions 4	<u>\$129.52</u>
Account <b>520.095 - Street Lights</b>										
2924 - NV Energy	2856036 7-17	2856036	Paid by Check # 666658		07/26/2017	08/11/2017	08/11/2017		08/11/2017	6,192.16
Account <b>520.095 - Street Lights</b> Totals									Invoice Transactions 1	<u>\$6,192.16</u>
Account <b>520.103 - Maint Road</b>										
8692 - Silver State Barricade & Sign	93651	TOWN OF GARDNERVILLE	Paid by Check # 666484		07/11/2017	08/04/2017	08/04/2017		08/04/2017	201.00
12997 - Do Co Procurement Program	7-17 Lacost	Gardnervill	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	199.20
Account <b>520.103 - Maint Road</b> Totals									Invoice Transactions 2	<u>\$400.20</u>
Account <b>520.107 - Maint Equip</b>										
6321 - Safety-Kleen Inc	74086875	TO23913	Paid by Check # 666695		07/24/2017	08/11/2017	08/11/2017		08/11/2017	94.87
Account <b>520.107 - Maint Equip</b> Totals									Invoice Transactions 1	<u>\$94.87</u>
Account <b>520.170 - Memberships</b>										
7358 - Underground Service Alert Inc	17071028	176317	Paid by Check # 666508		07/20/2017	08/04/2017	08/04/2017		08/04/2017	334.25
Account <b>520.170 - Memberships</b> Totals									Invoice Transactions 1	<u>\$334.25</u>
Account <b>521.200 - Engineering</b>										
24984 - Farr West Engineering Inc	8685	G'VILLE	Paid by Check # 667228		07/31/2017	08/25/2017	08/25/2017		08/25/2017	4,700.90
Account <b>521.200 - Engineering</b> Totals									Invoice Transactions 1	<u>\$4,700.90</u>
Account <b>532.003 - Gas &amp; Oil</b>										
3814 - Flyers Energy LLC	CFS1453157	8308	Paid by Check # 666379		07/15/2017	08/04/2017	08/04/2017		08/04/2017	475.70



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<b>Fund 610 - Gardnerville Town</b>										
Department <b>926 - Other Public Works</b>										
Account <b>532.003 - Gas &amp; Oil</b>										
3814 - Flyers Energy LLC	CFS1462435	8308	Paid by Check # 666890		07/31/2017	08/18/2017	08/18/2017		08/18/2017	153.37
Account <b>532.003 - Gas &amp; Oil</b> Totals Invoice Transactions 2										<u>\$629.07</u>
Account <b>532.019 - Storm Drain Maintenance</b>										
13485 - Ahern Rentals Inc	17826789-2	205304	Paid by Check # 666531		07/19/2017	08/11/2017	08/11/2017		08/11/2017	229.44
13485 - Ahern Rentals Inc	17832744-1	205304	Paid by Check # 666531		07/20/2017	08/11/2017	08/11/2017		08/11/2017	45.96
5189 - R O Anderson Engineering Inc	39584	TOWN OF GARDNERVILLE	Paid by Check # 667095		07/17/2017	08/25/2017	08/25/2017		08/25/2017	2,650.00
Account <b>532.019 - Storm Drain Maintenance</b> Totals Invoice Transactions 3										<u>\$2,925.40</u>
Account <b>532.028 - Uniforms</b>										
4287 - Red Wing Shoe Store	000000015-066	GARDNERVILLE	Paid by Check # 666158		07/12/2017	07/28/2017	07/28/2017		07/28/2017	85.50
28028 - Ad Stuff Inc.	2550	G'VILLE	Paid by Check # 666530		07/28/2017	08/11/2017	08/11/2017		08/11/2017	756.14
13485 - Ahern Rentals Inc	17784346-1	205304	Paid by Check # 666531		07/10/2017	08/11/2017	08/11/2017		08/11/2017	48.60
5785 - AlSCO Inc	LREN1269510	000330	Paid by Check # 666534		07/04/2017	08/11/2017	08/11/2017		08/11/2017	4.39
5785 - AlSCO Inc	LREN1271849	000330	Paid by Check # 666534		07/11/2017	08/11/2017	08/11/2017		08/11/2017	4.39
5785 - AlSCO Inc	LREN1274067	000330	Paid by Check # 666534		07/18/2017	08/11/2017	08/11/2017		08/11/2017	4.39
5785 - AlSCO Inc	LREN1276283	000330	Paid by Check # 666534		07/25/2017	08/11/2017	08/11/2017		08/11/2017	4.39
28028 - Ad Stuff Inc.	2557	G'VILLE	Paid by Check # 666816		08/08/2017	08/18/2017	08/18/2017		08/18/2017	124.00
10314 - Work World Inc	53266-109	109-103	Paid by Check # 667159		07/18/2017	08/25/2017	08/25/2017		08/25/2017	100.00
10314 - Work World Inc	53497-109	109-103	Paid by Check # 667159		08/06/2017	08/25/2017	08/25/2017		08/25/2017	189.95
Account <b>532.028 - Uniforms</b> Totals Invoice Transactions 10										<u>\$1,321.75</u>
Account <b>532.056 - Subscriptions</b>										
12997 - Do Co Procurement Program	7-17 Dallaire	Gardnerville	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	3,102.54
Account <b>532.056 - Subscriptions</b> Totals Invoice Transactions 1										<u>\$3,102.54</u>
Account <b>562.000 - Capital Projects</b>										
6347 - Dube Group Architecture Inc	518	DESIGN WORK	Paid by Check # 666366		07/19/2017	08/04/2017	* 08/04/2017		08/04/2017	8,967.51



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Fund <b>610 - Gardnerville Town</b>										
Department <b>926 - Other Public Works</b>										
Account <b>562.000 - Capital Projects</b>										
2702 - Resource Concepts Inc	17-1017	TOWN OF GARDNERVILLE	Paid by Check # 666690		07/19/2017	08/11/2017	08/11/2017		08/11/2017	637.16
Account <b>562.000 - Capital Projects</b> Totals							Invoice Transactions 2		\$9,604.67	
Department <b>926 - Other Public Works</b> Totals							Invoice Transactions 30		\$29,503.22	
Fund <b>610 - Gardnerville Town</b> Totals							Invoice Transactions 86		\$40,731.30	



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<b>Fund 611 - Gardnerville Health &amp; San</b>										
Department <b>925 - Health &amp; Sanitation</b>										
Account <b>510.150 - Board Compensation</b>										
4288 - Higuera Lloyd W	8/17 BOARD	G'VILLE	Paid by Check # 666398		07/27/2017	08/04/2017	08/04/2017		08/04/2017	250.00
24008 - Jones Cassandra Esq	8/17 BOARD	G'VILLE	Paid by Check # 666410		07/21/2017	08/04/2017	08/04/2017		08/04/2017	250.00
28960 - Miller Kenneth	8/17 BOARD	G'VILLE	Paid by Check # 666424		07/27/2017	08/04/2017	08/04/2017		08/04/2017	275.00
2969 - Slater Linda	8-17 BOARD	GARDNERVILLE	Paid by Check # 666488		07/27/2017	08/04/2017	08/04/2017		08/04/2017	250.00
8364 - Wenner Mary	8-17 BOARD	GARDNERVILLE	Paid by Check # 666519		07/27/2017	08/04/2017	08/04/2017		08/04/2017	250.00
Account <b>510.150 - Board Compensation</b> Totals Invoice Transactions 5										<b>\$1,275.00</b>
Account <b>516.120 - Contract Salaries</b>										
21697 - Blue Ribbon Personnel Services	45175	653202	Paid by Check # 666549		07/14/2017	08/11/2017	08/11/2017		08/11/2017	296.00
21697 - Blue Ribbon Personnel Services	45317	653202	Paid by Check # 666549		07/21/2017	08/11/2017	08/11/2017		08/11/2017	730.75
21697 - Blue Ribbon Personnel Services	45459	653202	Paid by Check # 666549		07/28/2017	08/11/2017	08/11/2017		08/11/2017	578.13
21697 - Blue Ribbon Personnel Services	45596	653202	Paid by Check # 666839		07/30/2017	08/18/2017	08/18/2017		08/18/2017	675.25
21697 - Blue Ribbon Personnel Services	45461	653202	Paid by Check # 666839		07/28/2017	08/18/2017	08/18/2017		08/18/2017	397.75
Account <b>516.120 - Contract Salaries</b> Totals Invoice Transactions 5										<b>\$2,677.88</b>
Account <b>520.055 - Telephone Expense</b>										
29103 - Frontier	782-7134 7-17	77578271340502795	Paid by Check # 666383		07/16/2017	08/04/2017	08/04/2017		08/04/2017	109.17
13097 - Verizon Wireless	9790228851	842011146-00001	Paid by Check # 667049		08/01/2017	08/18/2017	08/18/2017		08/18/2017	325.78
Account <b>520.055 - Telephone Expense</b> Totals Invoice Transactions 2										<b>\$434.95</b>
Account <b>520.060 - Postage/Po Box Rent</b>										
26465 - Diamond Printing Inc	11213	G'VILLE	Paid by Check # 666029		07/13/2017	07/28/2017	07/28/2017		07/28/2017	382.60
3286 - U S Postmaster-G'VILLE	8-17 BULK MAIL	G'VILLE	Paid by Check # 667137		08/17/2017	08/25/2017	08/25/2017		08/25/2017	2,000.00
Account <b>520.060 - Postage/Po Box Rent</b> Totals Invoice Transactions 2										<b>\$2,382.60</b>
Account <b>520.072 - Advertising</b>										
26465 - Diamond Printing Inc	11212	G'VILLE	Paid by Check # 666029		07/13/2017	07/28/2017	07/28/2017		07/28/2017	618.87
Account <b>520.072 - Advertising</b> Totals Invoice Transactions 1										<b>\$618.87</b>
Account <b>520.084 - Replacement &amp; Repair</b>										
26482 - Peterbilt Truck Parts & Eq LLC	7104239	365290	Paid by Check # 666147		07/11/2017	07/28/2017	07/28/2017		07/28/2017	109.59



# Accounts Payable by G/L Distribution Report

G/L Date Range 07/28/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 611 - Gardnerville Health &amp; San</b>										
Department <b>925 - Health &amp; Sanitation</b>										
Account <b>520.084 - Replacement &amp; Repair</b>										
3890 - Arata Equipment Co.	1-90446	1015	Paid by Check # 666307		07/10/2017	08/04/2017	08/04/2017		08/04/2017	269.92
8491 - CMC Tire Inc	50001926	5512	Paid by Check # 666342		07/13/2017	08/04/2017	08/04/2017		08/04/2017	1,187.66
18821 - Fastenal Industrial/Cons Suppl	NVMIN64175	NVMIN0011	Paid by Check # 666373		07/07/2017	08/04/2017	08/04/2017		08/04/2017	1.35
18821 - Fastenal Industrial/Cons Suppl	NVMIN64227	NVMIN0011	Paid by Check # 666373		07/10/2017	08/04/2017	08/04/2017		08/04/2017	2.70
18821 - Fastenal Industrial/Cons Suppl	NVMIN64260	NVMIN0011	Paid by Check # 666373		07/11/2017	08/04/2017	08/04/2017		08/04/2017	49.43
11985 - Ace Hardware	117710/1	1236	Paid by Check # 666529		07/11/2017	08/11/2017	08/11/2017		08/11/2017	16.99
11985 - Ace Hardware	117976/1	1236	Paid by Check # 666529		07/20/2017	08/11/2017	08/11/2017		08/11/2017	96.98
8491 - CMC Tire Inc	50001928	5512	Paid by Check # 666861		07/13/2017	08/18/2017	08/18/2017		08/18/2017	1,187.66
8491 - CMC Tire Inc	50002181	5512	Paid by Check # 666861		07/31/2017	08/18/2017	08/18/2017		08/18/2017	289.00
8491 - CMC Tire Inc	50002182	5512	Paid by Check # 666861		07/31/2017	08/18/2017	08/18/2017		08/18/2017	480.50
12198 - O'Reilly Auto Parts	3530-137742	1075650	Paid by Check # 666961		08/07/2017	08/18/2017	08/18/2017		08/18/2017	14.99
12198 - O'Reilly Auto Parts	3530-132220	1075650	Paid by Check # 666961		07/10/2017	08/18/2017	08/18/2017		08/18/2017	13.98
12198 - O'Reilly Auto Parts	3530-132441	1075650	Paid by Check # 666961		07/11/2017	08/18/2017	08/18/2017		08/18/2017	9.48
12198 - O'Reilly Auto Parts	3530-132700	1075650	Paid by Check # 666961		07/12/2017	08/18/2017	08/18/2017		08/18/2017	12.99
12198 - O'Reilly Auto Parts	3530-134087	1075650	Paid by Check # 666961		07/19/2017	08/18/2017	08/18/2017		08/18/2017	9.99
29660 - Novus Glass Carson Valley	W003603	TOWN OF GARDNERVILLE	Paid by Check # 667070		07/28/2017	08/25/2017	08/25/2017		08/25/2017	298.00
Account <b>520.084 - Replacement &amp; Repair</b> Totals									Invoice Transactions 17	\$4,051.21
Account <b>520.089 - Power</b>										
2924 - NV Energy	2856009 7-17	2856009	Paid by Check # 666659		07/26/2017	08/11/2017	08/11/2017		08/11/2017	233.86
Account <b>520.089 - Power</b> Totals									Invoice Transactions 1	\$233.86
Account <b>520.092 - Heating</b>										
3021 - Southwest Gas-Las Vegas	0015779022 7-17	2410015779022	Paid by Check # 666178		07/17/2017	07/28/2017	07/28/2017		07/28/2017	14.42
3021 - Southwest Gas-Las Vegas	1072224004 7-17	2411072224004	Paid by Check # 666178		07/17/2017	07/28/2017	07/28/2017		07/28/2017	15.54



# Accounts Payable by G/L Distribution Report

G/L Date Range 07/28/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 611 - Gardnerville Health &amp; San</b>										
Department <b>925 - Health &amp; Sanitation</b>										
Account <b>520.092 - Heating</b>										
3021 - Southwest Gas-Las Vegas	1188600002 7-17	2411188600002	Paid by Check # 666178		07/17/2017	07/28/2017	07/28/2017		07/28/2017	22.60
Account <b>520.092 - Heating</b> Totals										Invoice Transactions 3
										<hr/> \$52.56
Account <b>520.097 - Maint B&amp;G</b>										
20845 - Clark Plumbing & Heating Co Inc	0000835291	0007133	Paid by Check # 666340		07/10/2017	08/04/2017	08/04/2017		08/04/2017	416.87
15836 - Summit Plumbing LLC	61827	TOWN OF GARDNERVILLE 7133	Paid by Check # 666498		07/07/2017	08/04/2017	08/04/2017		08/04/2017	47.50
20845 - Clark Plumbing & Heating Co Inc	834843		Paid by Check # 666860		06/30/2017	08/18/2017	08/18/2017		08/18/2017	75.20
Account <b>520.097 - Maint B&amp;G</b> Totals										Invoice Transactions 3
										<hr/> \$539.57
Account <b>520.098 - Janitorial Services</b>										
27347 - A+ Janitorial Service	TOG0717B	G'VILLE	Paid by Check # 666811		08/02/2017	08/18/2017	08/18/2017		08/18/2017	100.00
Account <b>520.098 - Janitorial Services</b> Totals										Invoice Transactions 1
										<hr/> \$100.00
Account <b>520.107 - Maint Equip</b>										
6321 - Safety-Kleen Inc	74086875	TO23913	Paid by Check # 666695		07/24/2017	08/11/2017	08/11/2017		08/11/2017	94.88
Account <b>520.107 - Maint Equip</b> Totals										Invoice Transactions 1
										<hr/> \$94.88
Account <b>520.136 - Rents &amp; Leases Equipment</b>										
4753 - Ricoh USA Inc	99105694	1481234-3433221	Paid by Check # 666162		07/13/2017	07/28/2017	07/28/2017		07/28/2017	165.41
4753 - Ricoh USA Inc	5049664291	16769392	Paid by Check # 666977		08/01/2017	08/18/2017	08/18/2017		08/18/2017	78.04
Account <b>520.136 - Rents &amp; Leases Equipment</b> Totals										Invoice Transactions 2
										<hr/> \$243.45
Account <b>520.187 - Internet Expense</b>										
32036 - Spectrum Business	0012509 8/17	8354110060012509	Paid by Check # 667013		08/02/2017	08/18/2017	08/18/2017		08/18/2017	64.99
32036 - Spectrum Business	0598044 8/17	8354110060598044	Paid by Check # 667014		07/28/2017	08/18/2017	08/18/2017		08/18/2017	34.99
Account <b>520.187 - Internet Expense</b> Totals										Invoice Transactions 2
										<hr/> \$99.98
Account <b>520.197 - Landfill Expense</b>										
15853 - Carson City Landfill	228079 7-17	228079	Paid by Check # 666851		08/01/2017	08/18/2017	08/18/2017		08/18/2017	17,765.98
9016 - Douglas Disposal Inc	40990612 7-17	40990612	Paid by Check # 666881		08/01/2017	08/18/2017	08/18/2017		08/18/2017	5,599.11
Account <b>520.197 - Landfill Expense</b> Totals										Invoice Transactions 2
										<hr/> \$23,365.09
Account <b>520.198 - Recycling Expense</b>										
13443 - Bently Ranch	152067	G'VILLE	Paid by Check # 666836		07/14/2017	08/18/2017	08/18/2017		08/18/2017	265.60



# Accounts Payable by G/L Distribution Report

G/L Date Range 07/28/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>611 - Gardnerville Health &amp; San</b>										
Department <b>925 - Health &amp; Sanitation</b>										
Account <b>520.198 - Recycling Expense</b>										
13443 - Bently Ranch	152151	G'VILLE	Paid by Check # 666836		07/21/2017	08/18/2017	08/18/2017		08/18/2017	212.00
13443 - Bently Ranch	152239	G'VILLE	Paid by Check # 666836		07/28/2017	08/18/2017	08/18/2017		08/18/2017	209.80
Account <b>520.198 - Recycling Expense</b> Totals									Invoice Transactions 3	\$687.40
Account <b>532.003 - Gas &amp; Oil</b>										
3814 - Flyers Energy LLC	CFS1453157	8308	Paid by Check # 666379		07/15/2017	08/04/2017	08/04/2017		08/04/2017	937.83
3814 - Flyers Energy LLC	CFS1462435	8308	Paid by Check # 666890		07/31/2017	08/18/2017	08/18/2017		08/18/2017	1,091.43
12198 - O'Reilly Auto Parts	3530-130964	1075650	Paid by Check # 666961		07/03/2017	08/18/2017	08/18/2017		08/18/2017	179.94
12198 - O'Reilly Auto Parts	3530-131343	1075650	Paid by Check # 666961		07/05/2017	08/18/2017	08/18/2017		08/18/2017	1,150.00
12198 - O'Reilly Auto Parts	3530-134030	1075650	Paid by Check # 666961		07/19/2017	08/18/2017	08/18/2017		08/18/2017	199.00
Account <b>532.003 - Gas &amp; Oil</b> Totals									Invoice Transactions 5	\$3,558.20
Account <b>532.028 - Uniforms</b>										
4287 - Red Wing Shoe Store	000000015-066	GARDNERVILLE	Paid by Check # 666158		07/12/2017	07/28/2017	07/28/2017		07/28/2017	85.49
28028 - Ad Stuff Inc.	2550	G'VILLE	Paid by Check # 666530		07/28/2017	08/11/2017	08/11/2017		08/11/2017	756.14
13485 - Ahern Rentals Inc	17784346-1	205304	Paid by Check # 666531		07/10/2017	08/11/2017	08/11/2017		08/11/2017	48.60
5785 - AlSCO Inc	LREN1269510	000330	Paid by Check # 666534		07/04/2017	08/11/2017	08/11/2017		08/11/2017	4.39
5785 - AlSCO Inc	LREN1271849	000330	Paid by Check # 666534		07/11/2017	08/11/2017	08/11/2017		08/11/2017	4.39
5785 - AlSCO Inc	LREN1274067	000330	Paid by Check # 666534		07/18/2017	08/11/2017	08/11/2017		08/11/2017	4.39
5785 - AlSCO Inc	LREN1276283	000330	Paid by Check # 666534		07/25/2017	08/11/2017	08/11/2017		08/11/2017	4.39
28028 - Ad Stuff Inc.	2557	G'VILLE	Paid by Check # 666816		08/08/2017	08/18/2017	08/18/2017		08/18/2017	124.00
10314 - Work World Inc	53266-109	109-103	Paid by Check # 667159		07/18/2017	08/25/2017	08/25/2017		08/25/2017	100.00
10314 - Work World Inc	53497-109	109-103	Paid by Check # 667159		08/06/2017	08/25/2017	08/25/2017		08/25/2017	189.95
10314 - Work World Inc	53498-109	109-103	Paid by Check # 667159		08/06/2017	08/25/2017	08/25/2017		08/25/2017	19.99
Account <b>532.028 - Uniforms</b> Totals									Invoice Transactions 11	\$1,341.73



# Accounts Payable by G/L Distribution Report

G/L Date Range 07/28/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>611 - Gardnerville Health &amp; San</b>										
Department <b>925 - Health &amp; Sanitation</b>										
Account <b>532.056 - Subscriptions</b>										
12997 - Do Co Procurement Program	7-17 Dallaire	Gardnerville	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	3,226.04
Account <b>532.056 - Subscriptions</b> Totals										<u>\$3,226.04</u>
Account <b>533.800 - Office Supplies</b>										
4656 - Silver State Industries	01-6025999	GA1021	Paid by Check # 666485		07/10/2017	08/04/2017	08/04/2017		08/04/2017	85.30
12997 - Do Co Procurement Program	7-17 LOUTHAN	GARDNERVILLE	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	72.58
Account <b>533.800 - Office Supplies</b> Totals										<u>\$157.88</u>
Account <b>533.806 - Software</b>										
16648 - E Squared C Inc	44123	G'VILLE	Paid by Check # 666367		07/01/2017	08/04/2017	08/04/2017		08/04/2017	37.50
16648 - E Squared C Inc	44140	G'VILLE	Paid by Check # 666586		08/01/2017	08/11/2017	08/11/2017		08/11/2017	37.50
4753 - Ricoh USA Inc	1071205426	16769392	Paid by Check # 666691		07/26/2017	08/11/2017	08/11/2017		08/11/2017	15.00
Account <b>533.806 - Software</b> Totals										<u>\$90.00</u>
Account <b>562.000 - Capital Projects</b>										
16634 - ABE Printing & Copy Inc	14849	G'VILLE	Paid by Check # 666296		07/11/2017	08/04/2017	08/04/2017		08/04/2017	90.00
12997 - Do Co Procurement Program	7-17 Dallaire	Gardnerville	Paid by Check # 666876		07/27/2017	08/18/2017	08/18/2017		08/18/2017	553.06
Account <b>562.000 - Capital Projects</b> Totals										<u>\$643.06</u>
Department <b>925 - Health &amp; Sanitation</b> Totals										<u>\$45,874.21</u>
Fund <b>611 - Gardnerville Health &amp; San</b> Totals										<u>\$45,874.21</u>
Grand Totals										<u>\$86,605.51</u>
								Invoice Transactions		160

\* = Prior Fiscal Year Activity

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** For Possible Action: Approve a town special event/street closure application for Splash Dogs scheduled for September 28 through October 1, at a cost of \$2,500 in addition to providing bleachers and assisting with setup of the event.

2. **Recommended Motion:** Approve on consent.

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

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

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

6. **Agenda:** ☒ Consent ☐ Administrative

**Background Information:** See attached.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



Park Use/Street Closure/Special Event Application  
Reservation Form/Release of Liability/Indemnification Agreement  
1407 US Highway 395 N - Gardnerville, Nevada 89410  
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): 06/15/2017

Organization: Splash Dogs Corporation: Yes ☒ No ☐  
(If a corporation, a copy of the **Articles of Incorporation must be attached**)

Contact Person: Tony Reed email: tony@splashdogs.com

Home/Cell Phone: 9257836149 Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: 4103 Bentley Pearland, TX 77584  
(If corporation, attach home or business phone and addresses of **president, vice-president and secretary**)

Requesting: **Heritage Park** ☒ Is request for exclusive use of park: Yes ☐ No ☒  
If Heritage Park but not exclusive use, describe which area of park is being requested:  
Dock jumping event an public is invited

Requesting: **Street Closure** \_\_\_\_\_ Street(s) proposing to be closed: \_\_\_\_\_

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit;  
Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: **Other** \_\_\_\_\_ Location of Event/Activities (if other than Heritage Park): \_\_\_\_\_

(Submit letter of *property owner's permission if event is to be held on private property*)

Name and description of event, concessions, fund-raiser, etc.: \_\_\_\_\_  
National dock jumping event no concessions

Event date(s): Spetember 27- Oct 1 Event hours (including set up & tear down): setup sept 27 event sept 28- oct1 9-7pm

This event is: Non-Profit: ☒ For Profit: ☐ Closed to Public: ☐ Open to Public: ☒  
(Non-profit organizations must submit **IRS 501c** letter with application)

If non-profit event, describe who benefits from proceeds of event:

Number of patrons, customers, spectators, participants, etc. expected to attend on **each day** of the event:  
200

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: JD Fulwiler & Co. Insurance, Inc. Phone: 503-977-5648

(Certificate of Insurance **must be attached to this application** and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes ☐ No ☒  
Is food being served: Yes ☐ No ☒ If yes, Health Permit # \_\_\_\_\_  
Will alcohol be sold or served: Yes ☐ No ☒ Liquor licenses/permits may be required  
Will there be band or amplified music: Yes ☒ No ☐  
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes ☒ No ☐  
If yes, specify quantity, dimensions, etc:  
20- 10x 10 canopies and 20 x 10 canopy

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)

Clean-up/Sanitation/Garbage Plan:

we will clean up

(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)

Water and Sanitation Plan if food sold or consumed during event:

(Town's water coupler is available if you use hoses for water)

Other Town services, if required:

(Electrical outlets, pavilion lighting, etc.)

Event Parking Area:

(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property *and may not be used for parking unless a letter of owner's permission is submitted*)

Fire/Emergency Medical Services Plan:

(Submit East Fork Fire Protection District authorization and approval)

Security Plan if overnight use of Town facilities planned:

motorhome with security

(Submit Douglas County Sheriff's Office authorization and approval)

Event Layout: All applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

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**A copy of the approved form MUST be at the event**

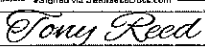
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### WAIVER OF LIABILITY

The UNDERSIGNED, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to *reasonable attorney's fees, administrative costs, and court costs and for* any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure/Special Events Policy, that I have read those policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Authorized Representative(s) of Applicant:

<small>eSigned via SenatusOnse.com</small>  <small>Key: 8fedfb450c9e20b17c09e0001370bb</small>	Tony Reed	06/15/2017
Signature	Printed Name	Date

(If applicant is a corporation, must include signature of president, vice-president, and secretary of corporation)

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**(Town Office Use Only)**

**Heritage Park:**

Usage \$25/hr (\$300/day max) Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

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Park Deposit \$300      Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Dumpster \$25/each      Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Fees/Description \$ \_\_\_\_\_  
Deposit Refunded      Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_

**Street Closure:**

Application Fee \$100      Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled for Town Board Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

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# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
8/23/2017

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

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

<b>PRODUCER</b> <b>TACKER INSURANCE AGENCY</b> 8240 Mid Cities Blvd N Richland Hills, TX 76180	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C No. Ext):</b> (817) 656-8222	<b>FAX (A/C No.):</b> (817) 581-1941
	<b>E-MAIL ADDRESS:</b> btacker@farmersagent.com	
<b>INSURED</b> <b>Splash Dogs</b> 4103 Bentley Dr. Pearland, TX 77584 925-783-6149	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Scottsdale Insurance Co.	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	
	<b>NAIC#</b> 41297	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			CPS2710756	08/11/17	08/11/18	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	Y				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANYAUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

The certificate holder below is named as additional insureds with respect to the liability arising out of the operations of the named insured during the policy period required by a written contract.

Special Event for Edward Reed Splash Dogs at Heritage Park Facility

Name of event: Dog Days of Summer

Date: 09/27/2017 - 10/01/2017

## CERTIFICATE HOLDER

## CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Blake Tacker*

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# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve Proclamation 2017P-02 recognizing the 25<sup>th</sup> Anniversary of the Business Council of Douglas County.

2. **Recommended Motion:** Approve on consent

**Funds Available:** ☐ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

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

6. **Agenda:** ☒ Consent ☐ Administrative

**Background Information:** See attached.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



**TOWN OF GARDNERVILLE  
PROCLAMATION 2017P-02**

**BY THE GARDNERVILLE TOWN BOARD RECOGNIZING  
THE BUSINESS COUNCIL OF  
DOUGLAS COUNTY'S  
25<sup>TH</sup> ANNIVERSARY**

**WHEREAS**, the Business Council of Douglas County was founded in September 1992 by a group of proactive business owners whose mission is to assemble, organize and coordinate the talents and resources of the business and professional leaders of Douglas County for the purpose of assisting the public sector in the identification, examination and successful resolution of area-wide issues and represents Douglas County business leadership, ensuring the business climate in Douglas County is conducive to economic diversification; and

**WHEREAS**, the Business Council of Douglas County has been a steward in the town and has provided a productive liaison between the business/professional leadership of the area and all levels of state, local and federal governments; and

**WHEREAS**, the Business Council of Douglas County has received several commendations from the Governors and Lieutenant Governors, State and Federal representatives of the State of Nevada for undertaking issues of key importance to the community and positioned the priorities of Douglas County and clearly placing Nevada's first and proclaimed their dedication to the betterment of Nevada as commendable; and

**WHEREAS**, the Business Council of Douglas County for 25 years has organized numerous public meetings, obtained input from various groups and individuals across the county, participated in the Master plan, addressed and studied multiple topics including holding town hall debates, water and education forums, transportation issues, an annual critical issues conference contemplating difficult topics, candidate forums, participating on numerous county and state committees, working with legislators on critical topics; and

**WHEREAS**, we commend the Business Council of Douglas County for their tireless efforts in the quest to build a stronger and more equitable community by promoting business development while protecting one of the most beautiful places on earth; and

**WHEREAS**, we congratulate the Business Council for their outstanding achievements.

**NOW THEREFORE BE IT PROCLAIMED**, that the Gardnerville Town Board herein recognizes the endeavors of the Business Council of Douglas County on this, the 25<sup>th</sup> Anniversary of the organization. The Board presents this Proclamation in appreciation of the time, talents, treasures, energy and efforts expended to work together with the community and government.

*ADOPTED: This 5<sup>th</sup> day of September, 2017*

**GARDNERVILLE TOWN BOARD MEMBERS:**

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*Ken Miller, Chairman*

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*Cassandra Jones, Vice-Chairwoman*

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*Lloyd Higuera, Member*

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*Linda Slater, Member*

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*Mary Wenner, Member*

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve a Special Event Application for Main Street Gardnerville's Scarecrow and Fall Festival to be held in Heritage Park on Saturday, October 7, 2017 from 7:00 a.m. to 5:00 p.m.

2. **Recommended Motion:** Approve on consent.

**Funds Available:** ☐ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

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

6. **Agenda:** ☒ Consent ☐ Administrative

**Background Information:** See attached.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



Is a fee charged to attend the event: Yes \_\_\_\_\_ No X  
Is food being served: Yes \_\_\_\_\_ No X If yes, Health Permit # \_\_\_\_\_  
Will alcohol be sold or served: Yes \_\_\_\_\_ No X Liquor licenses/permits may be required  
Will there be band or amplified music: Yes X No \_\_\_\_\_  
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes X No \_\_\_\_\_  
If yes, specify quantity, dimensions, etc.: 10 x 10 and 12 x 12 canopies approximately 4

*(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)*

Clean-up/Sanitation/Garbage Plan: Volunteers will help with the clean up

*(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)*

Water and Sanitation Plan if food sold or consumed during event: \_\_\_\_\_

*(Town's water coupler is available if you use hoses for water)*

Other Town services, if required: \_\_\_\_\_

*(Electrical outlets, pavilion lighting, etc.)*

Event Parking Area: Park parking and dirt parking along Heritage Park Gardens

*(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)*

Fire/Emergency Medical Services Plan: Will coordinte with East Fork FD

*(Submit East Fork Fire Protection District authorization and approval)*

Security Plan if overnight use of Town facilities planned: N/A

*(Submit Douglas County Sheriff's Office authorization and approval)*

Event Layout: All applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

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***A copy of the approved form MUST be at the event***

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## WAIVER OF LIABILITY

The **UNDERSIGNED**, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure/Special Events Policy, that I have read those policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Authorized Representative(s) of Applicant:

<u>Debbi Lehr</u>	<u>Debbi Lehr</u>	<u>7/20/17</u>
Signature	Printed Name	Date

(If applicant is a corporation, must include signature of president, vice-president, and secretary of corporation)

---

### (Town Office Use Only)

#### **Heritage Park:**

Usage \$25/hr (\$300/day max) Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Park Deposit \$300 Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Dumpster \$25/each Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Additional Fees/Description \$ \_\_\_\_\_

Deposit Refunded Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_

#### **Street Closure:**

Application Fee \$100 Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled for Town Board Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_ Approved: \_\_\_\_\_

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MAINSTR-37

SOHARE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/28/2017

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

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PRODUCER Maury, Donnelly & Parr 24 Commerce St. Baltimore, MD 21202	CONTACT NAME:		
	PHONE (A/C, No, Ext): (410) 685-4625	FAX (A/C, No): (410) 685-3071	
INSURED  Main Street Gardnerville Program Corp. 1407 Highway 395 Gardnerville, NV 89410	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: American Casualty Co. of Reading, PA		20427
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		4030814727	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Town of Gardnerville is named as additional insured in regards to the Fall Festival on October 7, 2017.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Gardnerville 1461 Ezell Street Gardnerville, NV 89410	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve a Special Event/Street Closure Application for Main Street Gardnerville's Coffin Races to be held in Heritage Park on Saturday, October 14, 2017 from 7:00 a.m. to 5:00 p.m., closing Ezell Street between Slaughterhouse Lane and Gilman Avenue.

2. **Recommended Motion:** Approve on consent.

**Funds Available:** ☒ Yes ☒ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** **Time Requested:** N/A

6. **Agenda:** ☒ Consent ☐ Administrative

**Background Information:** See attached.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



Park Use/Street Closure/Special Event Application  
Reservation Form/Release of Liability/Indemnification Agreement  
1407 US Highway 395 N - Gardnerville, Nevada 89410  
(775) 782-7134 Phone (775) 782-7135 Fax

Date of Application (must be submitted 10 business days prior to event): 7/12/17

Organization: Main Street Gardnerville Corporation: Yes ☒ No ☐  
(If a corporation, a copy of the Articles of Incorporation must be attached)

Contact Person: Debbi Lehr email: debbi@mainstreetgardnerville.org  
Home/Cell Phone: 775-691-6357 Business Phone: 775-782-8027 Fax: 775-782-7135  
Mailing Address: \_\_\_\_\_

(If corporation, attach home or business phone and addresses of president, vice-president and secretary)

Requesting: **Heritage Park** ☒ Is request for exclusive use of park: Yes ☐ No ☒  
If Heritage Park but not exclusive use, describe which area of park is being requested:  
Park area closest to Slaughterhouse Lane and Ezell and possibly Courthouse Alley

Requesting: **Street Closure** ☒ Street(s) proposing to be closed: Slaughterhouse Lane & Ezell on HPG side

(US Hwy 395, SR75, and streets closed at intersections of US Hwy 395 require NDOT encroachment permit;  
Waterloo, Toler, Elges, Grant, Stodick, and Muller require County permission)

Requesting: **Other** \_\_\_\_\_ Location of Event/Activities (if other than Heritage Park): \_\_\_\_\_

(Submit letter of property owner's permission if event is to be held on private property)

Name and description of event, concessions, fund-raiser, etc.: Coffin Races (a fundraiser for MSG)

Event date(s): Sat. 10/14/17 (Alt Rain Day 10/21) Event hours (including set up & tear down): 7am-5pm

This event is: Non-Profit: ☒ For Profit: ☐ Closed to Public: ☐ Open to Public: ☒  
(Non-profit organizations must submit IRS 501c letter with application)

If non-profit event, describe who benefits from proceeds of event: To benefit Main Street Gardnerville expenses, events & projects

Number of patrons, customers, spectators, participants, etc. expected to attend on each day of the event:  
250-350

(Douglas County Outdoor Festival Permit is required if more than 500 attendees expected on any day of event)

Event Insurance Carrier: National Trust Insurance Services, LLC Phone: 410-547-3267  
(Certificate of Insurance must be attached to this application and must name the Town of Gardnerville as additional insured, and date and location of the event - see Special Event Policy for policy limits)

Is a fee charged to attend the event: Yes \_\_\_\_\_ No x  
Is food being served: Yes x No \_\_\_\_\_ If yes, Health Permit # TBD (Individuals)  
Will alcohol be sold or served: Yes \_\_\_\_\_ No x Liquor licenses/permits may be required  
Will there be band or amplified music: Yes x No \_\_\_\_\_  
Will you have tents, canopies, bounce houses, dance floors, etc.? Yes x No \_\_\_\_\_  
If yes, specify quantity, dimensions, etc.: 10 x 10 and 12 x 12 canopies approximately 10 of them

*(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20'x20' may be subject to additional security deposits and/or insurance coverage)*

Clean-up/Sanitation/Garbage Plan: Volunteers will help with the clean up and we will make a plan w/town

*(Groups of 50 or more are require to pay a minimum of one \$25 dumpster service fee; park restrooms accommodate a maximum of 100 people, one port-a-potty is required for every 100 people over 100)*

Water and Sanitation Plan if food sold or consumed during event: Yes we will need coupler

*(Town's water coupler is available if you use hoses for water)*

Other Town services, if required: Request assistance with electrical outlet locations, road closure and street sweeping

*(Electrical outlets, pavilion lighting, etc.)*

Event Parking Area: Side streets and Courthouse Alley

*(Event cannot block driveways of private residences around park. Please note that dirt lot east of Heritage Park is private property and may not be used for parking unless a letter of owner's permission is submitted)*

Fire/Emergency Medical Services Plan: Will coordinte with East Fork FD

*(Submit East Fork Fire Protection District authorization and approval)*

Security Plan if overnight use of Town facilities planned: N/A

*(Submit Douglas County Sheriff's Office authorization and approval)*

Event Layout: All applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

***A copy of the approved form MUST be at the event***

## WAIVER OF LIABILITY

The **UNDERSIGNED**, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure/Special Events Policy, that I have read those policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Authorized Representative(s) of Applicant:

<u>Debbi Lehr</u>	<u>Debbi Lehr</u>	<u>7/12/17</u>
Signature	Printed Name	Date

(If applicant is a corporation, must include signature of president, vice-president, and secretary of corporation)

---

### (Town Office Use Only)

**Heritage Park:**

Usage \$25/hr (\$300/day max)	Paid \$		Date:	
Park Deposit \$300	Paid \$		Date:	
Dumpster \$25/each	Paid \$		Date:	
Additional Fees/Description	\$			
Deposit Refunded	Paid \$		Date:	
			Facility Reviewed:	

**Street Closure:**

Application Fee \$100	Paid \$		Date:	
-----------------------	---------	--	-------	--

Scheduled for Town Board Agenda:		Approved:	
Scheduled for Douglas County Commissioner Agenda:		Approved:	



MAINSTR-37

SOHARE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/28/2017

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

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<b>PRODUCER</b> Maury, Donnelly & Parr 24 Commerce St. Baltimore, MD 21202		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (410) 685-4625 <b>FAX (A/C, No):</b> (410) 685-3071 <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> American Casualty Co. of Reading, PA	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		4030814727	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Town of Gardnerville is named as additional insured in regards to the Slaughterhouse Lane Coffin Races on October 14, 2017.

<b>CERTIFICATE HOLDER</b>  Town of Gardnerville 1461 Ezell Street Gardnerville, NV 89410	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **Not for possible action:** Discussion and presentation by Leadership Douglas County regarding the Leadership Class Project which advocates for the formation of a Douglas County Community Foundation. Appearances by representatives of the Leadership Douglas County Class of 2017.

2. **Recommended Motion:** No action needed.

**Funds Available:** ☒ Yes ☐ N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** September 5, 2017 **Time Requested:** 15 minutes

6. **Agenda:** ☐ Consent ☒ Administrative

**Background Information:** Presentation at meeting.

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

8. **Board Action:**

☐ Approved ☐ Approved with Modifications  
☐ Denied ☐ Continued



“Great changes can come from the power of many,  
but only when the many come together to form that  
which is invincible . . . the power of one.”





Over 20 years ago,  
Northern Nevada

**Lost \$17  
million**

from just one estate!

# Dig deeper

Community Non-Profits

Financial Specialists

Estate Planning





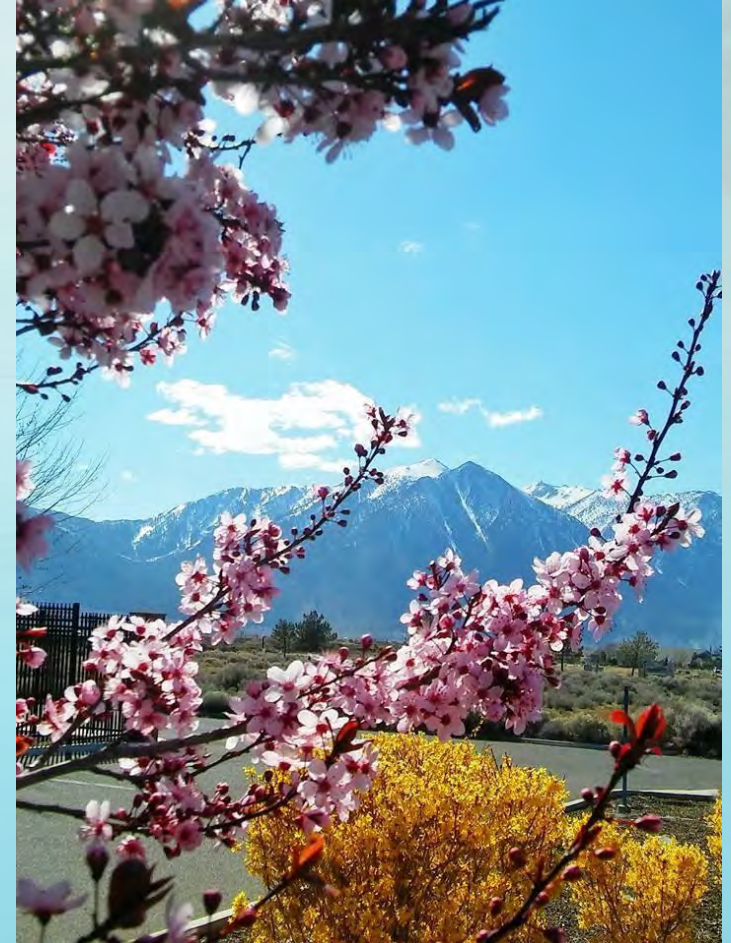
# Discoveries

BIG \$ Leaves Our  
Community

Many Non-Profits are  
financially Limited

Legacy Donors have  
Limited Options

Opportunity knocks!



# Where do we start?

## Partnership



[nevadafund.org](http://nevadafund.org)

- Established in 1998 as a Nevada nonprofit 501(c) 3 Corporation, the Community Foundation of Western Nevada has distributed \$100 million in grants and scholarships from more than 240 charitable funds to strengthen our Nevada home. The Community Foundation serves as a community leader and a philanthropic advisor in charitable giving.
- Expertise
- Diversity In Fund Plans

# Where do we start?

## Partnership



- Increase the charitable pie
- \$90m in assets –\$100m in grants to charities since 1998 founding
- Professional support
- A fund for our community

[nevadafund.org](http://nevadafund.org)

# Where do we start?

Partnership

Elko Example

Started in 2015 - Outreach efforts

Find core leadership

Initiate fund

Successes



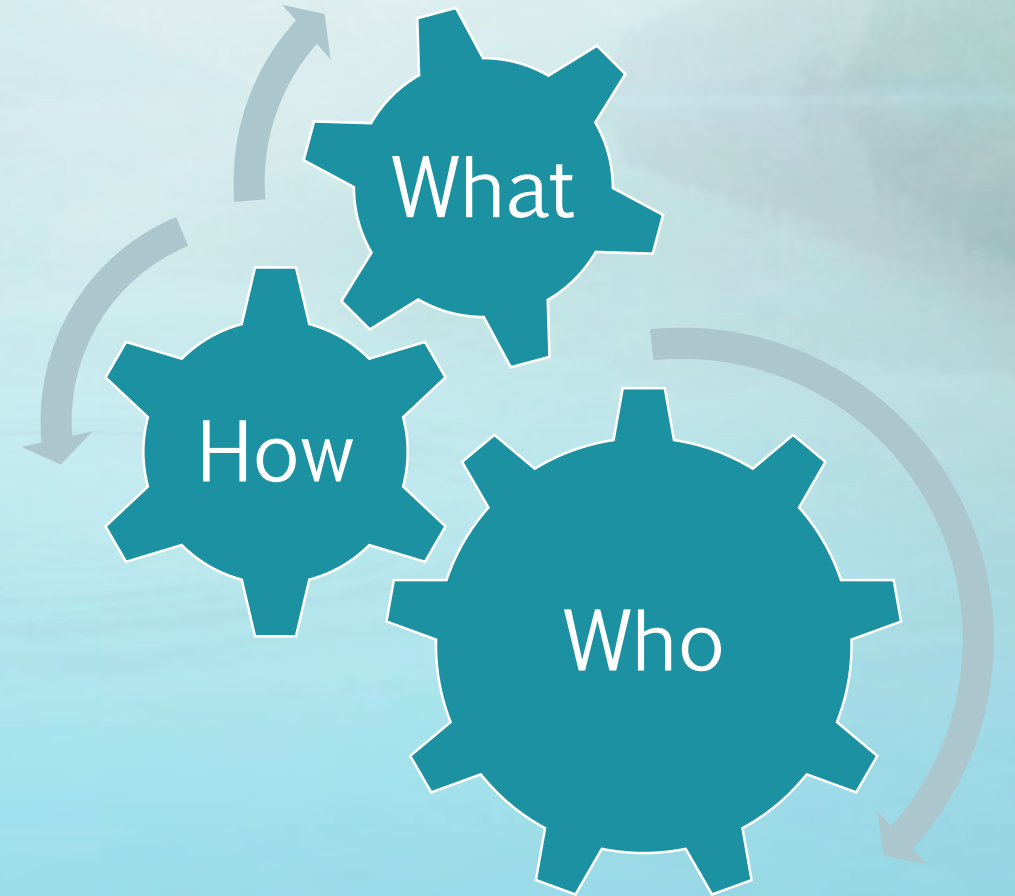
# Where do we start?

Partnership

Elko Example

Identify Core Goals:

- Establish Advisory Committee (5-9 Individuals)
  - Note - \$10,000 start-up required



# Where do we start?



Partnership

Elko Example

Identify Core Goals

**Spread the Word**

- Community-wide Outreach

# Where do we start?

Partnership

Elko Example

Identify Core Goals

Spread the Word

**Cultivate Interest &  
Participation:**

- **5-9 Member Advisory  
Committee**



# What's Next?

Community Meetings – through September 2017

Gather Names, Interest & Requests for Information

Follow-up Meeting **Wednesday, November 1, 2017**

Establish Douglas County Affiliate Fund Board



...or, we'll get them.

Disclaimer - we're not financial or estate experts . . . yet, we're passionate about this project & ALL the possibilities. If we can't answer your question, we'll go to reliable experts and get you the answers!

# For Additional Information

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Class Project Leader  
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Community Foundation of  
Western Nevada  
President and CEO  
775.333.5499  
[CAskin@NevadaFund.org](mailto:CAskin@NevadaFund.org)

# 2017 Leadership Douglas County Affiliate Fund Start-up



It takes teamwork to make a dream work.