

[Type text]



## GARDNERVILLE TOWN BOARD

### Meeting Agenda

Cassandra Jones, Chairwoman  
Linda Slater, 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, February 6, 2018

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 February 1, 2018 on or before the third day prior to the meeting date, by Paula Lochridge, Office Assistant Signed: Paula Lochridge : in accordance with NRS Chapter 241 at following locations:

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at 8:10 A.M.

Douglas County Historic Courthouse, 1616 8<sup>th</sup> Street, Minden NV 89423, at 8:17 A.M.

Gardnerville Post Office, 1267 US Hwy 395 #L, Gardnerville NV 89410 at 8:27 A.M.

Gardnerville Town Offices, 1407 Hwy 395 N, Gardnerville NV 89410 at 8:35 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 Leo Kruger, Valley Christian Fellowship

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

### PLEDGE OF ALLEGIANCE – Lloyd Higuera

### 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:

- A. January 2, 2018 Regular Board meeting;
  - B. January 11, 2018 Joint Public Workshop;
- with public comment prior to Board action.



**CONSENT CALENDAR FOR POSSIBLE ACTION**

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

1. **For Possible Action:** Correspondence.
2. **For Possible Action:** Approve Health and Sanitation & Public Works Departments Monthly Report of activities.
3. **For Possible Action:** Approve January 2018 claims.
4. **For Possible Action:** Accept the annual report of tortious conduct claims per NRS 41.0385.
5. **For Possible Action:** Recognize Jody Martin for his 10 years of service to the Town of Gardnerville.

**ADMINISTRATIVE AGENDA**

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

6. **For Possible Action:** Discussion to approve Resolution 2018R-005 augmenting the Town of Gardnerville FY 17/18 budget; with public comment prior to board action. (approx. 5 minutes).
7. **For Possible Action:** Discussion to approve, approve with modifications or deny the bylaws and procedures for the function of the Citizen Advisory Committee during the Plan for Prosperity Update; with public comment prior to board action. (approx. 5 minutes).
8. **For Possible Action:** Discussion to provide direction to staff on the two NDOT projects; Kingslane, 395 sidewalk, culvert, and the ADA enhancements at the four crosswalk locations of Mill Street, High School Street, Mission Street and Kingslane; with public comment prior to board action. (approx. 15 minutes).
9. **Not for Possible Action.** Discussion on the Town Strategic Plan, Mission, Vision and provide direction to staff on projects or goals for the town to be completed during the 2018-2019 fiscal year. (approx. 45 minutes)
10. **For Possible Action:** Discussion and direction to Town Manager on the policy for employee performance evaluation and merit increases 200.23 and Town service award program new policy 2.6, including whether to follow the Douglas County policy or direct the Town Manager to provide recommendations for other policies to be adopted by the Town; with public comment prior to board action)
11. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for January 2018. (approx. 5 minutes)
12. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for January 2018. (approx. 5 minutes)
13. **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:
  - a. Main Street Gardnerville Board of Directors
  - b. Carson Valley Arts Council
  - c. Nevada League of Cities,with public comment prior to Board action. (approx. 10 minutes).
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)

Adjourn

Main Street Mingle, February 15, 2018 @ 1503 Highway 395, Suite G (Record Courier)

Next monthly meeting March 6, 2018 4:30 PM



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

Cassandra Jones, Chairwoman  
Linda Slater, Vice Chairwoman  
Lloyd Higuera, Board Member  
Ken Miller, 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, January 2, 2018

4:30 p.m.

Gardnerville Town Hall

INVOCATION – None given

4:30 P.M. Chairwoman Jones called the meeting to order and made the determination a quorum is present.

PLEDGE OF ALLEGIANCE – Tom Dallaire

**PRESENT:**

Cassandra Jones, Chairman  
Lloyd Higuera  
Ken Miller  
Mary Wenner

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

**ABSENT:**

Linda Slater, Vice Chairman



**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.

Mr. Dale Bohlman, 1385 Meadow Lane, 77 years as a Gardnerville resident and former town board member from the 60's when you did it for free. Tom and Pete from recreation were over on Meadow Lane about three months ago. Tom asked me what I thought about putting sidewalks down both sides of Meadow Lane. I went through the people and Sandy Wartgow, was the only one that would like to get it fixed. There's older sections in town that we don't need to modernize. A lot of the sections the lots are too close to the streets. They weren't built for sidewalk to be put in. You wouldn't be able to put a car in your driveway. You'd run right over the sidewalk. Circle Drive would be another one. We don't want our trees and shrubs torn up. You will have less traffic for social services than you did with the senior center and we had no problems at that time. We prefer you don't.

Chairman Jones asked that Mr. Bohlman sign in.

Mr. Bohlman would appreciate being informed of what is going on.

Mr. Dallaire is talking with social services about a grant. We didn't make the time frame for that application. So we will push it off for another year. We were hoping to speed up the process.

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 Higuera/Miller to approve the agenda.**

**Motion carried with Board Member Slater absent.**

Chairman Jones recalled the motion and called for public comment.

No public comment.

**Upon call for the vote, motion Higuera/Miller to approve the agenda.**

**Motion carried with Board Member Slater absent.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES, December 7, 2017 Regular Board meeting; with public comment prior to Board action.**

**Motion Higuera/Miller to approve the previous minutes.**

No public comment.

**Upon call for the vote, motion carried with Board Member Slater absent.**

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

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

1. **For Possible Action: Correspondence.**  
**Read and noted.**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**  
**Approved.**
3. **For Possible Action: Approve December 2017 claims.**  
**Approved.**
4. **For Possible Action: Approve Town Policy 21.5 Extra Trash Collection Days**  
**Approved.**

Ms. Wenner asked what the claim was for CAD Pest Control for \$8,187.

Mr. Dallaire answered it was for fertilizer and aphid treatment for trees.

No public comment.

**Motion Higuera/Miller to approve the consent calendar. Motion carried with Board Member Slater absent.**

#### **ADMINISTRATIVE AGENDA**

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

5.  **For Possible Action: Approval of Proclamation 2018R-01 – recognizing January 2018 as National Radon Action month; with public comment prior to board action.**

Mr. Dallaire read the Proclamation into the record.

Ms. Susan Howe, representing the University of Nevada Cooperative Extension thanked the board for the opportunity to educate everyone here. The proclamation and your support is important especially for everything that Tom read in the proclamation. Testing is the only way to find out if you have a radon issue in your home. Test kits are offered free year round in Douglas County. Douglas is the only county that offers it in the whole state. You can pick up a test kit at the Cooperative Extension office at 1325 Waterloo Lane. We are doing two programs in January: one at TRPA in Stateline on January 23; and one at CVIC, February 23, both at 6 p.m. Testing is really important. More than 1/3 of the homes in this county have an elevated level of radon when tested. Here in Gardnerville it was 41%. Stateline is the highest in the county with 67%. Zephyr Cove and Glenbrook have 56 percent. Minden has 23%. Carson City, 89705 has 19%. Genoa is the lowest at 15%. The highest radon level in the county was 117.9 found in Glenbrook. But Gardnerville is not far behind because a level of 100 was found. The good news is that radon levels can be fixed and lowered. In the county 22 percent of the homes needing attention have gotten fixed. Two out of three mitigators live in Minden. Right now the 2018 building codes are being discussed for amendment. After the committees vote then it comes to public comment and to the jurisdiction. I will be pushing for Appendix F, which is in the international residential code for radon control methods. Every new home would be built with radon control systems to protect those buying the homes. It has to be voted on in every jurisdiction and my position is just to

educate. In the packet is a free radon test kit. If you can't use it give it to a neighbor or relative. Right now in the other parts of the state during normal times they cost \$10. We hope they all get used. We have a website for more information: radonnv.com. Our hotline is 888-RADON10. I would like to thank you for hanging the banner across Hwy 395. It reminds people about testing their homes. When the banner goes up we get a lot of traffic at the extension.

Ms. Wenner asked why Gardnerville has more radon.

Ms. Howe answered radon comes from the decay of uranium. It is in rock and soil. The makeup of the soil leads to more probability. In Las Vegas it was declared a radon zone 3. And they are valleys and flatland. But lately with more testing, they have been finding more. Reason being they are building out into the mountains. I think that has a big effect.

No public comment.

**Motion Higuera/Wenner to approve Proclamation 2018R-01 recognizing January 2018 as National Radon Action Month. Motion carried with Board Member Slater absent.**

6.  **For Possible Action: Presentation by Jan Vandermade and Steve Noll with Design Workshop on the wayfinding signage project by Carson Valley Visitors Authority, including discussion concerning maintenance and letter of support commitment; with public comment prior to board action.**

Mr. Vandermade, Executive Director of the Visitors Authority, has lived here for 32 years: 31 in Gardnerville and 1 in Minden. I worked in Lake Tahoe. Steve Noll is the principal of Design Workshop's Tahoe office. He's been involved with several land planning, redevelopment projects and resort master plans to reshape and help define the surrounding communities.

Mr. Vandermade started the power point presentation.

Mr. Noll continued with the power point presentation.

Mr. Vandermade sees it as an important aspect of this job to be involved to make a positive influence in the community as well as out.

Chairman Jones asked if this was part of the banners?

Mr. Vandermade has learned from that. I am bringing it to you early as we are going into budget, hopefully we will know more. I will not ask for money until we are at a point of what the plan is. I wanted to make sure you are aware and have a better understanding of the signage. This is at a juncture where we need to find out whether everyone agrees we should keep going forward or is there something that would cause you, financially or otherwise, to put on the brakes.

Mr. Higuera felt wayfinding is a good project to help people get around. You indicated it will be a phase project. You won't be asking for a huge sum of money?

Mr. Vandermade would guess it will be somewhere from 120 to \$160,000 total. You could try to slice this up a number of ways. We could consider four parts between the three towns and the visitor's authority matched by four parts from the county. If we try to come up with \$80,000 then it's \$40,000 from the four partners and \$40,000 from the county. What Steve's recommendation is, and the best first step, is start with the larger NDOT signs. We can go into a project with them and propose 20 of the 46 to start and add signs as we go.

Ms. Wenner asked if a letter of support would help with grant writing?

Mr. Vandermade answered yes. It just adds more power to the presentation. My goal is to pay the best possible price for the signage and the towns and county pay the least.

Chairman Jones asked if they have talked with GOED. I am hearing placemaking, which is something they talked about in the Main Street conference. It has the benefit of attracting and keeping visitors but develops economics internally as well.

Mr. Miller thought there might be some national funding. We are the only approved main street program soon to be approved by national. If you approach Main Street there might be another avenue for grants.

Mr. Dallaire noted they are looking for a letter of support for signs in the town,

No public comment.

**Motion Miller/Higuera to draw up a letter of support for this project for the Carson Valley Visitors Authority in backing the wayfinding signage. Motion carried with Board Member Slater absent.**

7.  **For Possible Action: Discussion to reconsider the prior board conditional approval for Design Review application DA-17-092 for Chase Bank located South of Lampe Drive, East of Highway 395 at the current site of the Westerner Motel located on a 1.06 acre parcel (APN:1220-04-501-011), presentation by William Reilly, APMI and Joe Hernandez with Chase; with public comment prior to board action.**

Chairman Jones' understanding is the county has not issued a final letter of recommendation or conditions yet. So understanding that, as chairman I did authorize this to be put back on the agenda so you have an opportunity to dialogue with us. I understand there might have been another member of the board that was not happy with that.

Ms. Wenner advised Linda Slater called and asked me to relay some comments. After the applicant I will relay those comments.

I am Adam Cyrus from APMI here in place of William Reilly and Mr. Hernandez is here. You have already seen the site plan. Our plan is to take the lot and develop it with a single story branch bank. We are trying to meet the town and county's requirements.

Mr. Miller pointed out if you get on 395 and try to turn left into Smith's parking lot and you have another car also turning left from Lampe Drive and you have another car trying to turn into the driveway of the Westerner Motel. It backs up traffic between 4:30 and 5:00 like you can't believe on left hand turns. My suggestion is that this lane is right hand turn only.

Mr. Cyrus agrees. The current approval from NDOT is actually for ingress only. We are actually in agreement with you.

Chairman Jones believed this is different than last month's plan. Last month's would allow a left turn. This is only a right turn.

Mr. Dallaire got a copy of the NDOT letter today. It doesn't say it has to be one way or outbound. It is just inbound only.

Mr. Cyrus believed Chase understands the safety conditions. We are more than willing to have a right-in only access. We'd like to maintain the continued use of the drive because it is an asset of the property. It is something that exists and is currently a benefit to having this location. We definitely would like to keep that as inbound. But we would be willing to show right-in only.

Ms. Wenner wanted to make sure Linda's comments were in the record. Linda's comments were the pedestrians that are walking, vehicles will slow down to turn right. There are four entries: one going into Smith's, one going into the Westerner, one going into Lampe and then there is the gas station. People walking or riding along the sidewalk, it's going to cause a problem. We had agreed or talked about we think there will be fender benders. We think it will slow traffic down and someone is going to get hit. I think with Chase coming in I don't think that driveway is a good thing.

Mr. Higuera pointed out we considered the fact that you would have more traffic than the Westerner.

Mr. Cyrus believed that is ultimately why NDOT agreed the drive entrance could be amended for this use. It would not increase the loading on that particular entrance.

Mr. Joe Hernandez, Chase Bank, stated we would be using just the right in. But in addition we will make sure there is a lot of directional signage. If we need to modify that little area to make sure people don't try to turn in from the left we could do that. It is beneficial to the bank. Obviously we are trying to make it as easy as possible for clients and customers.

Mr. Dallaire suggested tightening the radius or extending it down towards Smith's.

Mr. Hernandez would be willing to go back to NDOT and talk about putting some Botts dots to prevent people from trying to turn in.

Chairman Jones called for public comment.

Mr. Glenn Linderman asked if placing a median the whole length from Lampe down, since there will be no left turn, would be a good idea and whether NDOT would approve that. That would totally prevent left turns into the bank and yet you would not need a funny configuration on the driveway to prevent left turns.

No further public comment.

**Motion Higuera to modify the motion of December where we were not going to allow in or out traffic to now permit inbound right hand turns off Hwy 395, together with all of the staff recommendations.**

**(Without a second the motion was not considered.)**

**Motion Miller/Higuera to reissue a new letter of recommendation allowing right hand turn only off of Hwy 395 into the drive that fronts Hwy 395 and the other recommendations on the original application stay as we recommended that night, which is stated in the December 6, 2017 letter. Motion carried with Jones, Higuera and Miller voting yea, Wenner nay and Board Member Slater absent.**

8.  **For Possible Action: Discussion and direction to town manager concerning Douglas County Master Plan, including various proposed changes and additions to elements relevant to the Town of Gardnerville currently being considered by the county; with public comment prior to board action.**

Mr. Dallaire explained to the board this is your last chance for comments. We provided all the elements except the Gardnerville one.

Chairman Jones' only comment is I don't know if this is the right master plan amendment to do it with, but a lot of it is duplicative of the Plan for Prosperity. At what point are we creating competing documents that might diverge from each other versus eliminating some of the specifics in the master plan in favor of Gardnerville's Plan for Prosperity.

Mr. Dallaire doesn't have that to state where it can be implemented at this time. Eventually it will be incorporated. It is referenced in the master plan. Minden's direction and hopefully ours, will be we want the Plan for Prosperity to be our document but I don't know we can get it done that quickly. We will be starting that process next week. Race Studios is coming for the workshop on the 11<sup>th</sup>. Hopefully it will be adopted by the county commissioners and this reference is how it gets incorporated into the master plan. . Then we can do away with all of these goals and policies in the town section and just have the data for the county. Once we get to our community goals and policies the Plan for Prosperity will be referenced and they will use that

Mr. Miller mentioned the extension of the service boundaries. The county acted like they were in favor of it. I'm all for the Plan for Prosperity, but this is something we need to do in the near future. If they don't get done in the next five years it will be lost on some terms with people who sit on this board.

Mr. Dallaire explained that is what we are trying to accomplish with the new Plan for Prosperity. The reason they didn't approve it before is because it didn't go through a public workshop process. Our request to the planning commission was on public comment because we were so late in the process.

Chairman Jones thought the new policy 1.9 specifically says "encourage expansion of the urban service boundaries." There is also the balance of uses for income stream. It costs money to keep roads up to date. We have to have a healthy tax base to meet the basic responsibilities.

Chairman Jones asked if there were any comments on the actual verbiage in the master plan.

Ms. Wenner's only comment is whenever it says pedestrian I wanted to put in bicycle as well.

No public comment.

Mr. Dallaire asked if there were any further comments from the board.

Chairman Jones asked when the commissioners are having their meeting on the master plan for Gardnerville.

Mr. Dallaire hasn't been on top of that.

Chairman Jones asked if Mr. Dallaire would update the board when our section of the master plan amendment will be on. If one or two of us can go and be backup that gives the commissioners significant measure of our town's commitment to these policies.

Mr. Dallaire will.

Ms. Wenner pointed out the commissioners did wonder whether or not the towns had been asked about the master plan.

Mr. Dallaire advised we weren't asked to comment. I took it upon myself and Ken and I felt it would be important to hear the elements as they came out. So they reformatted it and gave us a draft version. We commented. We've written letters and sent redlines. Some of those things got implemented and some didn't. Some that didn't they actually reworded some of the phrases. This is the most recent draft that they have prepared.

(No action taken)

9.  **For Possible Action: Discussion on the Plan for Prosperity update and selection of the Citizen Advisory Committee members; with public comment prior to board action.**

Mr. Dallaire advised Mr. Race and his team will be here next week. We have a special board meeting on January 11 at the East Fork Emergency Operations Center. That's at 5:30 p.m. combined with Minden. I put together a list of committees, where we have a technical advisory committee, a stakeholder advisory committee and a citizens' advisory committee. We have planned for 3:00 on the 8<sup>th</sup> to have the technical advisory committee meet and then the stakeholders. We have a meeting at 2 on the 11<sup>th</sup> right before your meeting at the Minden maintenance facility's conference room. On the agenda tonight is to select from your residents applications. We have quite a few. One of them we received today. It's on your table. Tonight you can appoint two or three people from the four that were actually in town

Mr. Miller felt four are a good start to have on that planning area. None of the applicants are on any committees for Main Street. That's probably positive we have new input.

Mr. Dallaire wanted to get Main Street involved too but I wanted to wait.

Chairman Jones thought stakeholder-wise we are missing Main Street and MGSD.

Mr. Dallaire mentioned Barbara Smallwood has expressed an interest in being on a committee. She can still participate in the process. I have invited Frank and his engineer Bruce Scott. They will be on the technical advisory side. I have asked Frank to get that coordinated. I wanted MGSD under the technical advisory.

No public comment.

**Motion Miller/Wenner to approve the four applicants for our selection for citizens advisory committee members. Motion carried with Board Member Slater absent.**

Chairman Jones named the applicants selected: Brian Trute, Douglas Robbins, Rick Towner and Laura Mastin.

Mr. Dallaire asked if they would be okay with Brian Trute being on a different committee? Would you oppose him as a stakeholder instead?

Chairman Jones would not be opposed to that. Give him the choice.

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

Attorney Yturbide reported we dealt with the truck repair. Met with Tom on various ongoing projects. I looked at researching financial disclosures for the town manager in light of his contract with the town. I worked on the Southwest Gas contract. We had a letter come from the auditors for the county asking for a letter from town counsel advising if there were any claims that had been paid out, pending or anticipated claims. I worked on that and responded to that inquiry. We reviewed the Race Studio contract. Also worked on the January agenda and fielded other standard inquiries by staff.

Mr. Miller asked about the Southwest Gas contract.

Mr. Dallaire explained the Southwest Gas contract was for Kingslane.

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

Mr. Dallaire reported we have the nature trails done to the satisfaction of Janice Keillor. We still have handrails to do. We have a phone call in to the owner of the handrail company. We are trying to get on his schedule to get the handrails done and then that project will be 100 percent complete. We spent enough money to cover the grant. The grant request was \$53,000. We should be getting that back. We have two checks that are outstanding. Once we get those cleared we should get the reimbursement back. I am hoping by the first of February we can get that project closed out. It looks nice. I don't know if anyone walked the trail.

Chairman Jones son likes the ramp.

Mr. Dallaire met with Lumos on this and we are trying to get the cost of the project down to \$200,000. In doing that NDOT would actually take the whole project over. I have Lumos redrawing the plans to incorporate that portion. We have a meeting this week on the 395 crosswalks. NDOT right-of-way contacted me. I am hoping to get a meeting with the property owners about the sidewalk at the French and discuss that indepth. We are waiting for a video from Summit Plumbing. There are quite a few different types of materials under the ground. I am trying to set up a meeting with Mimi Moss on the Heritage Park right-of-way. She is having her staff review those right-of-ways. She will contract us when she is ready. Eric Broersma is trying to do an exhibit. He is going to go through all of the information on those right-of-ways that he knows.

Mr. Miller asked if there was anything more on the church.

Mr. Dallaire answered Anderson contacted me and they are moving forward on the road design. They revised the plan to add an entrance off Maple. He was wondering if we would participate in the engineering plans for the bulb. Hopefully I can get that to the board soon because it isn't a budgeted project. I think they are working on the improvement plans. So the next step is to get the improvement plans over to us so we can approve those. They wanted to know about the bulb. I met with the Department of Wildlife. She sent me some links similar to the Oxbow Park in Reno. There are not a lot of funding options they have but they can make suggestions on signage. They have experts on bat houses that could come and evaluate the ones we have. I can contact Jim Woods on the birds. I am working with GIS to get an overall trail plan done from Toler to behind the middle school.

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 the newsletter came out for the arts council. Their newest artist is Vicky Kingman. She will be having her opening at the art council on January 3<sup>rd</sup> through March 1<sup>st</sup>. I have their itinerary and agenda for this month.

Mr. Higuera reported Main Street Gardnerville cancelled their meeting for December. They have big doings January 10<sup>th</sup> and 11<sup>th</sup>. They would like your participation on a couple of them. I see one of them listed on the adjournment agenda. But the first one is between 3 and 3:45 on Wednesday the 10<sup>th</sup> at the community center. It is a stakeholder meeting for elected officials. Mr. Higuera went over the itinerary for the Main Street workshop.

Adjourned at 6:28 p.m.

Respectfully Submitted,

---

Cassandra Jones, Chairman

---

Tom Dallaire, Town Manager



The Town Boards of the Town of Minden and the Town of Gardnerville held a joint meeting at 5:30 p.m. on Thursday, January 11, 2018, at the East Fork Emergency Operations Center located at 1694 County Road, Minden, Nevada.

Board Members from Minden present: Matt Bernard, Roxanne Stangle and Glen Radtke.

Board Members from Gardnerville present: Cassandra Jones, Linda Slater, Lloyd Higuera, and Mary Wenner.

Minden Staff present: Jenifer Davidson, Ryan Russell, JD Frisby, and Rachel Hamer.

Gardnerville Staff present: Tom Dallaire and Jenifer Yturbide.

Chairwoman Jones called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Jenifer Davidson.

#### **APPROVAL OF AGENDA:**

For the Town of Gardnerville, Higuera/Slater moved to approve the January 11, 2018 Agenda. Motion carried unanimously.

For the Town of Minden, Radtke/Stangle moved to approve the January 11, 2018 Agenda. Motion carried unanimously.

**PUBLIC COMMENT:** None

#### **ADMINISTRATIVE AGENDA:**

- 1. PUBLIC WORKSHOP. For possible action: Both the Gardnerville Town Board and the Minden Town Board shall jointly discuss and take possible action either separately or in unison to discuss and review, revise, revise with conditions or continue action on the updates to the Plans for Prosperity (“the Plans”) for the Towns of Gardnerville and Minden. Discussion and possible action may include, but not be limited to, providing direction to Town Staffs and RACESTUDIO regarding the process to update the plans for prosperity. Discussion and possible action may also include the identification and prioritization of the critical issues to be addressed in the plans, including but not limited to; Towns Urban Service Boundary as identified in the Douglas County Master Plan, specific policies, goals or actions plans related to transportation, land use, economic development, urban services, and community character in the Towns. Appearance and introductory presentation by Bruce Race, RACESTUDIO.**

Mr. Bruce Race explained the scope of the project for the update to the Town’s Plans for Prosperity which included timelines, future project, housing, transportation and parking, as well as addressing current and future demographics.

Mr. Race opened up the workshop and asked the Board members to address and identify several matters to move forward on and the collective Board members commented on a variety of topics including economic development, Town boundaries, connectivity, place making, park and trail systems, bike paths, the placement of county facilities and buildings to create centers of activity historic preservation, and having a balanced economy.

**Minden Town Board Minutes**

**January 11, 2018**

**Page 2 of 2**

Public Comments: A member of the Citizens Advisory Committee mentioned there was discussion about the committee meeting once a month. He also mentioned his desire to bring the railroad back to the Valley. Another member of the public thanked the Towns for bringing the update forward and being inclusive, and asked the Towns to be fiscally responsible in planning.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** Chairwoman Jones adjourned the meeting at 7:25p.m.

**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:** February 6, 2018 **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

# REVERSE

- 9 1 1 -

*Register your cell phone  
It could save your life.*



## HOW DOES REVERSE 911 WORK?

When natural disasters, community emergencies, or industrial accidents such as wildfire, floods, severe weather, chemical spills, or police action occur, local emergency responders send alerts through our emergency notification systems. Reverse 911 is the most effective and can target all residents in a community down to a single address.

## WHY REGISTER?

Reverse 911 can send more precise warnings and instructions no matter where you are if your mobile number and physical address are registered with local Emergency Responders.

## DON'T MISS ALERTS

Do you rely on TV, radio, social media or word-of-mouth for emergency information? By the time you receive instructions that apply to your area it could be too late. Register your mobile number and physical address with a local Reverse 911 system so you won't miss critical notifications that only affect you.

TO REGISTER YOUR PHONE VISIT:

<https://douglascounty.onthealert.com>

For more information call 775-782-5126

Videos

You tube

"Agenda 21 EXPLAINED, full version"

"STOP AGENDA 21"

"Rosa Kaire - Behind the green mask: UN Agenda 21"

"Hell No - To PLAN BAY AREA AGENDA 21  
"Gone Wild" 4/22/13"

over

Don't be fooled

"Our" Regionalization today is the Russian Model.

Unelected Councils

Sustainable Development is Agenda 21

Public Private Partnerships is Feisim - to destroy free markets  
All unconstitutional

Video

You tube

"The club of Rome Chatham House and the Committee of 300" lecture by Dr. John Coleman"

"Explaining the UN Agenda 21 by Dr. John Coleman"  
Michael Coffman"

"If you want it straight by Robert Welch"  
(Creator of the John Birch Society)

Videos

You tube

"Agenda 21 EXPLAINED, full version"

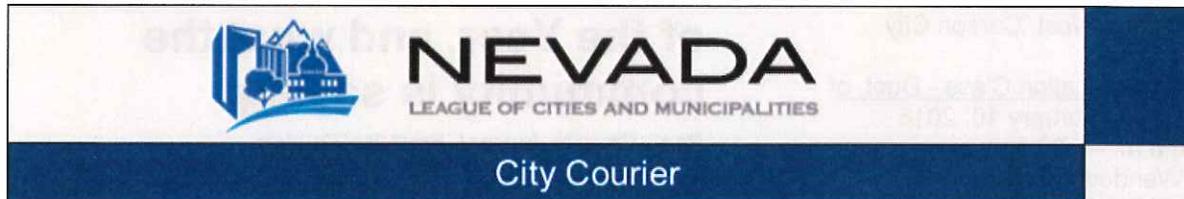
"STOP AGENDA 21"  
(Tom Dewese - Details)

"IRON MOUNTAIN Explaining Agenda 21"  
Silent World War III Strategy started about 1952, Organizing it about 1982. Implementing it in 2000-US and around the world. Infiltrating all our governments at all levels - And all School Systems.

**Dallaire, Tom**

---

**From:** Nevada League of Cities & Municipalities <jwalker@nvleague.org>  
**Sent:** Monday, January 29, 2018 2:15 PM  
**To:** Dallaire, Tom  
**Subject:** City Courier - January 2018



January 2017



### Upcoming NLC&M Events 2018

Board of Directors Meetings  
March 19, 2017 - 1:00 - 3:00 p.m.  
Meeting Room 4  
McCarran Airport, Las Vegas

#### National League of Cities

March 11-14, 2018  
Congressional City Conference  
Washington, D.C.

NLC&M Annual Conference  
September 13-15, 2018  
Hosted by: City of Winnemucca

### Special Events in

## What's Happening Around the League

On January 8, 2018 we held our Board of Directors meeting in conjunction with 2018 Investiture of Officers. Judge Burr conducted the swearing in of Officers. The officers include President Gerri Schroder, City of Henderson; Vice President David Bobzien, Councilman, City of Reno; Secretary/Treasurer Geno Withelder, Mayor Pro Tem, City of West Wendover; Past President Natalie Yanish, Vice Chair, Kingsbury GID.

President Gerri Schroder gave her report and thanked everyone for their leadership and willingness to serve. We are in an interim session and have a lot of work ahead of us as we follow the Legislature's interim committees and decide on the League's BDRs for 2019.

There were several interesting presentations that included; Training for Municipal Employees Regarding Active Shooter & Other Emergency Situations; "Blockchain: Building the Nevada on Trust"; Possible Lifting of the Tort Cap regarding the Little Valley Fire and Potential Impacts to Municipal Governments; Smart Mobility; Potential Litigation Against Opioid Manufacturers. and Business and Industry's Guide to Starting a Business in Nevada.

## Nevada's Municipalities

[34th Annual Cowboy Poetry](#) The Western Folklife Center  
January 29 - February 3, 2018  
City of Elko

[Mayor Bob Crowell's State of City Address](#) - Carson City  
Wednesday, January 31, 2018  
11:30 a.m. - 1:00 p.m.  
Gold Dust West, Carson City

[Hunter Education Class - Dept. of Wildlife](#) - February 10, 2018  
8:00 a.m. - 5:00 p.m.  
W. Wendover Library  
West Wendover, NV

[Saints & Sinners 1/2 Marathon](#)  
City of Boulder City  
February 17, 2018, 8:00 a.m.

[Sesquicentennial Celebration at Greater Nevada Field](#)  
City of Reno Celebrates 150 years!  
May 9, 2018  
City of Reno

---

### Job Opportunities

Reno, NV - [Job Opportunities](#)

---

## "Friends of the League"

### PLATINUM

Willis Pooling  
Wells Fargo

### GOLD

CenturyLink  
Nevada Rural Housing Authority  
Republic Services

### SILVER

A&H Insurance  
Charles Abbott & Associates  
NV Energy



Judge Burr, Councilwoman Gerri Schroder, Judge Burr, Councilman David Bobzien and Mayor Pro tem Geno Withelder

---

## Why we chose Martini as Citizen of the Year, and what the community is saying

*Reno Gazette Journal, Brett McGinness*

Geno Martini, the longest-serving mayor in Sparks history, has a new title to his name: RGJ's 2017 Reno-Sparks Citizen of the Year.

Since Martini first joined city government in 1998 as a city councilman, Sparks' population has grown more than 40 percent to nearly 100,000 residents. Under Martini's leadership, Sparks has embarked on a near-constant revitalization effort, which has included a handful of Victorian Square revamps and the culmination of a decades-long effort to transform the former Helms Pit into the Sparks Marina Park. Martini led the effort to attract the much-debated Outlets at Sparks project to the Rail City, transforming freeway-adjacent property into a large outdoor mall anchored by the world's largest all-sports store.

Martini also has seen his fair share of challenges during his time in office. The Great Recession hit Nevada especially hard, and spiked Sparks' unemployment rate to over 13 percent. Significant floods affected low-lying areas of Sparks. Voters seemed to approve of Martini's leadership through crises, re-electing him to the mayor's office in 2014 with 78 percent of the vote.

Several Sparks residents were pleased that Martini won the award.

"(Geno Martini) is a man who values hard work and is truly dedicated to the city of Sparks, a city means everything to him," Sparks Community Relations Manager Julie Duewel wrote in the nomination for the Citizen of the Year award.

"Geno has a heart of gold."

"Thanks for your leadership and the example you set. I'm honored to serve on your City Council," Sparks City Councilwoman Charlene Bybee wrote on Facebook.

"Congratulations to Geno Martini," wrote Sparks City Councilman Kristopher Dahir on Facebook. "He has been and is

Voya Financial

**COPPER**  
L/P Insurance Services  
Las Vegas Metro Chamber  
of Commerce  
Stradling Yocca Carlson & Rauth  
Western Insurance Specialties

We appreciate your support!

For information on becoming a "Friend of the League" please [click here](#).



For more information:

Sarah Lindsay  
Email: [uscommunities@naco.org](mailto:uscommunities@naco.org)  
Phone: 202-942-4290  
U.S. Communities Government  
Purchasing Alliance  
| [www.uscommunities.org](http://www.uscommunities.org)



NLC Service Line  
Warranty Program

- Nearly 12,000 households in Nevada enjoy sewer, water and/or in-home plumbing line coverage
- Over \$315,000 paid in repair costs
- Over 99% of Nevada claims approved

a wonderful mayor and regional leader. Honored to work alongside him."

"Some nice news to end 2017," the Sparks Heritage Museum posted on its Twitter account.

## National League of Cities Congressional City Conference

AMERICANS TRUST YOU MOST.  
SPEAK UP FOR YOUR COMMUNITY.

Make sure Congress hears from you at our annual federal advocacy conference.

March 11-14, Join thousands of local leaders from across the nation in Washington, D.C.

- Effectively advocate for municipal priorities
- Foster partnerships with federal agencies
- Expand your mind and network

GET A PROVEN FRAMEWORK  
for effective meetings with Congress through  
Federal Advocacy 101 & 102 trainings

STATE LEAGUE MEMBERS RECEIVE A DISCOUNT!

**REGISTER NOW!**

Congressional City Conference  
March 11-14, 2018 | Washington, DC

NLC NATIONAL LEAGUE OF CITIES

[CCC.NLC.ORG/SML](http://CCC.NLC.ORG/SML)

## January is National Radon Action Month

### Take Action!

Five Things You Can Do During National Radon Action Month

1. Test your home - EPA and the U.S. Surgeon General recommend that all homes in the U.S. be tested for radon. Testing is easy and inexpensive.
  - Learn more about testing your home, including how to obtain an easy-to-use test kit.
2. Attend a National Radon Action Month event in your area - Look for radon events in your community.
3. Spread the word
4. Spend time during National Radon Action Month encouraging others to learn about radon and test their homes.
  - Tell your family and friends about the health risk

- Endorsed by the NLC&M
- Homeowners are educated about their service line responsibilities

What Nevada Customers are saying...

"I already told a neighbor how easy and wonderful your service is and he signed up. North Las Vegas did an outstanding job partnering with you. You did an outstanding job fixing our leak.

- Nancy S., North Las Vegas

To learn more about this unique program and how it can bring revenue and peace of mind to your community, please contact:

Call 407-616-2239 for more information.

- of radon. Encourage them to test their homes.
- Plan an activity EXIT in your community to help raise awareness.
- Write an op-ed or letter to the editor using samples from the event planning resources.
- Attract media attention by working with a local official to get a radon proclamation.
- View or order EPA's free radon publications.

5. Buy a radon-resistant home - If you are considering buying a new home, look for builders who use radon-resistant new construction. Read more about radon-resistant new construction, "Building Radon Out: A Step-by-Step Guide to Build Radon-Resistant Homes".
  - Build Green: It's Easy to Build New Homes Radon-Resistant ..."The good news is you can build your customers a safer, healthier, radon-resistant home. The techniques to prevent radon from entering a home are practical and straightforward for any builder. It's an inexpensive way to offer families a benefit that could reduce their risk of lung cancer. And it's a smart way to build trust between you and your customer." Fuad Reveiz, Member of the National Association of Home Builders



## The WaterNow Alliance Annual Summit

Nevada League of Cities & Municipalities are pleased to announce our new partnership with BoardDocs®, a cloud-based board management solution. As you know, the NLC&M works to improve governance throughout Nevada. With NLC&M BoardDocs, our goal is to help leaders with board management processes so they can further enhance opportunities for all constituents and the community. We see this partnership as another important way to serve our membership.

BoardDocs' powerful and easy-to-use services have helped well over 2,000

organizations dramatically lower costs, increase transparency and reduce board-related staff time by up to 75 percent from day one.

If you would like more information about NLC&M BoardDocs or have questions about the partnership, please contact the League office.

## THE WATERNOW ALLIANCE ANNUAL SUMMIT



You're invited to join public officials from across the nation to jumpstart local, sustainable water solutions and create more resilient communities.

REGISTRATION TODAY  
[waternow.org/events](http://waternow.org/events)

*Registration is free & travel funding is available for WaterNow Alliance Members*

**WaterNow Alliance Annual Summits are unique.** There are many conferences, where attendees network with peers and hear from experts but what happens Monday when everyone returns to work? We give attendees the resources they need to create an impact back at home.

**Session topics include:**

- Breakthrough Developments on funding for water innovation
- "Paying More for Less" - A Workshop for Communicating with Ratepayers
- Water Data for Leaders - How Big Data Can Save Money & Water
- Bridging Silos to Protect Watersheds
- Water & Climate Resilient Communities

Special thanks to our partners:



STAY CONNECTED



Nevada League of Cities & Municipalities, 310 S. Curry Street, Carson City, NV 89703

SafeUnsubscribe™ [tdallaire@co.douglas.nv.us](mailto:tdallaire@co.douglas.nv.us)

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [jwalker@nvleague.org](mailto:jwalker@nvleague.org) in collaboration with

**Constant Contact**

Try it free today

# Watershed Connections

Delivering News to the Carson River Watershed Community

Photo By: Brenda Hunt

## It's Flood Season, Are You Prepared? by Kayla Meyer, Nevada Division of Water Resources

### Inside this issue:

It's Flood Season, Are You Prepared?	1
4th Annual Alpine Festival	2
State Parks within the Carson River Watershed	3
12th Annual Snapshot Day	4
Carson Valley Conservation District Projects	6
Upcoming Events	8

Winter is flood season in Northern Nevada! To increase understanding and raise awareness about flooding, a series of community events took place over Nevada's Flood Awareness Week, November 12-18, 2017 throughout Northern Nevada. The week kicked off with a community event at the Meadowood Mall in Reno, giving Washoe residents the opportunity to come out and speak about flood preparedness with various agencies including City of Reno Public Works Department, Nevada Division of Water Resources, U.S Army Corps of Engineers, Truckee River Flood Management Authority and National Weather Service.

Douglas County residents attended a community event at the Douglas County Community Center. Residents could view FEMA flood maps, learn about the Johnson Lane Area Drainage Master Plan, sign-up for emergency alerts and talk with local, state and federal agencies about flood issues. Residents learned how to be flood prepared and had the opportunity to experience different flooding scenarios with a hands on Floodplain Model.

Similar informational events were held in Yerrington and Elko.

### Be prepared for spring 2018 flooding with these helpful resources:

- For more information about what to do before, during and after a flood, visit [www.nevadafloods.org](http://www.nevadafloods.org). The website features tools to determine potential flood scenarios, your home or workplace flood risk and associated costs of flood damage. For Kids, check out this emergency planning game, [Flood Fighter](#).
- Local weather information such as official warnings, watches, forecasts, and other hazard information can be found on [The National Weather Service website](#).
- [American Red Cross of Northern Nevada](#) 775-856-1000.
- For additional flood information contact: Nevada Division of Water Resources: State Floodplain Manager at 775-684-2847 or the University of Nevada Cooperative Extension: Water Resource Specialist at 775-336-0244.

Scan to be directed to our website:



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

# ARE YOU PREPARED?

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



1-9

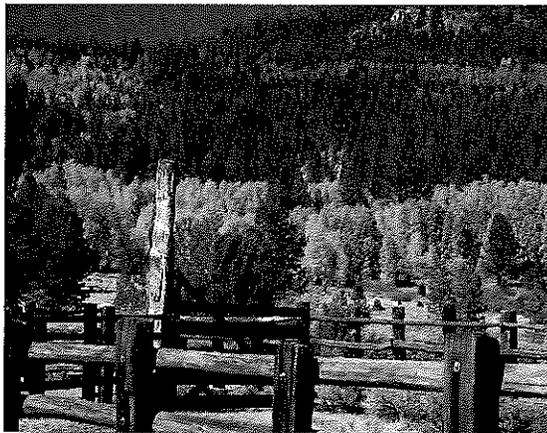
Billboards used for the 2017 NevadaFloods.org campaign

## 4th Annual Alpine Aspen Festival a Success in Alpine County By Gavin Feiger, AWG Watershed Program Manager



Photo Courtesy of Judy Wickwire

Alpine Watershed Group, in partnership with Friends of Hope Valley, thank all our partners for helping make the 4<sup>th</sup> Annual Alpine Aspen Festival a huge success. On October 7<sup>th</sup> and 8<sup>th</sup>, hundreds of excited festival goers enjoyed the perfect combination of beautiful weather, vibrant aspen trees, and enthusiastic speakers and activity leaders in Alpine County. The Alpine Aspen Festival is held in stunning Hope Valley, surrounded by the peaks of “California’s Alps” and their spectacular aspens. Known for its scenic vistas, this part of Alpine County is especially beautiful in the fall when the aspens pop out of the

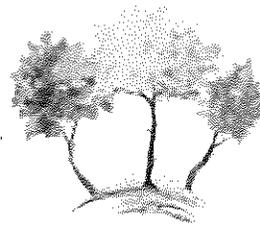


landscape, turning brilliant shades of yellow, orange, and red. These vivid groves stand out against the evergreen forests, colorfully highlighting the wet, sunny, and recently disturbed areas favored by aspen trees.

The goal of the Aspen Festival is to bring awareness to Alpine County’s watersheds by engaging leaf-peepers more deeply with the source of their water. During this year’s event, we held 38 workshops, hikes, events, and tours. These activities bring attention to the history of the area, current recreation opportunities, as well as ongoing watershed protection and restoration efforts. Over 20 environmental and community groups offered educational displays; providing additional information and

opportunities to get involved in Alpine County’s watersheds year-round. Over the weekend, an estimated 1,000 people of all ages from as far away as England and as close as Woodfords participated, along with over 200 canine guests. Music, food, and drinks from local artists and vendors created a festive atmosphere.

Alpine County is the headwaters of 5 major rivers and provides water to nearly 5.5 million people in Nevada and California. While the Alpine Aspen Festival serves to showcase Alpine County’s watersheds in the fall, there are opportunities to enjoy and engage with your headwaters year-round. Please visit AWG’s website, follow us on [Facebook](#) and [Twitter](#), and sign up for our e-newsletter to learn more: [www.alpinewatershedgroup.org](http://www.alpinewatershedgroup.org).



Alpine  
Aspen

FESTIVAL

IN BEAUTIFUL HOPE VALLEY, CALIFORNIA

## Nevada State Parks within the Carson River Watershed

By: Kim Zuch, Washoe State Park

Did you know there are four Nevada State Parks located within the Carson River Watershed? Mormon Station State Historic Park, Dayton State Park, Fort Churchill State Historic Park, and Lahontan State Recreation Area offer hiking trails, picnicking and camping facilities, rich history, water sports, equestrian opportunities, and even quiet places to stargaze.

Mormon Station State Historic Park is a small park in downtown Genoa, NV. Located at the base of the Sierra Nevada, and higher in elevation, the park has a mix of pine and cottonwood trees, mule deer, Stellar's Jays, and an occasional bear. The site once served as a trading post for pioneers headed west along the Carson Route of the California Trail. The original trading post, built in 1851, burned down during the Bedbug Fire of 1910. The museum



Mormon Station Photo Commons License

was reconstructed in 1947 and is home to a variety of historical artifacts. Displays include the Washoe People, Snowshoe Thompson, Mormon history, and more! Today Mormon Station offers a group use area available by reservation, a dog-friendly walking park, and is the site of the Genoa Candy Dance.



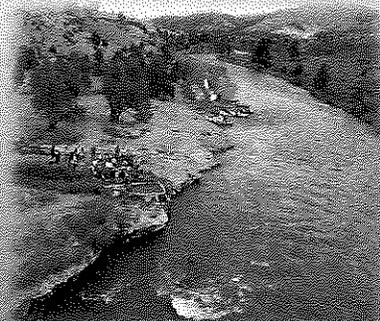
Remains of Rock Point Mill. Photo Courtesy of Kim Zuch

Dayton State Park is a 160 acre park located in the heart of Dayton, NV, near the town's historic district. Short hiking trails take visitors through cottonwood galleries to scenic points along the Carson River, offering opportunities for wildlife viewing, catch and release fishing, and birdwatching. The park has a group use area and a small campground, and features the remains of the Rock Point Mill. The mill, built in 1861, processed ore from the gold and silver mines of the nearby Comstock District.

Fort Churchill State Historic Park and Buckland Station are located on Highway 95A, south of Silver Springs. Fort Churchill, is the site of a military fort built in 1861 along the Carson River as a result of the Pyramid Lake War. Built to protect early settlements and the Pony Express route, it was used for less than a decade. Buckland Station is a renovated historic two-story ranch house on the banks of the Carson River. The house was built using materials from the

(Continued on Page 7)

**SAVE THE DATE!**  
**Carson Watershed Forum**  
**April 10th – 11th, 2018**  
**Carson City Community Center**



# 12th Annual Snapshot on the Carson River by: Mary Kay Wagner, NDEP



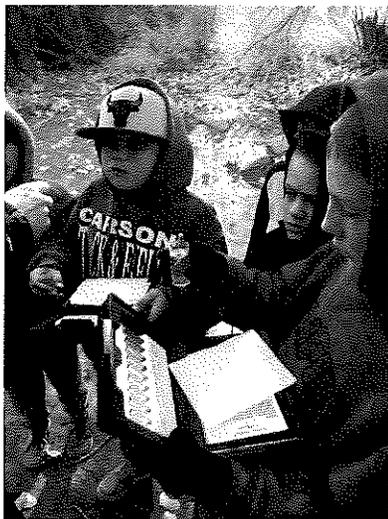
Carson Montessori 4th Grade Students Photo by Brenda Hunt

October 20<sup>th</sup>, 2017 marked the 12<sup>th</sup> Annual Carson River Snapshot Day. Snap Shot Day equates to taking a 'picture' of the river system in one-moment in time. Snap Shot Day samples water throughout the Carson River watershed as a complete hydrologic unit. This event offers students, parents, and educators the

chance to experience the river first-hand and interact with passionate natural resource professionals. Over 275 individuals from ten schools participated in the event from the headwaters in Alpine County, CA to the terminus in Churchill County, NV.

At eleven pre-selected sites, expert team leaders guide monitoring teams ranging from 4<sup>th</sup> grade to high school to conduct field studies that provide a "snapshot" of environmental conditions in the watershed. Each team assesses the water quality and riparian habitat of their assigned site and learn about nonpoint source pollution prevention, the water cycle, wildlife habitat, and benefits derived

**The primary purpose of Snapshot Day is to measure water quality, document and study the riparian habitat, and increase understanding about issues facing the watershed. Data gathered from each site at the same time on the same day, documents an annual "snap shot" of the river.**



Students learn about dissolved oxygen levels Photo by Louise Thompson

from their watershed.

Students conduct field tests for dissolved oxygen, conductivity, pH and temperature. They collect other water "grab" samples for laboratory analysis of nutrients, turbidity and bacteria. Students complete habitat assessments for their sites to provide basic visual observations and photo documentation of vegetation and stream conditions.



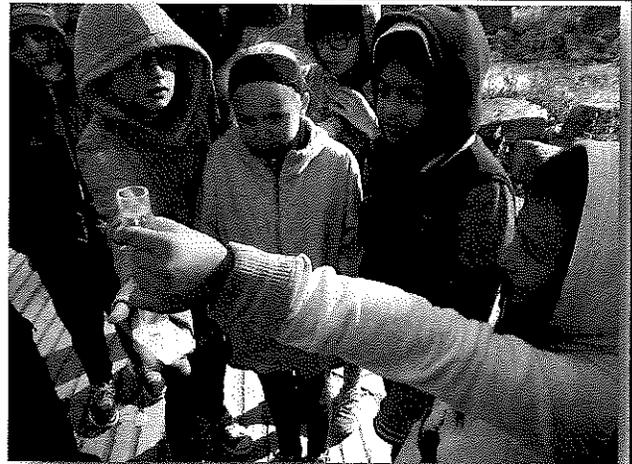
Watershed Program Specialist, Shane Fryer engaging students in a lesson on nonpoint source pollution Photo by Louise Thompson

(Continued on Page 5)

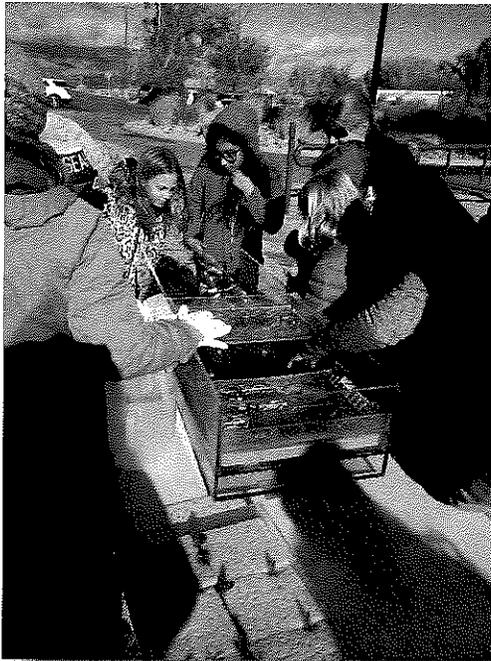
1-12

(Continued from Page 4)

Students are curious and eager to understand how their actions affect their watershed. Many of the monitoring sites are located in parks and recreation areas visited frequently by participants. Teaching awareness of how close activities are to our water source brings recognition of human impact. Learning about land uses near water sources educates participants about possible sources of pollution. Each land use, whether agricultural, industrial, or residential has the potential to affect nearby streams.



Enthusiastic students learn about water chemistry and clarity.  
Photo by Louise Thompson



Brenda Hunt, Watershed Program Manager, engages students in a flood model demonstration.  
Photo by Louise Thompson

Another valued outcome of Snapshot Day

is the opportunity for students to learn and work alongside natural resource professionals. This informal job shadow exposes students to exciting career opportunities and transfers ecological stewardship principles to a new batch of field recruits.

**THANK YOU to the following resource partners** for your time, expertise, and your desire to share your passion to impart watershed stewardship: Alpine Watershed Council, Friends of Hope Valley, Washoe Tribe of Nevada and California, Resource Concepts, Sierra Nevada Journeys, NV Department of Environmental Protection, Carson City Public Works and Parks & Rec, Carson Water Subconservancy District, University of NV Cooperative Extension, NV State Parks, Dayton and Lahontan & Stillwater Conservation Districts, River Wranglers, and NV Department of Wildlife. Without this valuable source of in kind resources, Snapshot Day could not have grown into what it has become today.

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.**

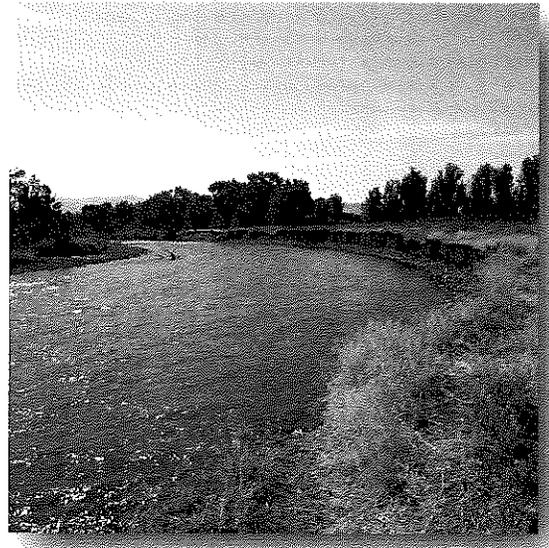
1-13

## Completed and Current Carson Valley Conservation District Projects

By: Rich Wilkinson, Carson Valley Conservation District

The Carson Valley Conservation District (CVCD) is working on multiple Carson River projects ranging from bank stabilization to noxious weed treatment. CVCD is actively engaged in planning and completing river projects resulting from the January and February 2017 flooding events. CVCD staff are assisting several negatively impacted property owners with project planning, agency coordination, contracting and project management. Funding is available from FSA or NRCS for river bank stabilization and rehabilitation projects. The CVCD staff is assisting property owners to acquire permits and navigate the funding assistance process in order to implement these projects. The Hussman Ranch bank stabilization/ rehabilitation project also included funding for habitat improvement from US Fish and Wildlife Service and NV Department of Wildlife.

The CVCD was successful in its bid for Channel Clearing and Snagging funds for two projects. One project involves removal of large sediment bars just upstream and downstream from Lutheran Bridge in Gardnerville. This will help eliminate some choke points in high water events. The



Carson River post highwater erosion and property loss  
Photo by Jean Stone

other project involves mastication of vegetation and woody debris at the Cradlebaugh Slough Bridge over US 395, with possible sediment removal once the slough channel is exposed. The Cradlebaugh Slough Bridge project received tremendous support from Douglas County, East Fork Fire Protection District and Nevada Division of Water Resources, as it will minimize floodwaters from closing Highway 395. Staff is cautiously optimistic that these projects can be completed before increased flows from spring run-off. The Nevada Division of Water Resources, CWSD and Douglas County are funding partners on these two projects.

Working with landowners, the CVCD conducted another successful Noxious Weed treatment season in Carson Valley. The CVCD mapped, inventoried and treated over 10,000 acres of noxious weeds. This treatment was in partnership with Douglas County and local agricultural producers. The CVCD plans to submit a funding proposal to the Nevada Department of Agriculture for funding in 2018 to help the District focus more weed treatment along the Carson River Corridor.

Originally, the CVCD received funding to perform

(Continued on page 7)

# 2018 Water Summit

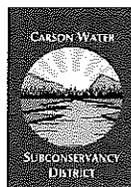
**January 30, 2018**  
**Nevada Room**  
**606 Mountain Street, Carson City, NV 89701**  
**8:00 am—12:00 pm**

Doors open at 8:00 am; presentations begin at 8:30 am

- Edwin James, CWSD 8:30- Opening Remarks
- Jason King, State Engineer 8:30- Possible impacts to NV Water Law -- What Keeps Regulators Up At Night
- Mike Dettinger, USGS 9:30- "What will the Carson River be Like in 2050? A climatologist's perspective"
- Wes Kitlsten, USGS 10:15- Implications of earlier snowmelt and runoff on surface water and groundwater use in the Carson Valley?
- Bruce Holmgren, NDEP 10:45- Framework for Indirect Potable Reuse in Nevada
- Benjamin Hatchett, DRI 11:15- "Recent winter snow level rise in the northern Sierra Nevada: Proximal causes and potential implications"
- Edwin James, CWSD 11:45- Closing Remarks



**Contact:**  
 Toni Leffler  
 Phone: 775 887-7450  
 Email: toni@cwcd.org

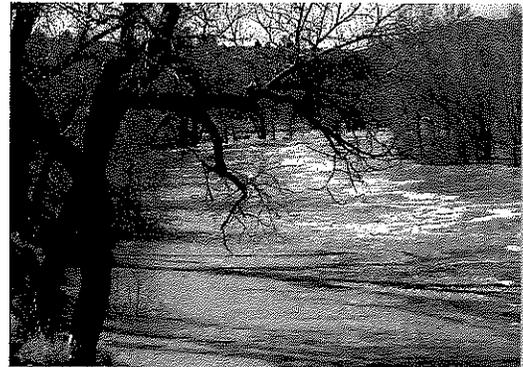


Carson Water Subconservancy District  
 777 E. William St., #110A, Carson City, NV 89701

1-14

(Continued from Page 6)

bank stabilization work along the Hussman Ranch. Due to the 2017 flooding/highwater events, the scope of the work changed so much, the District had to move the project elsewhere. As a result, two bioengineering projects were completed, one on The Nature Conservancy River Fork Ranch property, and the other just south of the Genoa Lakes Golf Course. Nevada Division of Environmental Protection awarded CVCD 319 Water Quality funding for a bank restoration/stabilization project just downstream from the Cradlebaugh Bridge for 2018. This project was originally identified in the 2012 edition of the Carson River Floodplain Management Plan. We anticipate the project to start following the spring and summer runoff.



Carson River February 2017. Photo by Shane Fryer

Need more information? Contact Rich Wilkinson, [richard.wilkinson@nv.nacdnet.net](mailto:richard.wilkinson@nv.nacdnet.net).

(Continued from Page 3)



Fort Churchill State Historic Park  
Courtesy NV State Parks

decommissioned fort in 1870. The Buckland residence served as a boarding house and stop on the Pony Express. Fort Churchill offers equestrian trails, two group use areas, a riverside campground and picnic area, museum, historic ruins, and hiking trails. It is also a great place to view the stars.

Lahontan State Recreation Area is located in Silver Springs and provides boating access to the Lahontan Reservoir and the Carson River. The Lahontan Dam was built as part of the Newlands Project in 1915 and still provides water to farmlands in and around Fallon, NV. The landscape varies between typical high desert sage, to cottonwood and willow in the riparian areas adjacent to the reservoir and river. Activities include boating, catch and release fishing, picnicking and camping, and horseback riding. Other popular activities include hunting (where allowed), wildlife viewing, birdwatching, and stargazing.

These parks offer seasonal interpretive programs and are open year-round. We hope this inspires you to get out there and explore your watershed! More information can be found at [www.parks.nv.gov](http://www.parks.nv.gov).

Lahontan State Recreation Area  
Courtesy NV State Parks



Save a Stamp!  
Sign up for  
CWSD's e-blast  
list for a digital  
newsletter copy.  
[cwsd@cwsd.org](mailto:cwsd@cwsd.org)

Editor:  
Brenda Hunt

Production:  
Shane Fryer  
Louise Thompson

Thanks to Contributors!  
Kim Zuch  
Gavin Feiger  
Kayla Meyer  
Rich Wilkinson  
Mary Kay Wagner

CARSON WATER



SUBCONSERVANCY  
DISTRICT



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



### Upcoming Events

January 30, 2018  
8:30am-12pm  
Water Summit  
Carson City, NV. For more information  
Visit: <http://www.cwsd.org>

February 27-March 1, 2018  
Nevada Water Resources Annual  
Conference, Las Vegas, NV  
For more information  
Visit: [www.nvwra.gov](http://www.nvwra.gov)

April 11-12, 2018  
Carson River Watershed Forum  
Carson City Community Center  
Carson City, NV  
Stay tuned for more information!

April 21, 2018  
10:00am-2:00pm  
Fallon Paiute-Shoshone Tribe Earth Day  
Oats Park, Fallon, NV

April 29-May 2, 2018  
River Rally  
Lake Tahoe, Ca  
Hosted by River Network  
Visit: <https://www.rivernetwork.org>

TBD  
June 2018  
Carson River Coalition  
20th Anniversary Celebration  
Stay tuned for more information!

TBD  
September/October 2018  
2-Day Carson River Watershed  
"Get On the Bus" Tour  
Stay tuned for more information!



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

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Approve Health and Sanitation & Public Works Departments Monthly Report of activities
2. **Recommended Motion:** Approve as submitted  
**Funds Available:**  Yes       N/A
3. **Department:** Administration  
**Prepared by:** Carol Louthan
4. **Meeting Date:** February 6, 2018
5. **Time Requested:** N/A
6. **Agenda:**  Consent       Administrative
7. **Background Information:**  
**Trash** (December landfill figures)      **Credit Cards** (December figures)

Residential Accounts	1790
Commercial Accounts	231
Green Waste Accounts	1383
Recycling Accounts	0
Cleanup Dumpsters	4
X cans	345
# of new residential accounts	4 accts transferred to new owners
# of new commercial accounts	0
Minimum User Accounts	29
Total tons of trash	331.18
Total tons of Greenwaste	0

Total Amount	\$4,147.21
Total CC transactions	26
Visa	\$2108.13
Mastercard	\$ 781.47
Am Ex & Discvr	\$ 0
Terminal	\$ 130.61
E checks	\$1127.00

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

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



1. **For Possible Action:** Approve January 2018 claims.
2. **Recommended Motion:** Approve as submitted  
**Funds Available:**  Yes  N/A
3. **Department:** Administration  
  
Prepared by: Carol Louthan
4. **Meeting Date:** February 6, 2018 **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 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin										
2969 - Slater Linda	Account 510.150 - Board Compensation 1-18 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 672173		12/28/2017	12/29/2017	12/29/2017		12/29/2017	250.00
8364 - Wenner Mary	1-18 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 672204		12/28/2017	12/29/2017	12/29/2017		12/29/2017	250.00
4288 - Higuera Lloyd W	1/18 BOARD	GVILLE	Paid by Check # 672305		12/28/2017	01/05/2018	01/05/2018		01/05/2018	250.00
24008 - Jones Cassandra Esq	1/18 BOARD	GVILLE	Paid by Check # 672314		12/28/2017	01/05/2018	01/05/2018		01/05/2018	275.00
28960 - Miller Kenneth	1/18 BOARD	GVILLE	Paid by Check # 672323		12/28/2017	01/05/2018	01/05/2018		01/05/2018	250.00
	Account 510.150 - Board Compensation Totals							Invoice Transactions 5		\$1,275.00
29103 - Frontier	Account 520.055 - Telephone Expense 782-7134 12/17 775-782-7134-050279-5	GVILLE	Paid by Check # 672093		12/16/2017	12/29/2017	12/29/2017		12/29/2017	107.81
29103 - Frontier	782-3856 12/17 775-782-3856-080802-5	GVILLE	Paid by Check # 672093		12/16/2017	12/29/2017	12/29/2017		12/29/2017	54.47
13097 - Verizon Wireless	9799093200 842011146-00001	GVILLE	Paid by Check # 672970		01/01/2018	01/19/2018	01/19/2018		01/19/2018	326.18
	Account 520.055 - Telephone Expense Totals							Invoice Transactions 3		\$488.46
32667 - Cutting Image LLC	Account 520.060 - Postage/Po Box Rent 24917	GVILLE	Paid by Check # 672275		12/17/2017	01/05/2018	01/05/2018		01/05/2018	279.35
25294 - FP Mailing Solutions	R1103478405	600003046	Paid by Check # 672293		12/16/2017	01/05/2018	01/05/2018		01/05/2018	45.00
	Account 520.060 - Postage/Po Box Rent Totals							Invoice Transactions 2		\$324.35
32667 - Cutting Image LLC	Account 520.072 - Advertising 24916	GVILLE	Paid by Check # 672275		12/17/2017	01/05/2018	01/05/2018		01/05/2018	476.20
	Account 520.072 - Advertising Totals							Invoice Transactions 1		\$476.20
18821 - Fastenal Industrial	Account 520.084 - Replacement & Repair NVMIN67992	NVMIN0011	Paid by Check # 672285		12/21/2017	01/05/2018	01/05/2018		01/05/2018	3.14
2121 - Meeks Lumber	1069422	06G1570	Paid by Check # 672866		12/20/2017	01/19/2018	01/19/2018		01/19/2018	8.07
11985 - Ace Hardware	120950	1236	Open		11/20/2017	01/26/2018	01/26/2018		01/26/2018	7.99
11985 - Ace Hardware	121005	1236	Open		11/22/2017	01/26/2018	01/26/2018		01/26/2018	6.49
18821 - Fastenal Industrial	NVMIN68061	NVMIN0011	Open		12/27/2017	01/26/2018	01/26/2018		01/26/2018	9.18
	Account 520.084 - Replacement & Repair Totals							Invoice Transactions 5		\$34.87
2924 - NV Energy	Account 520.089 - Power 2856009 12-17 2856009		Paid by Check # 672339		12/22/2017	01/05/2018	01/05/2018		01/05/2018	225.69
	Account 520.089 - Power Totals							Invoice Transactions 1		\$225.69



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 520.090 - Water										
1429 - Gardnerville Water Company	640.01 11- 12/17	640.01	Paid by Check # 672504		01/02/2018	01/12/2018	01/12/2018		01/12/2018	24.40
1429 - Gardnerville Water Company	690.01 11- 12/17	690.01	Paid by Check # 672504		01/02/2018	01/12/2018	01/12/2018		01/12/2018	58.02
				Account 520.090 - Water Totals				Invoice Transactions 2		\$82.42
3021 - Southwest Gas (SWG)	0015779022	2410015779022	Paid by Check # 672176		12/14/2017	12/29/2017	12/29/2017		12/29/2017	104.38
3021 - Southwest Gas (SWG)	1072224004 12 -17	2411072224004	Paid by Check # 672176		12/14/2017	12/29/2017	12/29/2017		12/29/2017	102.13
3021 - Southwest Gas (SWG)	1188600002 12 -17	2411188600002	Paid by Check # 672176		12/14/2017	12/29/2017	12/29/2017		12/29/2017	87.59
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$294.10
2030 - Minden-Gardnerville Sanitation	18-101285	0296	Paid by Check # 672874		01/01/2018	01/19/2018	01/19/2018		01/19/2018	66.24
2030 - Minden-Gardnerville Sanitation	18-010574	0594	Paid by Check # 672874		01/01/2018	01/19/2018	01/19/2018		01/19/2018	20.70
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$86.94
12997 - Do Co Procurement Program	12-17 LACOST	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	104.84
15836 - Summit Plumbing LLC	64122	TOWN OF GARDNERVILLE	Open		01/04/2018	01/26/2018	01/26/2018		01/26/2018	122.50
				Account 520.097 - Maint B&G Totals				Invoice Transactions 2		\$227.34
27347 - A+ Janitorial Service	TOG1117	GVILLE	Paid by Check # 672242		12/27/2017	01/05/2018	01/05/2018		01/05/2018	100.00
27347 - A+ Janitorial Service	TOG1217	GVILLE	Paid by Check # 672421		01/03/2018	01/12/2018	01/12/2018		01/12/2018	150.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 2		\$250.00
4753 - Ricoh USA Inc	99862798	1481234-3433221	Paid by Check # 672363		12/03/2017	01/05/2018	01/05/2018		01/05/2018	165.41
4753 - Ricoh USA Inc	5051814841	16769392	Paid by Check # 672916		01/01/2018	01/19/2018	01/19/2018		01/19/2018	68.81
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$234.22
32036 - Spectrum Business	0012509 1/18	8354110060012509	Paid by Check # 672940		01/02/2018	01/19/2018	01/19/2018		01/19/2018	64.99



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 520.187 - Internet Expense	0598044 1/18	8354110060598044	Paid by Check # 672941		01/02/2018	01/19/2018	01/19/2018		01/19/2018	44.99
32036 - Spectrum Business				Account 520.187 - Internet Expense Totals				Invoice Transactions 2		\$109.98
12997 - Do Co Procurement Program	12-17 LOUTHAN	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	1,920.00
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		\$1,920.00
12997 - Do Co Procurement Program	12-17 DALLAIRE	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	123.50
				Account 532.056 - Subscriptions Totals				Invoice Transactions 1		\$123.50
32667 - Cutting Image LLC	24736	GVILLE	Paid by Check # 672275		11/19/2017	01/05/2018	01/05/2018		01/05/2018	26.12
9064 - R & S Optimum Offset	17-11060	TOWN OF GARDNERVILLE	Paid by Check # 672354		12/20/2017	01/05/2018	01/05/2018		01/05/2018	277.50
12997 - Do Co Procurement Program	12-17 NICHOLSON	TOWN OF GARDNERVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	19.95
12997 - Do Co Procurement Program	12-17 LOUTHAN	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	16.81
8479 - Tahoe Supply Co	680923	TOWN OF GARDNERVILLE	Open		01/11/2018	01/26/2018	01/26/2018		01/26/2018	102.65
				Account 533.800 - Office Supplies Totals				Invoice Transactions 5		\$443.03
16648 - E Squared C Inc	44253	GVILLE	Paid by Check # 672788		01/01/2018	01/19/2018	01/19/2018		01/19/2018	37.50
				Account 533.806 - Software Totals				Invoice Transactions 1		\$37.50
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 40		\$6,633.60



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

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>										
<b>Department 923 - Parks &amp; Recreation</b>										
<b>Account 520.084 - Replacement &amp; Repair</b>										
18821 - Fastenal Industrial	NVMIN67775	NVMIN0011	Paid by Check # 672285		12/12/2017	01/05/2018	01/05/2018		01/05/2018	137.10
18821 - Fastenal Industrial	NVMIN67963	NVMIN0011	Paid by Check # 672285		12/20/2017	01/05/2018	01/05/2018		01/05/2018	33.54
2510 - Parts House (The)	777972	4170	Paid by Check # 672567		12/15/2017	01/12/2018	01/12/2018		01/12/2018	45.07
28215 - Carson Creature Catchers Inc	1757	GVILLE	Paid by Check # 672747		12/30/2017	01/19/2018	01/19/2018		01/19/2018	150.00
2121 - Meeks Lumber	1068085	06G1570	Paid by Check # 672866		12/13/2017	01/19/2018	01/19/2018		01/19/2018	24.12
11985 - Ace Hardware	121471	1236	Open		12/13/2017	01/26/2018	01/26/2018		01/26/2018	24.98
18821 - Fastenal Industrial	NVMIN68026	NVMIN0011	Open		12/26/2017	01/26/2018	01/26/2018		01/26/2018	13.89
18821 - Fastenal Industrial	NVMIN68061	NVMIN0011	Open		12/27/2017	01/26/2018	01/26/2018		01/26/2018	9.18
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 8		\$437.88
2924 - NV Energy	791804 12-17	791804	Paid by Check # 672340		12/23/2017	01/05/2018	01/05/2018		01/05/2018	710.11
			Account 520.089 - Power Totals					Invoice Transactions 1		\$710.11
1429 - Gardnerville Water Company	2226.01 11-12/17	2226.01	Paid by Check # 672504		01/02/2018	01/12/2018	01/12/2018		01/12/2018	83.58
2153 - Minden Town of	1862.01 12/17	1862.01	Paid by Check # 672544		12/26/2017	01/12/2018	01/12/2018		01/12/2018	24.05
			Account 520.090 - Water Totals					Invoice Transactions 2		\$107.63
2030 - Minden-Gardnerville Sanitation	18-010756	0778	Paid by Check # 672874		01/01/2018	01/19/2018	01/19/2018		01/19/2018	124.20
			Account 520.093 - Utilities-Sewer Totals					Invoice Transactions 1		\$124.20
3814 - Flyers Energy LLC	CFS1532406	8308	Paid by Check # 672291		12/15/2017	01/05/2018	01/05/2018		01/05/2018	76.55
			Account 532.003 - Gas & Oil Totals					Invoice Transactions 1		\$76.55
2549 - Dallaire Tom-Petty Cash	12-17 GVILLE	PETTY CASH	Paid by Check # 672276		12/27/2017	01/05/2018	01/05/2018		01/05/2018	3.74
2362 - SESAC Inc	10138932	67038	Paid by Check # 672371		12/14/2017	01/05/2018	01/05/2018		01/05/2018	417.00
5331 - Signs of Excitement Inc	5978	TOWN OF GARDNERVILLE	Paid by Check # 672378		11/29/2017	01/05/2018	01/05/2018		01/05/2018	50.00
30060 - LaCost Geoffrey & Megan	12-2-17	REIMBURSE	Paid by Check # 672532		12/02/2017	01/12/2018	01/12/2018		01/12/2018	57.38



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 923 - Parks & Recreation										
Account 533.817 - Small Projects										
12198 - O'Reilly Automotive Inc	3530-160171	1075650	Paid by Check # 672560		11/02/2017	01/12/2018	01/12/2018		01/12/2018	11.97
12198 - O'Reilly Automotive Inc	3530-160173	1075650	Paid by Check # 672560		12/02/2017	01/12/2018	01/12/2018		01/12/2018	(3.99)
12997 - Do Co Procurement Program	12-17 TUTHILL	TOWN OF GARDNERVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	103.74
12997 - Do Co Procurement Program	12-17 LACOST	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	469.11
11985 - Ace Hardware	121076	1236	Open		11/28/2017	01/26/2018	01/26/2018		01/26/2018	18.97
11985 - Ace Hardware	121157	1236	Open		11/30/2017	01/26/2018	01/26/2018		01/26/2018	5.49
11985 - Ace Hardware	121162	1236	Open		11/30/2017	01/26/2018	01/26/2018		01/26/2018	9.99
11985 - Ace Hardware	121185	1236	Open		12/01/2017	01/26/2018	01/26/2018		01/26/2018	49.90
11985 - Ace Hardware	121219	1236	Open		12/02/2017	01/26/2018	01/26/2018		01/26/2018	37.23
15836 - Summit Plumbing LLC	64268	TOWN OF GARDNERVILLE	Open		12/21/2017	01/26/2018	01/26/2018		01/26/2018	180.00
									Invoice Transactions 14	\$1,410.53
									Invoice Transactions 27	\$2,866.90
Account 533.817 - Small Projects Totals										
Department 923 - Parks & Recreation Totals										



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.084 - Replacement & Repair										
2549 - Dallaire Tom-Petty Cash	12-17 GVILLE	PETTY CASH	Paid by Check # 672276		12/27/2017	01/05/2018	01/05/2018		01/05/2018	12.00
29660 - Novus Glass Carson Valley	1003853	TOWN OF GARDNERVILLE	Paid by Check # 672332		11/18/2017	01/05/2018	01/05/2018		01/05/2018	185.00
29687 - Stafford Automotive	10388	TOWN OF GARDNERVILLE	Paid by Check # 672387		12/18/2017	01/05/2018	01/05/2018		01/05/2018	115.00
12198 - O'Reilly Automotive Inc	3530-160797	1075650	Paid by Check # 672560		12/06/2017	01/12/2018	01/12/2018		01/12/2018	12.40
12198 - O'Reilly Automotive Inc	3530-161273	1075650	Paid by Check # 672560		12/08/2017	01/12/2018	01/12/2018		01/12/2018	3.99
12198 - O'Reilly Automotive Inc	3530-161275	1075650	Paid by Check # 672560		12/08/2017	01/12/2018	01/12/2018		01/12/2018	3.99
12198 - O'Reilly Automotive Inc	3530-164359	1075650	Paid by Check # 672560		12/27/2017	01/12/2018	01/12/2018		01/12/2018	23.98
2510 - Parts House (The)	775687	4170	Paid by Check # 672567		12/01/2017	01/12/2018	01/12/2018		01/12/2018	112.06
2510 - Parts House (The)	775725	4170	Paid by Check # 672567		12/01/2017	01/12/2018	01/12/2018		01/12/2018	8.90
2510 - Parts House (The)	776158	4170	Paid by Check # 672567		12/05/2017	01/12/2018	01/12/2018		01/12/2018	11.75
2510 - Parts House (The)	777802	4170	Paid by Check # 672567		12/14/2017	01/12/2018	01/12/2018		01/12/2018	321.53
2510 - Parts House (The)	777803	4170	Paid by Check # 672567		12/14/2017	01/12/2018	01/12/2018		01/12/2018	23.44
2510 - Parts House (The)	777972	4170	Paid by Check # 672567		12/15/2017	01/12/2018	01/12/2018		01/12/2018	67.61
2510 - Parts House (The)	778132	4170	Paid by Check # 672567		12/15/2017	01/12/2018	01/12/2018		01/12/2018	134.19
2510 - Parts House (The)	778191	4170	Paid by Check # 672567		12/15/2017	01/12/2018	01/12/2018		01/12/2018	(50.00)
2510 - Parts House (The)	778563	4170	Paid by Check # 672567		12/19/2017	01/12/2018	01/12/2018		01/12/2018	217.36
12997 - Do Co Procurement Program	12-17 LACOST	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	28.20
11985 - Ace Hardware	121065	1236	Open		11/27/2017	01/26/2018	01/26/2018		01/26/2018	32.99
11985 - Ace Hardware	121518	1236	Open		12/14/2017	01/26/2018	01/26/2018		01/26/2018	4.58
18821 - Fastenal Industrial	NVMIN68026	NVMIN0011	Open		12/26/2017	01/26/2018	01/26/2018		01/26/2018	20.84
								Invoice Transactions 20		\$1,289.81
Account 520.084 - Replacement & Repair Totals										
2924 - NV Energy	2856036 12-17	2856036	Paid by Check # 672338		12/22/2017	01/05/2018	01/05/2018		01/05/2018	6,857.89



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.095 - Street Lights	791804 12=17	791804	Paid by Check # 672341		12/28/2017	01/05/2018	01/05/2018		01/05/2018	38.13
Account 520.095 - Street Lights Totals Invoice Transactions 2										
13485 - Ahern Rentals Inc Account 520.103 - Maint Road	18488925-1	205304	Paid by Check # 672427		12/27/2017	01/12/2018	01/12/2018		01/12/2018	22.99
5273 - Minden Electric LLC	2520	GVILLE	Paid by Check # 672543		12/21/2017	01/12/2018	01/12/2018		01/12/2018	978.77
5273 - Minden Electric LLC	2523	GVILLE	Paid by Check # 672543		12/28/2017	01/12/2018	01/12/2018		01/12/2018	95.00
12997 - Do Co Procurement Program	12-17 DALLAIRE	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	47.00
12997 - Do Co Procurement Program	12-17 LACOST	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	10.99
11985 - Ace Hardware	120590	1236	Open		11/03/2017	01/26/2018	01/26/2018		01/26/2018	1.79
11985 - Ace Hardware	120592	1236	Open		11/03/2017	01/26/2018	01/26/2018		01/26/2018	13.47
11985 - Ace Hardware	120778	1236	Open		11/13/2017	01/26/2018	01/26/2018		01/26/2018	13.99
11985 - Ace Hardware	121289	1236	Open		12/05/2017	01/26/2018	01/26/2018		01/26/2018	5.37
Account 520.103 - Maint Road Totals Invoice Transactions 9										
6321 - Safety-Kleen Inc Account 520.107 - Maint Equip	75565702	T023913	Open		01/04/2018	01/26/2018	01/26/2018		01/26/2018	94.88
Account 520.107 - Maint Equip Totals Invoice Transactions 1										
3814 - Flyers Energy LLC Account 532.003 - Gas & Oil	CFS1532406	8308	Paid by Check # 672291		12/15/2017	01/05/2018	01/05/2018		01/05/2018	200.53
3814 - Flyers Energy LLC	CFS1541732	8308	Paid by Check # 672798		12/31/2017	01/19/2018	01/19/2018		01/19/2018	227.90
Account 532.003 - Gas & Oil Totals Invoice Transactions 2										
5785 - Alisco Inc Account 532.028 - Uniforms	LEN1316992	000330	Paid by Check # 672246		12/05/2017	01/05/2018	01/05/2018		01/05/2018	4.39
5785 - Alisco Inc	LEN1319057	000330	Paid by Check # 672246		12/12/2017	01/05/2018	01/05/2018		01/05/2018	4.39
5785 - Alisco Inc	LEN1321131	000330	Paid by Check # 672246		12/19/2017	01/05/2018	01/05/2018		01/05/2018	4.39
5785 - Alisco Inc	LEN1323227	000330	Paid by Check # 672246		12/26/2017	01/05/2018	01/05/2018		01/05/2018	4.39
13485 - Ahern Rentals Inc	18404995-1	205304	Paid by Check # 672427		12/05/2017	01/12/2018	01/12/2018		01/12/2018	56.93
Account 532.028 - Uniforms Totals Invoice Transactions 5										
										\$6,896.02
										\$428.43
										\$94.88
										\$94.88
										\$74.49



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

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>										
<b>Department 926 - Other Public Works</b>										
Account 532.116 - Crack Seal Maintenance										
5352 - Construction Sealants & Supply	R117210	GARDNT	Paid by Check # 672466		12/13/2017	01/12/2018	01/12/2018		01/12/2018	13,650.00
Account 532.116 - Crack Seal Maintenance Totals										\$13,650.00
Account 562.000 - Capital Projects										
5189 - R O Anderson Engineering Inc	40192*	TOWN OF GARDNERVILLE NVMIN0011	Paid by Check # 672157		11/27/2017	12/29/2017	* 12/29/2017		12/29/2017	14,580.00
18821 - Fastenal Industrial	NVMIN67996		Paid by Check # 672285		12/21/2017	01/05/2018	01/05/2018		01/05/2018	6.88
27147 - Impact Construction Inc	1211	GVILLE	Paid by Check # 672307		12/21/2017	01/05/2018	01/05/2018		01/05/2018	49,618.00
13485 - Ahern Rentals Inc	18414301-1	205304	Paid by Check # 672427		12/06/2017	01/12/2018	01/12/2018		01/12/2018	509.87
14063 - Black Eagle Consulting Inc	0025907-IN	GVILLE - 2083-011	Paid by Check # 672447		12/27/2017	01/12/2018	01/12/2018		01/12/2018	1,705.00
271 - Carson Valley Signs	2473	GVILLE	Paid by Check # 672458		12/28/2017	01/12/2018	01/12/2018		01/12/2018	45.00
27147 - Impact Construction Inc	1212	GVILLE	Paid by Check # 672519		12/21/2017	01/12/2018	01/12/2018		01/12/2018	35,669.80
2012 - Lumos and Associates Inc	95903	GVILLE - 8939.001	Paid by Check # 672539		12/14/2017	01/12/2018	01/12/2018		01/12/2018	480.00
12997 - Do Co Procurement Program	12-17 DALLAIRE	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	1,870.12
32690 - Parsons Drilling Inc	108950	TOWN OF GARDNERVILLE	Paid by Check # 672903		01/01/2018	01/19/2018	01/19/2018		01/19/2018	5,000.00
11985 - Ace Hardware	121832	1236	Open		12/29/2017	01/26/2018	01/26/2018		01/26/2018	7.27
18821 - Fastenal Industrial	NVMIN68118	NVMIN0011	Open		12/29/2017	01/26/2018	01/26/2018		01/26/2018	23.97
Account 562.000 - Capital Projects Totals										\$109,515.91
Department 926 - Other Public Works Totals										\$133,138.91
Fund 610 - Gardnerville Town Totals										\$142,639.41



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardinerville Health & San										
Department 925 - Health & Sanitation										
Account 510.150 - Board Compensation										
2969 - Slater Linda	1-18 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 672173		12/28/2017	12/29/2017	12/29/2017		12/29/2017	250.00
8364 - Wenner Mary	1-18 BOARD	TOWN OF GARDNERVILLE	Paid by Check # 672204		12/28/2017	12/29/2017	12/29/2017		12/29/2017	250.00
4288 - Higuera Lloyd W	1/18 BOARD	GVILLE	Paid by Check # 672305		12/28/2017	01/05/2018	01/05/2018		01/05/2018	250.00
24008 - Jones Cassandra Esq	1/18 BOARD	GVILLE	Paid by Check # 672314		12/28/2017	01/05/2018	01/05/2018		01/05/2018	275.00
28960 - Miller Kenneth	1/18 BOARD	GVILLE	Paid by Check # 672323		12/28/2017	01/05/2018	01/05/2018		01/05/2018	250.00
Account 510.150 - Board Compensation Totals Invoice Transactions 5										
<b>\$1,275.00</b>										
Account 516.120 - Contract Salaries										
21697 - Blue Ribbon Personnel Services	48176	653202	Paid by Check # 672049		12/15/2017	12/29/2017	12/29/2017		12/29/2017	670.63
21697 - Blue Ribbon Personnel Services	48296	653202	Paid by Check # 672049		12/22/2017	12/29/2017	12/29/2017		12/29/2017	693.75
21697 - Blue Ribbon Personnel Services	48402	653202	Paid by Check # 672448		12/29/2017	01/12/2018	01/12/2018		01/12/2018	740.00
21697 - Blue Ribbon Personnel Services	1043	100892	Paid by Check # 672739		01/05/2018	01/19/2018	01/19/2018		01/19/2018	453.25
21697 - Blue Ribbon Personnel Services	1677	100892	Open		01/12/2018	01/26/2018	01/26/2018		01/26/2018	490.25
Account 516.120 - Contract Salaries Totals Invoice Transactions 5										
<b>\$3,047.88</b>										
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 12/17	775-782-7134-050279-5	Paid by Check # 672093		12/16/2017	12/29/2017	12/29/2017		12/29/2017	107.82
29103 - Frontier	782-3856 12/17	775-782-3856-080802-5	Paid by Check # 672093		12/16/2017	12/29/2017	12/29/2017		12/29/2017	54.46
13097 - Verizon Wireless	9799093200	842011146-00001	Paid by Check # 672970		01/01/2018	01/19/2018	01/19/2018		01/19/2018	326.18
Account 520.055 - Telephone Expense Totals Invoice Transactions 3										
<b>\$488.46</b>										
Account 520.060 - Postage/Po Box Rent										
32667 - Cutting Image LLC	24917	GVILLE	Paid by Check # 672275		12/17/2017	01/05/2018	01/05/2018		01/05/2018	279.34
25294 - FP Mailing Solutions	RI103478405	600003046	Paid by Check # 672293		12/16/2017	01/05/2018	01/05/2018		01/05/2018	45.00
Account 520.060 - Postage/Po Box Rent Totals Invoice Transactions 2										
<b>\$324.34</b>										
Account 520.072 - Advertising										
32667 - Cutting Image LLC	24916	GVILLE	Paid by Check # 672275		12/17/2017	01/05/2018	01/05/2018		01/05/2018	476.20
Account 520.072 - Advertising Totals Invoice Transactions 1										
<b>\$476.20</b>										



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardinerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
138 - Guided Truck & Equipment	G11382	GVILLE	Paid by Check # 672301		12/07/2017	01/05/2018	01/05/2018		01/05/2018	1,745.80
138 - Guided Truck & Equipment	G11388	GVILLE	Paid by Check # 672301		12/13/2017	01/05/2018	01/05/2018		01/05/2018	1,422.18
138 - Guided Truck & Equipment	G11392	GVILLE	Paid by Check # 672301		12/14/2017	01/05/2018	01/05/2018		01/05/2018	419.29
138 - Guided Truck & Equipment	G11405	GVILLE	Paid by Check # 672301		12/27/2017	01/05/2018	01/05/2018		01/05/2018	744.16
8491 - CMC Tire Inc	50004486	5512	Paid by Check # 672464		12/18/2017	01/12/2018	01/12/2018		01/12/2018	1,747.00
12198 - O'Reilly Automotive Inc	3530-159640	1075650	Paid by Check # 672560		11/29/2017	01/12/2018	01/12/2018		01/12/2018	12.37
12198 - O'Reilly Automotive Inc	3530-159746	1075650	Paid by Check # 672560		11/30/2017	01/12/2018	01/12/2018		01/12/2018	11.98
12198 - O'Reilly Automotive Inc	3530-159785	1075650	Paid by Check # 672560		11/30/2017	01/12/2018	01/12/2018		01/12/2018	12.99
12198 - O'Reilly Automotive Inc	3530-160009	1075650	Paid by Check # 672560		12/01/2017	01/12/2018	01/12/2018		01/12/2018	2.99
12198 - O'Reilly Automotive Inc	3530-160444	1075650	Paid by Check # 672560		12/04/2017	01/12/2018	01/12/2018		01/12/2018	36.99
12198 - O'Reilly Automotive Inc	3530-160530	1075650	Paid by Check # 672560		12/04/2017	01/12/2018	01/12/2018		01/12/2018	375.92
12198 - O'Reilly Automotive Inc	3530-160811	1075650	Paid by Check # 672560		12/06/2017	01/12/2018	01/12/2018		01/12/2018	27.99
12198 - O'Reilly Automotive Inc	3530-160839	1075650	Paid by Check # 672560		12/06/2017	01/12/2018	01/12/2018		01/12/2018	5.99
12198 - O'Reilly Automotive Inc	3530-160879	1075650	Paid by Check # 672560		12/06/2017	01/12/2018	01/12/2018		01/12/2018	34.99
12198 - O'Reilly Automotive Inc	3530-161071	1075650	Paid by Check # 672560		12/07/2017	01/12/2018	01/12/2018		01/12/2018	26.98
12198 - O'Reilly Automotive Inc	3530-161953	1075650	Paid by Check # 672560		12/12/2017	01/12/2018	01/12/2018		01/12/2018	28.22
12198 - O'Reilly Automotive Inc	3530-161958	1075650	Paid by Check # 672560		12/12/2017	01/12/2018	01/12/2018		01/12/2018	12.58
12198 - O'Reilly Automotive Inc	3530-162237	1075650	Paid by Check # 672560		12/14/2017	01/12/2018	01/12/2018		01/12/2018	1.76
12198 - O'Reilly Automotive Inc	3530-162902	1075650	Paid by Check # 672560		12/18/2017	01/12/2018	01/12/2018		01/12/2018	6.98
12198 - O'Reilly Automotive Inc	3530-163115	1075650	Paid by Check # 672560		12/19/2017	01/12/2018	01/12/2018		01/12/2018	99.34
12198 - O'Reilly Automotive Inc	3530-163124	1075650	Paid by Check # 672560		12/19/2017	01/12/2018	01/12/2018		01/12/2018	537.71
12198 - O'Reilly Automotive Inc	3530-163256	1075650	Paid by Check # 672560		12/20/2017	01/12/2018	01/12/2018		01/12/2018	8.99



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 520.084 - Replacement & Repair										
12198 - O'Reilly Automotive Inc	3530-163329	1075650	Paid by Check # 672560		12/20/2017	01/12/2018	01/12/2018		01/12/2018	100.66
12198 - O'Reilly Automotive Inc	3530-163352	1075650	Paid by Check # 672560		12/20/2017	01/12/2018	01/12/2018		01/12/2018	29.90
12198 - O'Reilly Automotive Inc	3530-164211	1075650	Paid by Check # 672560		12/27/2017	01/12/2018	01/12/2018		01/12/2018	13.29
12198 - O'Reilly Automotive Inc	3530-164212	1075650	Paid by Check # 672560		12/27/2017	01/12/2018	01/12/2018		01/12/2018	(13.29)
12198 - O'Reilly Automotive Inc	3530-164359	1075650	Paid by Check # 672560		12/27/2017	01/12/2018	01/12/2018		01/12/2018	23.98
2510 - Parts House (The)	777597	4170	Paid by Check # 672567		12/13/2017	01/12/2018	01/12/2018		01/12/2018	38.18
2510 - Parts House (The)	777972	4170	Paid by Check # 672567		12/15/2017	01/12/2018	01/12/2018		01/12/2018	67.61
2510 - Parts House (The)	778004	4170	Paid by Check # 672567		12/15/2017	01/12/2018	01/12/2018		01/12/2018	6.88
2510 - Parts House (The)	779095	4170	Paid by Check # 672567		12/22/2017	01/12/2018	01/12/2018		01/12/2018	92.77
3890 - Arata Equipment Co.	1-92181	1015	Paid by Check # 672732		12/12/2017	01/19/2018	01/19/2018		01/19/2018	110.44
3890 - Arata Equipment Co.	1-92301	1015	Paid by Check # 672732		12/22/2017	01/19/2018	01/19/2018		01/19/2018	680.96
3890 - Arata Equipment Co.	1-92350	1015	Paid by Check # 672732		12/28/2017	01/19/2018	01/19/2018		01/19/2018	371.38
12997 - Do Co Procurement Program	12-17 TUTHILL	TOWN OF GARDNERVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	40.00
1957 - Lawson Products Inc	9305491743	10228446	Paid by Check # 672848		01/03/2018	01/19/2018	01/19/2018		01/19/2018	69.61
2121 - Meeks Lumber	1069422	06G1570	Paid by Check # 672866		12/20/2017	01/19/2018	01/19/2018		01/19/2018	8.06
11985 - Ace Hardware	120697	1236	Open		11/08/2017	01/26/2018	01/26/2018		01/26/2018	11.98
11985 - Ace Hardware	120716	1236	Open		11/09/2017	01/26/2018	01/26/2018		01/26/2018	1.92
11985 - Ace Hardware	120726	1236	Open		11/09/2017	01/26/2018	01/26/2018		01/26/2018	2.52
11985 - Ace Hardware	120891	1236	Open		11/17/2017	01/26/2018	01/26/2018		01/26/2018	1.16
11985 - Ace Hardware	120906	1236	Open		11/17/2017	01/26/2018	01/26/2018		01/26/2018	11.98
11985 - Ace Hardware	121000	1236	Open		11/22/2017	01/26/2018	01/26/2018		01/26/2018	6.99
11985 - Ace Hardware	121005	1236	Open		11/22/2017	01/26/2018	01/26/2018		01/26/2018	6.49
11985 - Ace Hardware	121186	1236	Open		12/01/2017	01/26/2018	01/26/2018		01/26/2018	33.99
11985 - Ace Hardware	121287	1236	Open		12/05/2017	01/26/2018	01/26/2018		01/26/2018	6.55
11985 - Ace Hardware	121474	1236	Open		12/13/2017	01/26/2018	01/26/2018		01/26/2018	1.06
11985 - Ace Hardware	121586	1236	Open		12/18/2017	01/26/2018	01/26/2018		01/26/2018	11.94
11985 - Ace Hardware	121673	1236	Open		12/20/2017	01/26/2018	01/26/2018		01/26/2018	4.19



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
Account 520.084 - Replacement & Repair										
11985 - Ace Hardware	121686	1236	Open		12/21/2017	01/26/2018	01/26/2018		01/26/2018	9.79
11985 - Ace Hardware	121838	1236	Open		12/29/2017	01/26/2018	01/26/2018		01/26/2018	39.97
7100 - Amrep Inc	307914	GAR050	Open		12/04/2017	01/26/2018	01/26/2018		01/26/2018	1,768.45
7100 - Amrep Inc	308494	GAR050	Open		12/13/2017	01/26/2018	01/26/2018		01/26/2018	783.69
7100 - Amrep Inc	308711	GAR050	Open		12/15/2017	01/26/2018	01/26/2018		01/26/2018	994.55
18821 - Fastenal Industrial	NVMIN68026	NVMIN0011	Open		12/26/2017	01/26/2018	01/26/2018		01/26/2018	20.84
				Account 520.084 - Replacement & Repair Totals				Invoice Transactions 55		\$12,681.69
2924 - NV Energy	2856009	12-17 2856009	Paid by Check # 672339		12/22/2017	01/05/2018	01/05/2018		01/05/2018	265.63
				Account 520.089 - Power Totals				Invoice Transactions 1		\$265.63
Account 520.090 - Water										
1429 - Gardnerville Water Company	640.01 11- 12/17	640.01	Paid by Check # 672504		01/02/2018	01/12/2018	01/12/2018		01/12/2018	24.39
1429 - Gardnerville Water Company	690.01 11- 12/17	690.01	Paid by Check # 672504		01/02/2018	01/12/2018	01/12/2018		01/12/2018	58.03
1429 - Gardnerville Water Company	2074	2	Paid by Check # 672504		12/31/2017	01/12/2018	01/12/2018		01/12/2018	2.16
				Account 520.090 - Water Totals				Invoice Transactions 3		\$84.58
Account 520.092 - Heating										
3021 - Southwest Gas (SWG)	0015779022	2410015779022	Paid by Check # 672176		12/14/2017	12/29/2017	12/29/2017		12/29/2017	104.39
3021 - Southwest Gas (SWG)	1072224004 12 -17	2411072224004	Paid by Check # 672176		12/14/2017	12/29/2017	12/29/2017		12/29/2017	102.13
3021 - Southwest Gas (SWG)	1188600002 12 -17	2411188600002	Paid by Check # 672176		12/14/2017	12/29/2017	12/29/2017		12/29/2017	262.76
				Account 520.092 - Heating Totals				Invoice Transactions 3		\$469.28
Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	18-101285	0296	Paid by Check # 672874		01/01/2018	01/19/2018	01/19/2018		01/19/2018	66.24
2030 - Minden-Gardnerville Sanitation	18-010574	0594	Paid by Check # 672874		01/01/2018	01/19/2018	01/19/2018		01/19/2018	20.70
				Account 520.093 - Utilities-Sewer Totals				Invoice Transactions 2		\$86.94
Account 520.097 - Maint B&G										
12997 - Do Co Procurement Program	12-17 LACOST	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	104.84
15836 - Summit Plumbing LLC	64122	TOWN OF GARDNERVILLE	Open		01/04/2018	01/26/2018	01/26/2018		01/26/2018	379.72
				Account 520.097 - Maint B&G Totals				Invoice Transactions 2		\$484.56



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 611 - Gardnerville Health & San											
Department 925 - Health & Sanitation											
Account 520.098 - Janitorial Services											
27347 - A+ Janitorial Service	TOG1117	GVILLE	Paid by Check # 672242		12/27/2017	01/05/2018	01/05/2018		01/05/2018	100.00	
27347 - A+ Janitorial Service	TOG1217	GVILLE	Paid by Check # 672421		01/03/2018	01/12/2018	01/12/2018		01/12/2018	150.00	
Account 520.098 - Janitorial Services Totals											
										Invoice Transactions 2	\$250.00
Account 520.107 - Maint Equip											
7198 - Consolidated Fabricators Corp	189385	TOWN01	Paid by Check # 672274		12/15/2017	01/05/2018	01/05/2018		01/05/2018	8,157.00	
6321 - Safety-Kleen Inc	75565702	TO23913	Open		01/04/2018	01/26/2018	01/26/2018		01/26/2018	94.87	
Account 520.136 - Rents & Leases Equipment											
4753 - Ricoh USA Inc	99862798	1481234-3433221	Paid by Check # 672363		12/03/2017	01/05/2018	01/05/2018		01/05/2018	165.41	
4753 - Ricoh USA Inc	5051814841	16769392	Paid by Check # 672916		01/01/2018	01/19/2018	01/19/2018		01/19/2018	64.62	
Account 520.136 - Rents & Leases Equipment Totals											
										Invoice Transactions 2	\$230.03
Account 520.155 - Licensing											
16322 - Plut Michael R	PLUT/REIMBUR	REIMBURSEMENT/TOW	Paid by Check		12/20/2017	01/05/2018	01/05/2018		01/05/2018	58.25	
			# 672350								
Account 520.155 - Licensing Totals											
										Invoice Transactions 1	\$58.25
Account 520.187 - Internet Expense											
32036 - Spectrum Business	0012509 1/18	8354110060012509	Paid by Check # 672940		01/02/2018	01/19/2018	01/19/2018		01/19/2018	64.99	
32036 - Spectrum Business	0598044 1/18	8354110060598044	Paid by Check # 672941		01/02/2018	01/19/2018	01/19/2018		01/19/2018	44.99	
Account 520.187 - Internet Expense Totals											
										Invoice Transactions 2	\$109.98
Account 520.197 - Landfill Expense											
15853 - Carson City Landfill	228079 12/17	228079	Paid by Check # 672746		01/02/2018	01/19/2018	01/19/2018		01/19/2018	14,852.66	
1132 - Douglas Disposal Inc	40990612 12/17	40990612	Paid by Check # 672787		01/01/2018	01/19/2018	01/19/2018		01/19/2018	7,307.31	
Account 520.197 - Landfill Expense Totals											
										Invoice Transactions 2	\$22,159.97
Account 520.198 - Recycling Expense											
13443 - Bently Ranch	153725	GVILLE	Open		12/08/2017	01/26/2018	01/26/2018		01/26/2018	88.40	
13443 - Bently Ranch	153806	GVILLE	Open		12/15/2017	01/26/2018	01/26/2018		01/26/2018	51.60	
13443 - Bently Ranch	153883	GVILLE	Open		12/22/2017	01/26/2018	01/26/2018		01/26/2018	44.60	
Account 520.198 - Recycling Expense Totals											
										Invoice Transactions 3	\$184.60
Account 521.135 - Legal-Collection Cost											
2549 - Dallaire Tom-Petty Cash	1-18 GVILLE	PETTY CASH	Paid by Check # 672473		01/03/2018	01/12/2018	01/12/2018		01/12/2018	35.00	
Account 521.135 - Legal-Collection Cost Totals											
										Invoice Transactions 1	\$35.00



# Accounts Payable by G/L Distribution Report

G/L Date Range 12/29/17 - 01/29/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1532406	8308	Paid by Check # 672291		12/15/2017	01/05/2018	01/05/2018		01/05/2018	1,035.44
12198 - O'Reilly Automotive Inc	3530-163110	1075650	Paid by Check # 672560		12/19/2017	01/12/2018	01/12/2018		01/12/2018	929.00
3814 - Flyers Energy LLC	CFS1541732	8308	Paid by Check # 672798		12/31/2017	01/19/2018	01/19/2018		01/19/2018	1,145.37
Account 532.003 - Gas & Oil Totals Invoice Transactions 3										
5785 - Alisco Inc	LEN1316992	000330	Paid by Check # 672246		12/05/2017	01/05/2018	01/05/2018		01/05/2018	4.39
5785 - Alisco Inc	LEN1319057	000330	Paid by Check # 672246		12/12/2017	01/05/2018	01/05/2018		01/05/2018	4.39
5785 - Alisco Inc	LEN1321131	000330	Paid by Check # 672246		12/19/2017	01/05/2018	01/05/2018		01/05/2018	4.39
5785 - Alisco Inc	LEN1323227	000330	Paid by Check # 672246		12/26/2017	01/05/2018	01/05/2018		01/05/2018	4.39
13485 - Ahern Rentals Inc	18404995-1	205304	Paid by Check # 672427		12/05/2017	01/12/2018	01/12/2018		01/12/2018	56.92
Account 532.028 - Uniforms Totals Invoice Transactions 5										
12997 - Do Co Procurement Program	12-17 DALLAIRE	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	123.50
Account 532.056 - Subscriptions Totals Invoice Transactions 1										
32667 - Cutting Image LLC	Account 533.800 - Office Supplies 24736	GVILLE	Paid by Check # 672275		11/19/2017	01/05/2018	01/05/2018		01/05/2018	26.13
32667 - Cutting Image LLC	24963	GVILLE	Paid by Check # 672275		12/27/2017	01/05/2018	01/05/2018		01/05/2018	525.02
9064 - R & S Optimum Offset	17-11060	TOWN OF GARDNERVILLE	Paid by Check # 672354		12/20/2017	01/05/2018	01/05/2018		01/05/2018	277.50
12997 - Do Co Procurement Program	12-17 LOUTHAN	GVILLE	Paid by Check # 672783		12/27/2017	01/19/2018	01/19/2018		01/19/2018	16.81
8479 - Tahoe Supply Co	680923	TOWN OF GARDNERVILLE	Open		01/11/2018	01/26/2018	01/26/2018		01/26/2018	102.65
Account 533.800 - Office Supplies Totals Invoice Transactions 5										
16648 - E Squared C Inc	44253	GVILLE	Paid by Check # 672788		01/01/2018	01/19/2018	01/19/2018		01/19/2018	37.50
Account 533.806 - Software Totals Invoice Transactions 1										
Department 925 - Health & Sanitation Totals Invoice Transactions 112										
Fund 611 - Gardnerville Health & San Totals Invoice Transactions 112										
Grand Totals \$197,897.07										

\* = Prior Fiscal Year Activity

**Gardnerville Town Board**

**AGENDA ACTION SHEET**



1. **For Possible Action:** Discussion to accept legal counsel's summary of claims for tortious conduct as required annually per NRS 41.0385, with public comment prior to Board action.
2. **Recommended Motion:** Accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385.

**Funds Available:**  Yes  N/A

3. **Department:** Administration

**Prepared by:** Tom Dallaire

4. **Meeting Date:** February 6, 2018 **Time Requested:** N/A

5. **Agenda:**  Consent  Administrative

**Background Information:** See attached

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

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

## ***MEMORANDUM***

**To:** Tom Dallaire, Town Manager  
Town of Gardnerville

**From:** Jennifer Yturbide, Esq.

**Subject:** Summary of All Claims - 2017

**Date:** 30 January 2018

NRS 41.0385 requires that an attorney who acts on behalf of each local government as its general counsel shall compile and file with the Clerk of the governing body a summary of all claims made against that governing body for tortious conduct. The statute further requires that the summary is a public record and must be open to inspection.

The NRS requires that the summary of claims report made by counsel to the governing body must be filed with the governing body on or before 1 February of each year. The time covered by each report is the preceding calendar year.

Fortunately, this job is made much easier by the Town's enrollment with the Nevada Public Agency Insurance Pool ("Pool"). Every year the Pool submits a summary of claims, a copy of which is attached for the Board's review.

Please include a copy of this memorandum, and the Pool's accompanying summary, in the Board's packet for the next agenda for review, comment by the public, if any, and a motion, duly made and seconded, to accept the annual Summary of Claims report for the year 2017 as submitted by this office and the Pool.

As the Board will ascertain from the enclosure, the 2017 summary is positive. There was one claim made by a temporary worker for damage/injury that occurred on September 26, 2017. The claim was paid in the total sum of \$1,356.88 and is closed. There are no other open or unpaid claims.

**SUMMARY OF CLAIMS**  
**FOR 2017**  
**TOWN OF GARDNERVILLE**

No admission is made for any liability for such claim or any amount requested for any claim. This report is prepared pursuant to statutory requirements.

**TOTAL OF ALL CATEGORIES (I - III)**

TOTALS:	P#	<u>1</u>	P\$	<u>1,356.88</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

See attached for detailed breakdown per category of wrong alleged.

**STATUS CODES:**

- P =Paid
- O =Open or Pending
- J =Judgment entered but not Paid
- C =Closed with no payment

*Amounts shown include fees and costs (if any).*

**I. Law Enforcement Liability**

**A. Assault / Battery / Excessive Use of Force**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**B. False Arrest / False Imprisonment**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**C. Automobile Liability**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**D. Other**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**E. Total of Categories I. A-D:**

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**II. Negligent Injury (Other than auto or law enforcement)**

**A. Bodily Injury**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:            P# 0            P\$ 0  
                         O# 0            O\$ 0  
                         J# 0            J\$ 0  
                         C# 0

**B. Property Damage**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:            P# 0            P\$ 0  
                         O# 0            O\$ 0  
                         J# 0            J\$ 0  
                         C# 0

**C. Libel, Slander, Defamation**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:            P# 0            P\$ 0  
                         O# 0            O\$ 0  
                         J# 0            J\$ 0  
                         C# 0

**D. Wrongful Death**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:            P# 0            P\$ 0  
                         O# 0            O\$ 0  
                         J# 0            J\$ 0  
                         C# 0

**E. Totals of Categories II. A-D:**

TOTALS:            P# 0            P\$ 0  
                         O# 0            O\$ 0  
                         J# 0            J\$ 0  
                         C# 0

**III. Negligent Injury - Auto (Excluding Law Enforcement)**

**A. Bodily Injury**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**B. Property Damage**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
MILES, JOHNATHAN GLEN	P	1,356.88		1,356.88

TOTALS:	P#	<u>1</u>	P\$	<u>1,356.88</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**C. Wrongful Death**

<u>Claimant Name</u>	<u>Status</u>	<u>Amount Claimed</u>	<u>Judgment Amount</u>	<u>Amount Paid</u>
----------------------	---------------	-----------------------	------------------------	--------------------

TOTALS:	P#	<u>0</u>	P\$	<u>0</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

**D. Total of Categories III. A-C:**

TOTALS:	P#	<u>1</u>	P\$	<u>1,356.88</u>
	O#	<u>0</u>	O\$	<u>0</u>
	J#	<u>0</u>	J\$	<u>0</u>
	C#	<u>0</u>		

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Recognize Jody Martin for his 10 years of service to the Town of Gardnerville

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

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 6, 2018 **Time Requested:** N/A

6. **Agenda:**  Consent  Administrative

**Background Information:** Recognize Jody Martin for his 10 years of service to the Town of Gardnerville – See attached certificate.

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

8. **Board Action:**

Approved  Approved with Modifications

Denied  Continued

# *Certificate of Appreciation*

This certificate is presented

*Jody Martin*

In appreciation of your 10 continuous years  
of dedicated service to the Town of Gardnerville

**February 14, 2018**

Cassandra Jones, Chairwoman

Linda Slater, Vice-Chairwoman

Lloyd Higuera, Board Member

Ken Miller, Board Member

Mary Wenner, Board Member

Tom Dallaire, Town Manager

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



1. **For Possible Action:** Discussion to approve Resolution 2018R-005 augmenting the Town of Gardnerville FY 17/18 budget; with public comment prior to board action
2. **Recommended Motion:** Approve Resolution 2018R-005 augmenting the Town of Gardnerville FY 17/18 budget.

**Funds Available:**  Yes       N/A

3. **Department:** Administration

4. **Prepared by:** Carol Louthan

5. **Meeting Date:** February 6, 2018      **Time Requested:** 5 minutes

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

RESOLUTION NO. 2018R-005

RESOLUTION AUGMENTING THE TOWN OF GARDNERVILLE  
2017-2018 FISCAL YEAR BUDGET

WHEREAS, there is a need to revise the 2017-2018 Budget as follows:

GENERAL FUND

Revenue

Opening Fund Balance	\$400,532
Donations	<u>1,450</u>
	\$401,982

Expenditures

Major Repair & Maintenance	\$ 69,000
Special Projects	1,450
Improvements	6,300
Professional Services	38,000
Engineering	11,850
Storm Drain	70,000
Capital Projects	165,382
Crack Seal	<u>40,000</u>
	\$401,982

HEALTH & SANITATION

Revenue

Capital Reserves Beginning	<u>\$296,432</u>
----------------------------	------------------

Expenditures

Capital Projects	\$167,000
Motor Vehicles	<u>129,432</u>
	\$296,432

GARDNERVILLE AD VALOREM

Revenue

Opening Fund Balance	<u>\$ 30,957</u>
----------------------	------------------

Expenditures

Machinery & Equipment	<u>\$ 30,957</u>
-----------------------	------------------

MAIN STREET GARDNERVILLE

Revenue

Opening Fund Balance	<u>\$ 481</u>
----------------------	---------------

Expenses

Misc expenses	<u>\$ 481</u>
---------------	---------------

ADOPTED THIS 6<sup>th</sup> day of February 2018.

AYES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYE

\_\_\_\_\_  
\_\_\_\_\_

GARDNERVILLE TOWN BOARD  
DOUGLAS COUNTY, NEVADA

By: \_\_\_\_\_  
Cassandra Jones, Chairman

ATTEST: \_\_\_\_\_  
Tom Dallaire, Clerk to the Board

NOW THEREFORE BE IT RESOLVED that the 2017-2018 Fiscal Year Budget Augmentation is herein approved.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

AYES

COMMISSIONERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Chairman  
Douglas County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Clerk to the Board

**Douglas County Comptroller's Office**

**Budget Augmentation**

Date of Request: 1/16/2018  
 For Fiscal Year: 17/18

Requested By: Tom Dallaire  
 Fund/Department: 610

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Opening Fund Balance	610	000	301	000	400,532			
2 Donations-Special Events	610	000	337	100	1,450			
3 Major Maint/Repair	610	926	532	118			69,000	
4 Special Projects	610	923	533	817			1,450	
5 Improvements	610	923	563	300			6,300	
6 Professional Services	610	926	521	100			38,000	
7 Engineering	610	026	521	200			11,850	
8 Capital Projects	610	926	562	000			165,382	
9 Storm Drain	610	926	532	019			70,000	
10 Crack Seal	610	926	532	116			40,000	
11								
12								
13								
14								
<b>Totals</b>					401,982	-	401,982	-
<b>Net Change</b>					401,982		401,982	

**Purpose:** 3 - Microsurface and ADA - Northampton, Wilson, Easton, Industrial  
4- Donations from fireworks/movies 5- Hellwinkel property fence between town property and Village Motel  
6- Race Studios - Plan for Prosperity  
7- Funds for Farr West - GIS data - storm drain system/Survey Meadow Lane  
8- Street reconstruct - Southgate & Industrial entrances 9-Douglas/Cemetery drainage project  
10 - Crack seal installation & material

**Department Head or Comptroller Signature:** \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

6-5

**Douglas County Comptroller's Office**

**Budget Augmentation**

Date of Request: 1/16/2018  
 For Fiscal Year: 17/18

Requested By: Tom Dallaire  
 Fund/Department: 611-925

Account Name	Fund	Dept	Account	DR	CR	CR	DR
				Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Capital Reserves Beg	611	000	301 250	296,432			
2 Capital Projects	611	925	562 000			167,000	
3 Motor vehicles	611	925	564 700			129,432	
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
<b>Totals</b>				296,432	-	296,432	-
<b>Net Change</b>				296,432		296,432	

**Purpose:** To adjust Budgeted opening capital reserves to equal prior year actual ending capital reserves

17/18 Opening Capital Reserves -	\$484,987	2 - Maintenance yard improvements
16/17 Actual ending capital reserves -	\$898,768	3 - Trash vehicle
October PO Rollovers	<u>\$117,349</u>	
Adjustment 16/17 OFB	\$296,432	

Department Head or Comptroller Signature: \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Journal # \_\_\_\_\_

6-6

**Douglas County Comptroller's Office**

**Budget Augmentation**

Date of Request: 1/31/2018  
 For Fiscal Year: 17/18

Requested By: Tom Dallaire  
 Fund/Department: 614

Account Name	Fund	Dept	Account		DR	CR	CR	DR
					Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Opening Fund Reserves	614	000	301	250	30,957			
2 Machinery & Equipment	614	730	564	500			30,957	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
<b>Totals</b>					30,957	-	30,957	-
<b>Net Change</b>					30,957		30,957	

**Purpose:** To adjust Budgeted opening capital reserves to equal prior year actual ending capital reserves

17/18 Opening Fund Reserves	\$73,144
16/17 actual ending	<u>\$104,101</u>
Adjustment to FY 16/17 OFB	\$30,957
2 Tractor	

Department Head or Comptroller Signature: \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Journal # \_\_\_\_\_

6-7

**Douglas County Comptroller's Office**

**Budget Augmentation/Transfer Form**

Date of Request: 1/31/2018  
 For Fiscal Year: 17/18

Requested By: Tom Dallaire  
 Fund/Department: 811

Account Name	Fund	Dept	Account	DR	CR	CR	DR
				Revenue Increase	Revenue Decrease	Expend Increase	Expend Decrease
1 Opening Fund Bal	811	000	301 000	481			
2 Misc	811	960	550 001			481	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
<b>Totals</b>				481	-	481	-
<b>Net Change</b>				481		481	

**Purpose:** To adjust Budgeted opening capital reserves to equal prior year actual ending capital reserves

16/17 actual ending	\$481
Adjustment to FY 16/17 EFB	\$0

Department Head or Comptroller Signature: \_\_\_\_\_

*Comptroller's Office Use Only*

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Journal # \_\_\_\_\_

6-8

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** For Possible Action: Discussion to approve and approve with modifications or deny the bylaws and procedures for the function of the Citizen Advisory Committee during the Plan for Prosperity Update; with public comment prior to board action.
2. **Recommended Motion:** Approve the bylaws and procedures for the function of the Citizen's Advisory Committee during the Plan for Prosperity update. (make modifications and suggestions)  
Funds Available:  Yes       N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** February 6, 2018      **Time Requested:** 5 minutes
6. **Agenda:**  Consent       Administrative

**Background Information:** In the initial Citizens Advisory Committee (CAC) meeting the town attorneys prepared a training on the Open Meeting Law and the committee wanted to meet monthly. Town staff wanted to make sure we provided them with the tools on successfully conducting a meeting and how items will be placed on the agenda. The next CAC meeting is scheduled for Thursday 15<sup>th</sup> at the CVIC hall at 9:00 am to discuss this item and other items the chairperson and town staff will discuss on Feb 5<sup>th</sup> (8:30 am) to be added to the committee agenda at the agenda setting meeting.

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

## Town of Minden & Town of Gardnerville

### Citizens Advisory Committee By-Laws and Procedures

#### 1. Mission

The update to the Plans for Prosperity for the Towns of Gardnerville and Minden will address several driving policy issues including transportation, land use, economic development, urban services, housing, regional drainage concepts and community character. Because the final draft of these plans cannot be successfully implemented without the participation and valued input of those who will be most impacted, the Towns appointed residents/business owners from each town, to join representatives of the Carson Valley Visitors Authority, the Chamber of Commerce, the Douglas County Business Council and the Carson Valley Arts Council as members of a Citizens Advisory Committee dedicated to assisting with the update. The Citizen's Advisory Committee serves at the pleasure of and in an advisory capacity to the Town Boards. During the process the committee members will discuss and identify critical issues facing the Towns, and serve as a sounding Board to vet ideas and concerns.

#### 2. Membership

There are \_\_\_\_\_ Committee members appointed to the Citizens Advisory Committee.

#### 3. Officers

The committee shall select a chairperson at its first meeting who will preside at meetings. The committee shall then choose a vice-chairperson who shall preside in the absence of the chairperson.

#### 4. Meetings

##### a. Public Process

The meetings of the Citizens Advisory Committee shall be conducted in accordance with the State of Nevada's Open Meeting Law (NRS 241).

##### b. Agenda

Matters to be heard, within the scope of the committee's authority, shall be submitted on or before the time of agenda setting, allowing for review by the Town Managers and the chairperson and proper noticing in conformance with the Open Meeting Law.

The chairperson will work with the Town Managers to review agendas for the appropriate timing and placement of items. The chairperson does not have the authority to remove items placed on the agenda or to prevent placement of items on the agenda. The Town Managers, at the direction of the Town Boards, have final

approval authority of the draft agenda and items contained therein for consideration.

c. Minutes

All meetings shall be recorded on an electronic media that can be copied and written minutes of all meetings shall be maintained in accordance with the Open Meeting Law and Public Records Law.

Because the committee will meet only as necessary, draft minutes will be approved at the end of each meeting.

d. Quorum

Quorum Required. A quorum of at least fifty-one percent (51%) of all appointed members is required to have a meeting or to transact any business.

When No Quorum Is Possible. If the chairperson or the Town Managers are aware that a quorum will not be present any time during the scheduled public meeting, then the meeting shall be cancelled.

If There Will Be A Late Quorum. If it is reasonably believed that one or more members will arrive late to complete the quorum, the meeting may begin at its scheduled time, but the chairperson may call for only non-action informational agenda items and public comment to be heard by the committee until a quorum is present. At any time after call to order, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing both opening and closing public comment periods if the quorum does not timely appear.

If There Is a Loss of Quorum. If for any reason during a public meeting that has been convened the committee loses its quorum, the chairperson may call for only non-action informational agenda items and public comment until a quorum is present. At any time after losing a quorum, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely reappear.

e. Meeting Location and Time

The Town Managers, in consultation with the Chairperson, shall designate meeting locations and times for the committee, taking into consideration a time and location designed to facilitate public attendance and participation and the convenience to the membership of the committee.

f. Legal Counsel

The attorneys for each Town will serve as legal counsel for the committee.

5. Reports to the Town Boards

The actions of the committee will be reported to the Town Boards by each respective Town Manager. In so doing, the positions of staff, the committee, and the position of the members not voting in the majority, if so requested, will be presented.

6. Staff Liasion

The Town Managers will be the staff liaisons to the committee.

7. Term

The committee will have completed its charge and be discharged on the presentation of the final report to the Town Boards by the Town Managers.

DRAFT

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to provide direction to staff on the two NDOT projects; Kingslane, 395 sidewalk, culvert, and the ADA enhancements at the four crosswalk locations of Mill Street, High School Street, Mission Street and Kingslane; with public comment prior to board action.

2. **Recommended Motion:** Direction based on board discussion.

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 6, 2018 **Time Requested:** 15 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** I met with Dean Morton, NDOT representative for both NDOT projects (Kingslane sidewalk and 4 crosswalks). He has moved to a different department and no longer is our NDOT representative. He mentioned that NDOT is planning a reconstruct of 395 from 1st Street in Minden to Waterloo Lane, in fiscal year 2020. I have reached out to the project engineer and he is trying to set up a meeting with his team.

The original project that was granted is \$83,800 (\$13,800 from the town and \$70,000 NDOT). That was to be the curb, gutter, sidewalk and PCC channel along the slough to the existing culverts. It was determined in the meeting with NDOT we needed to add the box culvert under Kingslane, then add street lights and a new NV Energy meter for the street lights at this location and what was needed for the Kingslane crosswalk enhancements. Town staff, with the consultant, decided to add the improvement from the irrigation ditch vault to the new wall to improve the safety and function of the diversion box to better manage the flows during a flood event. A box culvert outlet pipe and concrete ramps were added in the channel for maintenance down the road after a flood event.

The cost for the project, based on Lumos Engineers estimate, is \$374,000; \$290K over the project budget amount. The project needs to go out to bid and be constructed this fall and the contract as amended will expire December 31, 2018.

*See next sheet for additional information.*

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

8. **Board Action:**

Approved  Approved with Modifications

Denied  Continued

**Background Information continued:**

The week of the 15<sup>th</sup>, Dean called and told me that NDOT could not add money to the Kingslane project and they would fund their contracted amount \$70,000.

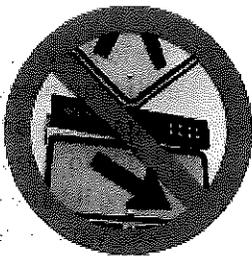
The plans are complete, Lumos is waiting for direction from me to proceed with those revisions if that is the desire of the board. There are currently 4 pages of revisions that are needed on the plan set to obtain the District II project permit.

NV energy has issued a refund of the money they were holding for the power meter install.

Army Corps of Engineers will need to be extended one more season at this point.

## AND

On the crosswalk project, Dean mentioned that the FHWA had recently made a ruling eliminating the ability to install new Rapid Flashing Beacons and they will no longer maintain existing systems, in any NDOT right of way. 395 is NDOT right of way. Most of the sign locations will be installed within their right-of-way. The permittee may be the responsible party for the maintenance of the system.



## FHWA Prohibits Installation of New RRFBs

On December 21, 2017, the FHWA terminated Interim Approval 11, which permitted the use of rectangular rapid flashing beacons (RRFBs). All highway agencies are prohibited from installing any new RRFBs.

To help enhance pedestrian safety at uncontrolled marked crosswalks, the FHWA now recommends alternatives such as pedestrian-activated flashing LED warning signs that command the attention of drivers and help improve compliance.

Staff would like direction from the board on how you want to proceed with the projects.

Here are some of the options:

Kingslane:

1. Reduce the Kingslane project down to something we can afford and plan for in the next budget year. I can see getting the power installed, and the culvert and island this year. We would come back the following year and install the wall and sidewalk, or visa-versa, then do the irrigation ditch improvements and vault safety improvements after those improvement are complete.
2. Save money to do the entire project at one time. We currently have \$63,000 from town funds for the project.
3. We just do the curb, gutter, sidewalk, concrete channel and wall to the existing culverts. Let NDOT deal with the culvert and their curb, gutter and sidewalk when they perform the 395 reconstruct from 1<sup>st</sup> street to Waterloo Lane in fiscal year 2020. I have reached out to the project engineer and he is trying to set up a meeting with his team.

### 395 Crosswalks:

This project agreement was approved in May 2015. The project was proposed to cost \$378,316, from TAP, State funds and \$17,316 in town funds. We did have a meeting last month with Lumos and the NDOT right-of-way team. They do not like the easement documents Lumos prepared at the direction of other NDOT staff. They felt there was too much right of way being obtained and used for construction easements. Each of the 4 sites vary in conditions. But the Mill Street and High School Street storm drain irrigation boxes to manholes and ramps need to be redone prior to the state coming through with the reconstruction project. With the news of the rapid flashing beacon issue, do we still want to replace the storm drain, manholes and ramps to assist the re-construct effort that is planned for 2020?

1. Continue with the crosswalks project and redo the legals based on information from the right-of-way department team.
2. We are working through a simple change in proposed signs to lighted flashing signs which is the preferred method now. There are a couple of options for this system and I think the double sided sign would be a great change.
3. NDOT representative is trying to get further direction on additional funding from NDOT for all the additions to the scope of the project over the past 7 years.

What does the board want to see happen with these two projects.?

Lumos is having to revise the plans again for the 3<sup>rd</sup> and 4<sup>th</sup> time in this process on both projects.

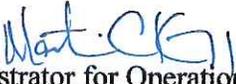


U.S. Department  
of Transportation  
**Federal Highway  
Administration**

# Memorandum

Subject: **INFORMATION:** MUTCD – Interim  
Approval for Optional Use of Rectangular  
Rapid Flashing Beacons  
(IA-11) —TERMINATION

Date: DEC 21 2017

From: Martin C. Knopp   
Associate Administrator for Operations

In Reply Refer To:  
HOP-1

To: Federal Lands Highway Division Directors  
Division Administrators

**Purpose:** Through this memorandum, the Federal Highway Administration (FHWA) officially rescinds the subject Interim Approval (IA) issued on July 16, 2008.

**Background:** Federal regulation, through the *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD),<sup>1</sup> prohibits the use of patented devices under an IA,<sup>2</sup> or official experimentation<sup>3</sup> with patented devices. The MUTCD is incorporated by reference at 23 CFR, Part 655, Subpart F, and is recognized as the national standard for all traffic control devices in accordance with 23 U.S.C. 109(d) and 402(a).<sup>4</sup>

**Action:** The MUTCD prohibits patented devices from experimentation, IA, or inclusion in the MUTCD.<sup>5</sup> The FHWA has learned of the existence of four issued U.S. patents, and at least one pending patent application, covering aspects of the Rectangular Rapid Flashing Beacons (RRFB) device originally approved under IA-11 of July 16, 2008.

For the aforementioned reasons, FHWA hereby rescinds IA-11 for all new installations of RRFB devices. Installed RRFBs may remain in service until the end of useful life of those devices and need not be removed.

Nothing in this memorandum should be interpreted as expressing an opinion as to the applicability, scope, or validity of any patent or pending patent application with regard to

<sup>1</sup> MUTCD 2009 Ed., Intro. ¶ 4 at I-1

<sup>2</sup> *Id.*; § 1A.10.

<sup>3</sup> *Id.*

<sup>4</sup> *See id.* at ¶ 02 at I-1.

<sup>5</sup> *Id.* at ¶ 04.

the installation or use of RRFBs, generally, or for those currently in use. The FHWA, the U.S. Department of Transportation, and the U.S. express no opinion on the merits, and take no position on the outcome, of any litigation relating to the RRFB.

cc:

Associate Administrators

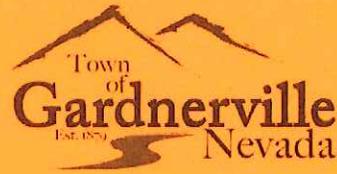
Chief Counsel

Chief Financial Officer

Directors of Field Services

Director of Technical Services

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



1. **For Possible Action:** Discussion on the Town Strategic Plan, Mission, Vision and provide direction to staff on projects or goals for the town to be completed during the 2018-2019 fiscal year.

2. **Recommended Motion:** Board to provide direction based on board discussion.

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 6, 2018 **Time Requested:** 45 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** Annual update of the town's strategic plan. It is essential that the town utilize the strategic plan as an annual planning tool. An annual review will allow for regular maintenance of the plan so that it reflects the actual progress and needs of the town. Do we want to hold an annual workshop where the town board and staff review the strategic plan in more detail and assess the need for any changes or additions and extend the five-year focus plan?

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

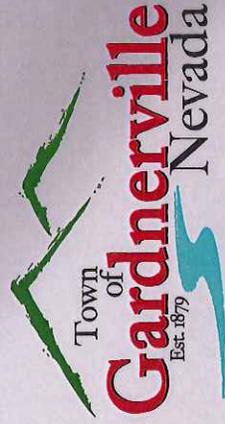
8. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued



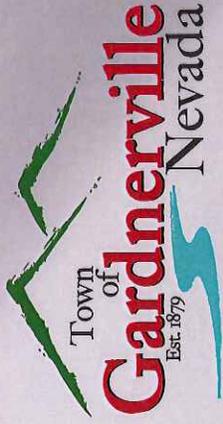
# Town's Mission Statement

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



# Town Vision

Gardnerville is a destination for all ages; an active, safe town, well connected with accessible trails for walking, running and cycling. The town is business friendly and encourages a diverse mix of businesses with ample parking. History and heritage are cherished and well preserved. Gardnerville offers blue skies, clean air and many activities to enjoy, inside and out, all year round.



# Town Core Values

1. We are proud of our historical, environmental, and cultural heritage, and will strive to project improved community awareness.
2. Our community is our number one priority. We will strive to meet the needs of all, while balancing our services to meet community wide needs.
3. The Town values honesty, integrity, and ethics. As community representatives, we strive to treat our staff, customers, and suppliers as we would want to be treated.
4. The Town values our employees, and strives to foster an atmosphere of teamwork and cooperation.
5. The Town operates as an "open" government which is accessible and fully accountable to our community.
6. The Town is always open to new ideas, and treats all ideas fairly.

Douglas County staff is looking for the following items to kick off the Budget process. Do you have any direction or input you would like to see on these items for the town.

## Town of Gardnerville - Strategic Goals and Objectives FY18/19

### Strategic Objectives

Strategic Objectives are the long-term, continuous strategic focus areas that move the organization closer to achieving the vision.


### Annual Goals

Annual Goals are the short-term goals that convert the strategic objectives into specific performance targets during the year.




# Economic Vitality

- Goal A** Support a "business friendly" environment that attracts new businesses and is responsive to the needs of the current business community.
- Goal B** Develop strategies for attracting and retaining business
- Goal C** Support Main Street Gardnerville in revitalization efforts of the downtown District
- Goal D** Work cooperatively with other agencies and governments in economic development.

Actions		Status	Comments
1.1	Work with Main Street and local businesses to revitalize and enhance the Downtown District through the beautification efforts of the Main Street Program.	Ongoing	<ul style="list-style-type: none"> <li>• Maintaining the downtown core.</li> <li>• Installed conduit for future Broadband access into downtown for more connection points for area distributors.</li> <li>• Monitor street light outages.</li> <li>• Maintain roads and storm drains.</li> <li>• Work Closely Main Street for the Downtown Core business.</li> </ul>
1.2	Continue to enhance and nurture relationships with other government agencies, Chamber of Commerce, NNDA, WNDD, the Douglas County Business Council, and other organizations.	Ongoing	<ul style="list-style-type: none"> <li>• Regular meetings with the Town managers and GID managers to discuss operations and training and other issues.</li> <li>• Working well with the county staff on issues and code revisions and plan reviews.</li> <li>• Town Staff Still participating in SET. Which seems to be losing traction.</li> <li>• Board member participates in Rural Roundup</li> </ul>
1.3	Work with other agencies to streamline the plan review process while maintaining the interests of community residents and businesses.	Ongoing	<ul style="list-style-type: none"> <li>• Working with County and Minden staff on projects and coordinating our efforts on plan review common to Minden and Gardnerville</li> <li>• Working with Minden on Plan for Prosperity updates</li> </ul>

96



# Economic Vitality

- Goal A** Support a “business friendly” environment that attracts new businesses and is responsive to the needs of the current business community.
- Goal B** Develop strategies for attracting and retaining business
- Goal C** Support Main Street Gardnerville in revitalization efforts of the downtown District
- Goal D** Work cooperatively with other agencies and governments in economic development.

	<b>Actions</b>	<b>Status</b>	<b>Comments</b>
1.4	Encourage and contribute in both financial and non-financial means assisting the program and activities of Main Street Gardnerville that are beneficial to the community.	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Town &amp; Main Street provides events to encourage residents and visitors to bring family and friends into town to attend events, Movies in the Park, Wine Walks, Slash Dogs, Christmas kickoff, our involvement with Parade of Lights.</li> </ul>
1.5	Coordinate and participate in creating a parking district section in county code to increase the building potential of the smaller parcel located within the town.	<b>No Progress</b>	<ul style="list-style-type: none"> <li>• in 2014 the parking District was making progress. The planning manager left the county and that progress came to a halt. This needs to continue be a project.</li> </ul>
1.6	Work with other agencies to make Muller Parkway a truck bypass. After bypass is complete work to create a center median on Main Street to beautify the downtown.	<b>in progress</b>	<ul style="list-style-type: none"> <li>•Gardnerville Station cleanup is complete</li> <li>• County did not fund options for a bypass. Their focus will be local and regional road maintenance.</li> <li>• Need to develop a vision of Muller Parkway during the Plan for prosperity update.</li> </ul>
1.7	Explore areas of possible expansion for town east and west (Douglas or Mission Street)	<b>no action</b>	<ul style="list-style-type: none"> <li>• Tried getting the county to change the area plans of the master plan. Proceeding with the process on the Plan for prosperity update to gather input on mixed use and other areas within the town. Multi Family, additional industrial area. Working on a breakdown of the Carson valley from Ranchos to Indian Hills.</li> </ul>
1.8	Work on Industrial Park infrastructure as well as Access other than 395, signage, parking and traffic patterns.	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>•Town is working on this years road project, Southgate reconstruct. Patching and Surface improvements in Service drive and Industrial Way Entrances funding permitting.</li> </ul>

9-7



# Economic Vitality

- Goal A Support a “business friendly” environment that attracts new businesses and is responsive to the needs of the current business community.
- Goal B Develop strategies for attracting and retaining business
- Goal C Support Main Street Gardnerville in revitalization efforts of the downtown District
- Goal D Work cooperatively with other agencies and governments in economic development.

Actions		Status	Comments
1.9	Improve pedestrian accessibility in the Downtown District and historical areas of town.	Ongoing	<ul style="list-style-type: none"> <li>• Town is working on Crosswalk Project - in Design Phase now</li> <li>• Historian Inn to Gilman Ave Storm Drain replacement and Sidewalk and curb upgrade.</li> <li>Ground all ADA trip Hazards</li> <li>Continue to work on specific Concrete repairs</li> </ul>
1.10	Work with other agencies to improve traffic control at the intersection of 756 and Waterloo.	Ongoing County Controlled	Its on NDOTs Radar and could happen in the coming years. Transportation plan - May have an opportunity for input on that update.

9, 8



# Strong Sense of Community

<b>Goal A</b>	Maintain Gardnerville's "small town" look and feel and develop a richer sense of ownership from the Town's residents and businesses as evidenced through increased pedestrian traffic, monthly events and continued focus on beautification projects.
<b>Goal B</b>	Support community activities and family oriented events.
<b>Goal C</b>	Support fund-raising opportunities that further community goals.
<b>Goal D</b>	Support policies that maintain Gardnerville's heritage while allowing for well managed and complimentary growth in development and recreational opportunities while conserving our historical, environmental and cultural resources.
<b>Goal E</b>	Continue to market the Town through presentations to community and civic groups as well as prospective businesses of our town. Encourage new business to come to town.

<b>Actions</b>		<b>Status</b>	<b>Comments</b>
2.1	Actively solicit and encourage community involvement in town planning.	<b>Ongoing</b>	Not much Planning going on. Master plan update is coming up. Hold WORKSHOPS for Gardnerville area, Mixed use, vs. NC and additional multifamily and industrial area
2.2	Encourage and utilize volunteer opportunities for town projects.	<b>Ongoing</b>	EAGLE PROJECTS. Community service groups annual participation in "Sweep the Town"
2.3	Encourage staff and Board to be involvement in community activities.	<b>Needs Improvement</b>	Geoff is involved with the community. Tom attends Chamber, CVVA meetings and Functions. Improve attendance at Chamber lunches, open houses and some other community events
2.4	Encourage partnerships to preserve culturally and historically sensitive areas and buildings within the town.	<b>Needs Improvement</b>	Getting the property owners to value the older buildings and preserving that Gardnerville character is a difficult task. They owner needs to love old buildings and cherish what is here. Starkey's, overland, and Richford hotel owners are or have reinvested millions to preserve the town history.

9,9



# Strong Sense of Community

Goal A	Maintain Gardnerville's "small town" look and feel and develop a richer sense of ownership from the Town's residents and businesses as evidenced through increased pedestrian traffic, monthly events and continued focus on beautification projects.
Goal B	Support community activities and family oriented events.
Goal C	Support fund-raising opportunities that further community goals.
Goal D	Support policies that maintain Gardnerville's heritage while allowing for well managed and complimentary growth in development and recreational opportunities while conserving our historical, environmental and cultural resources.
Goal E	Continue to market the Town through presentations to community and civic groups as well as prospective businesses of our town. Encourage new business to come to town.

Actions		Status	Comments
2.5	Continue to work with the private sector to encourage and enhance Downtown revitalization.	ongoing	Partner with Starkey's to get improvements done. Trinity Lutheran and Mill street improvements have been made. Work with property owners as they improve their property have the town improve ours around the project.
2.6	A Board Member will serve as liaison to the Nevada League of Cities, Carson Valley Arts Council and Main Street Gardnerville.	Are there others we need to be involved in?	The town continues to support the NV League of Cities, Carson Valley Arts Council and Main Street Gardnerville which is not a nationally recognized program and Nevada first official program.
2.7	Improve pedestrian access throughout town and determine linkage opportunities for future development.	Needs Improvement	Need to plan future pedestrian links. The county trails plan is not proposed to be updated soon. the Master plan Update has this requirement, but no development has done a great job providing adequate pedestrian links.



# Infrastructure that attributes to a safe and healthy community

<b>Goal A</b>	Continue to seek new ways of providing services more effectively and efficiently.		
<b>Goal B</b>	Provide town services at the lowest cost possible for the residents and businesses.		
<b>Goal C</b>	Work with other government entities on joint economic planning and development that creates “destination” for residents and visitors alike.		
	<b>Actions</b>	<b>Status</b>	<b>Comments</b>
3.1	Actively solicit opportunities to plant street trees and flowers throughout town. Possibly initiate themed landscaping.	Street trees needs marketing Ongoing for themed landscaping	Street Trees effect site visibility of driveways and businesses and they are not preferred. Eagle project have most lineal areas looking the same a couple areas remain to be complete. flower planting this year by Eagle Scout or rotary will help with flowers through out town.
3.2	Be aggressive with maintenance activities to reduce long-term costs and preserves infrastructure in a desirable condition.	Ongoing Needs Improvement	focused on gas station, and NDOT projects. Maintenance yard improvements are underway. Need to work on street maintenance program and focus on roads again.
3.3	Strive to attain a Pavement Condition Index that preserves pavement before reconstruction is necessary.	Needs Improvement	Continue to get PCI inspections and update Micro Paver This will be the third time . Contract about every 18 months. Staff will work on CPI report and Plan
3.4	Encourage staff to seek additional work related training to create efficiency and improve operations.	Needs Improvement	this is difficult to implement as the town does not pay more once the additional training is obtained.
3.5	Encourage community involvement in Town operations.	Needs Improvement	we participate in the Parade of lights and provide separate events for the town.

211



# Infrastructure that attributes to a safe and healthy community

Goal A	Continue to seek new ways of providing services more effectively and efficiently.		
Goal B	Provide town services at the lowest cost possible for the residents and businesses.		
Goal C	Work with other government entities on joint economic planning and development that creates "destination" for residents and visitors alike.		
	Actions	Status	Comments
3.6	Jointly bid projects with other government agencies to reduce cost.	Needs Improvement	Need to get plans done and coordinated on time to go out to bid at the same time.
3.7	Actively pursue a bypass (Muller Parkway) to get truck traffic off main street	Needs Improvement	Needs County Support and funding. This is not something the town can do on its own.
3.8	Add bike lanes, public transportation, educate residents about public transportation, connection of Gardnerville and Minden with public transportation	Needs Improvement	would like to make a complete street out of Douglas Ave. or a bike pedestrian path on one side with no auto parking. Any other areas?
3.9	Work with other agencies on parking district and getting parking downtown.	No action	maybe after the county deals with the master plan getting approved the topic is in the plan in a couple of places and should be a priority for the county at some point.
3.10	Work with developers and other agencies in an effort to connect each subdivision with sidewalks and trails with signage for a more walkable community.	ongoing	So far we have been successful with getting path access that is maintainable (the ranch at Gardnerville 20ft wide access and easements for utilities so it was easy sale.

9-12



# Infrastructure that attributes to a safe and healthy community

<b>Goal A</b>	Continue to seek new ways of providing services more effectively and efficiently.		
<b>Goal B</b>	Provide town services at the lowest cost possible for the residents and businesses.		
<b>Goal C</b>	Work with other government entities on joint economic planning and development that creates "destination" for residents and visitors alike.		
<b>Actions</b>			
3.11	Develop relationships with businesses with excess parking to share access and parking with businesses that have inadequate parking.	Needs Improvement	Need to get out and meet the business of Gardnerville so I can gather information on their concerns or issues.

9-13



# Government Transparency/ Efficiency/ Accountability

<b>Goal A</b>	Maintain a well managed and fiscally sound, open, accountable, and progressive government.
<b>Goal B</b>	Continue the Town's Internet presence through regular updates to the town website and be active on Face Book and Twitter.
<b>Goal C</b>	Continue to develop and nurture relationships with other government agencies.
<b>Goal D</b>	Continue to seek new ways of providing services effectively and efficiently.
<b>Goal E</b>	Continue to develop Town Asset Management Systems that account for condition, costs, and location.

Actions		Status	Comments
4.1	Board packets are generated electronically for use by the public.	<b>Ongoing</b>	This seems to be going well. NRS does not require this service by towns our size. We did take it once step further this year and are trying out the agenda free for the town and we are down to preparing 3 hardcopies of packets saving staff hours and approx \$75 copy costs.
4.2	Bids are to be electronically distributed and allowing cost savings to the contractor, saving the town time and resources.	<b>Ongoing</b>	We continue to place bids on the website and extend invitations to locate contractors for the work.
4.3	Encourage community involvement in Town planning.	<b>Ongoing</b>	we could use more public participation. We have assembled 3 committees for the plan for prosperity update. Getting people to the public workshop will make the workshops more successful.
4.4	Perform routine maintenance operations efficiently and effectively on streets, storm drains systems, ponds, trails and parks, and landscape areas.	<b>Ongoing</b>	Street saw cutting in Chichester has proven to work well. Town staff will have a project to cut all streets and seal cracks to control and minimize the size of each crack. We have lots of open space, and parks to maintain, purchasing a tractor to be more efficient at it.

9-14



# Government Transparency/ Efficiency/ Accountability

Goal A	Maintain a well managed and fiscally sound, open, accountable, and progressive government.
Goal B	Continue the Town's Internet presence through regular updates to the town website and be active on Face Book and Twitter.
Goal C	Continue to develop and nurture relationships with other government agencies.
Goal D	Continue to seek new ways of providing services effectively and efficiently.
Goal E	Continue to develop Town Asset Management Systems that account for condition, costs, and location.
Actions	
4.5	Promote connected developments through multi modal trails and providing pedestrian connections throughout town.
4.6	Track cost of benefit for purchasing backhoe as opposed to renting.
4.7	Develop a plan for the town to start Recycling or at least participate in the process to include Minden, Douglas Disposal, Douglas County.
Comments	
	Very successful getting paths through the ranch and will continue to ask for trails and patch the town maintain.
	finally needed a two track excavator for ditch maintenance. Maybe a universal tractor with a back hoe attachment.
	This year we did a trial recycling program with DDI. We were able to be determine how much work it would be, the residents would need a new can and DDI needs to be able to fund the additional staff at the transfer station for the sorter. We need to work with Douglas County to get the onsite improvements done as part of the franchise fee the county collects. Then DDI can operate the facility.

9-15



# Government Transparency/ Efficiency/ Accountability

Goal A	Maintain a well managed and fiscally sound, open, accountable, and progressive government.
Goal B	Continue the Town's internet presence through regular updates to the town website and be active on Face Book and Twitter.
Goal C	Continue to develop and nurture relationships with other government agencies.
Goal D	Continue to seek new ways of providing services effectively and efficiently.
Goal E	Continue to develop Town Asset Management Systems that account for condition, costs, and location.
Actions	
4.8	<p>Utilize the new work order system to track staff work progress and maintenance.</p> <p>Several staff are logging 80% or more of their time each week and this is starting to help show where the time is being spent by all staff. Geoff is attending a class this year to increase our efforts on tracking and making the program simpler to use and track more assets. Definitely worth the subscription fee. we need to get better reports out of the program.</p>
4.9	<p>Updated the town Website to <a href="http://www.TownofGardnerville.com">www.TownofGardnerville.com</a>.</p> <p>We may have this converted to the County's new website platform, if the opportunity presents itself. We are working towards getting the .gov site as the main page or at least linking to the .gov site to the .com site so that we are only maintaining one site. The new website is way more mobile friendly.</p>
4.1	<p>Update the plan for Prosperity to include a planning element for Biking, Walking, Strom Drain and transportation needs and provide direction to developers for preferred Zoning.</p> <p>We have kicked off the Update for the plan for prosperity and held a series of workshops gathering the large issues we need to be addressing with this plan.</p>

# Town Events:

**Movies in the Park** — June — August

**Continue 4 movies per year?**

**Freedom 5k** — July 4th Looking into alternate route using the new trail

**July 4<sup>th</sup>** — Sponsoring CV POPS in the Park

**Splash Dogs** August 16-19

**Splash Dogs Nationals** October 5-6

**Christmas Kickoff** — November 30<sup>th</sup>

Continue light show? Or all on all off lights on pavilion?

Continue Fireworks?

Continue serving Cobbler and Hot Drinks

Replacement of Christmas decoration on pavilion and in town

# Current Projects:

1. 395 crosswalk improvements
2. Kingslane light, channel and entrance improvements – NV Energy for new pedestal
3. Gardnerville Station – Building remodel
4. Gardnerville Station – Storm Drain Improvement
5. Maintenance yard wall and Toler Path
6. Concrete work – town wide
  1. Village, and others based on trip hazard study
  2. Stodick Park
  - 3.
  4. large section C&G and sidewalk on Service Dr.
7. Martin Slough Trail Signs for Toler, Gilman and Gilman and Chichester
8. Hellwinkle Barns Arch and Structural plans

# Cont'd Current Projects:

7. Southgate reconstruct and Service Drive AC patch
8. Crack repair - Chichester
9. Mill Street improvements south side Pavement and gutter
10. Maple street Cul-de-sac and storm drain and trail re alignment at End of Slaughterhouse Lane, trail extension.
11. Dog Park
12. Dogs in Park Policy and install Doggie pot stations

# Other projects to consider

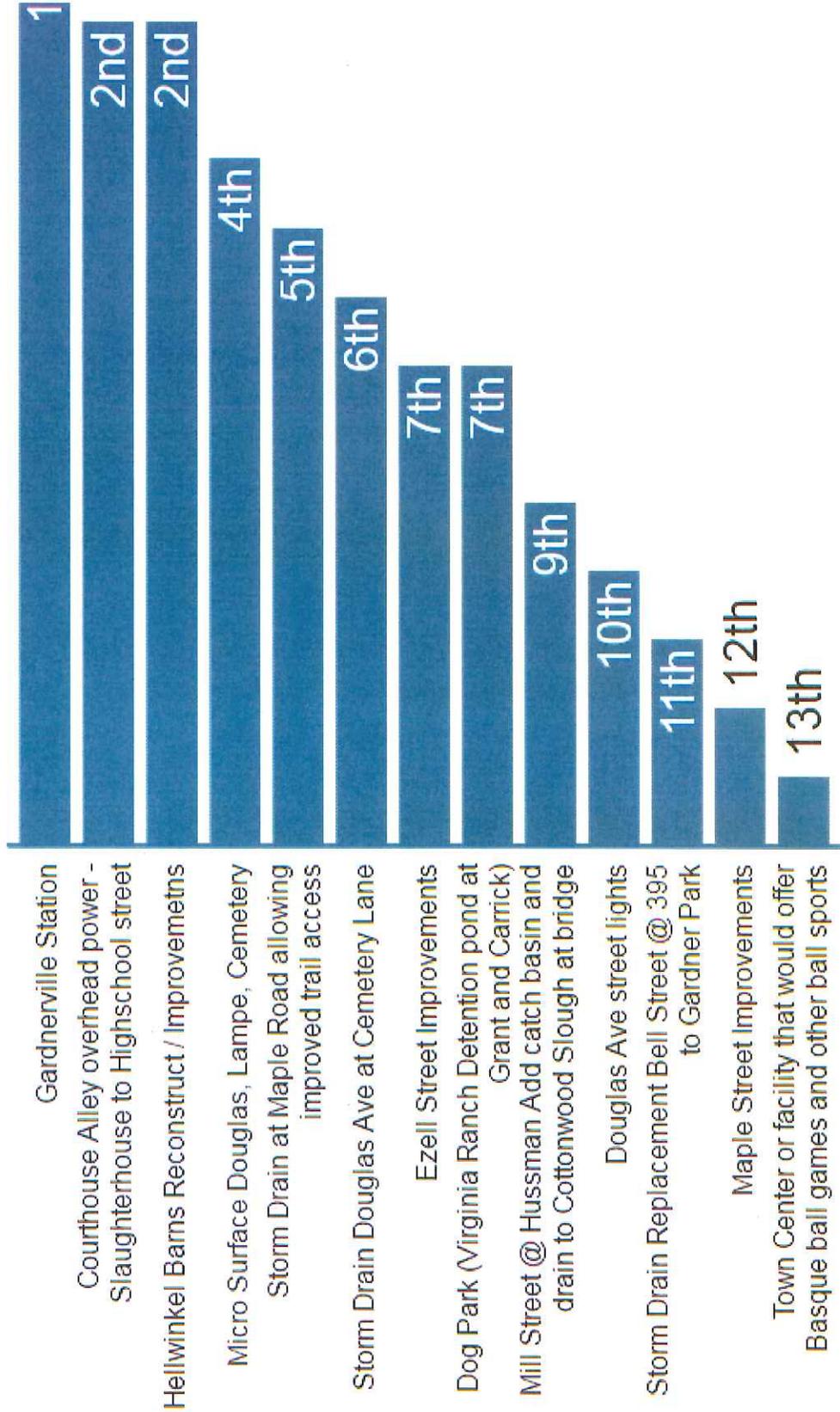
- Purchase property 3.35 acres Gilman & Ezell (south east) – two more yrs
  - Fronton
  - Office
  - Shop
- Church builds (pending application and approval) on 5.8 acres next to HPG-
- Clean out Martin Slough channel South of Ponds
- Irrigation Structure improvements at 395 at Ezell Ditch (kingslane)
- Gateway relocation South of Town
- Path signage and landscaping and amenities
- Community Orchard on The Ranch Open Space – addition to 6 trees
- Heritage park – replace brick with stamped and colored ac
- Bridge at Hellwinkel Barns and path extension – LWCF grant (50/50)
- Bridges along the Martin Slough Trail from Gilman to Zerolene – Possibly partnering with Minden to extend project from Gilman to Lucern

# Town of Gardnerville projects ranking



When poll is active, respond at [PollEv.com/tomdallaire723](https://www.pollEv.com/tomdallaire723)

Answers to this poll are anonymous



Total Re

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion and direction to Town Manager on the policy for employee performance evaluation and merit increases 200.23 and Town service award program New policy 2.6, including whether to follow the Douglas County policy or direct the Town Manager to provide recommendations for other policies to be adopted by the Town; with public comment prior to board action.
2. **Recommended Motion:** Adopt Douglas County employee performance evaluation and merit increases policy 200.23, Adopt the new town policy 2.6 service awards. (with modifications as stated in the meeting based on board discussion.)

Funds Available:  Yes  N/A

3. **Department:** Administration

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

5. **Meeting Date:** February 6, 2018 **Time Requested:** 20 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** Attached is the current county policy on merit increases and service awards. Last year when we presented this item during budget, we did not have the new criteria since the software was not in place until September of 2017. Staff is just verifying the board is still in favor of following the current county merit increases and scoring scale policy for 2018.

The town has always done service awards a little differently than the county since we recognize 10 year employees with a gift card and the county does not. Staff has created a new policy for service awards that follows what we have done in the past and are currently doing.

Do you want to adopt the town policy that coincides with the way we currently administer service awards or adopt the current county policy?

Do you want to require employees to be present at the meeting to accept these awards?

Do you want to keep the service award gift certificates the same dollar value as they are currently or do you want the change values employees are given for their years of service?

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

7. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued

## Town of Gardnerville Employee evaluation criteria – 2018

---

### Scoring is based on the following evaluation criteria:

**Integrity** - The employee demonstrates honest and ethical conduct through their actions at all times

**Accountability** - The employee accepts responsibility for their actions.

**Customer Service** - The employee delivers efficient and effective service with an attitude of respect and fairness.

**Leadership** - The employee establishes the tone and direction for success; motivating and inspiring others to accomplish a shared vision.

**Communication** - The employee ensures open dialogue through proactive listening and sharing of information throughout the organization and the community.

**Teamwork** - The employee works together with others to achieve shared goals.

**Goals** Enter 2-3 goals for the employee for the upcoming evaluation period. Be specific with time period to accomplish the goals and what is to be accomplished. Goals should be Specific, Measurable, Attainable, Realistic and Time-based, and meet the goals and objectives of the individual, the department and the County as a whole. Goals can be short-term (days or weeks) to long-term (up to a year).

### Scoring scale:

Exceeds Performance – The employee who receives this rating has consistently demonstrated very effective performance above and beyond the normal, expected level of achievement.

Meets Expectations – The employee ensures that their work area is clean, organized, safe and presentable in accordance with department policies and procedures.

Opportunity for Improvement – The employee has not achieved the expected level of performance and requires improvement to meet the specified standard of performance.

Requires Substantial Improvement – Failure to improve performance could result in disciplinary action up to and including termination of employment.

### Employees at top end of salary range

With the capped pay bonus plan being half (1/2 or 0.5) of the actual wage for the given year on the following PMP evaluations with scoring a merit increase of 3%, 4%, 5% or 6%. No bonus will be given for evaluations scoring a merit of 0%, 1%, or 2%.

The County has changed that policy and it now reads as follows:

Employees who are at the top of their pay range or would exceed the top of their pay range with the implementation of the merit increase will be eligible for a lump sum payment equal to the remainder of the merit increase they would have received if they were not at the top of their pay range.

See examples of previous and current scoring values on next page.

# Town of Gardnerville Employee evaluation criteria – 2018

---

## Current scoring with Neogov

Score/Merit	Rating
3.0	Exceeds Expectations
2.0 – 2.9	Meets Expectations
1.0 – 1.9	Opportunity for Improvements
0-0.9	Requires Substantial Improvement

Score and Merit increases coincide.  
 Scoring/Merit can be anywhere from 0-3%. If the employee's score is 2.5 then the merit increase is 2.5%

## Previous scoring with PMP

Merit Rating	PMP Merit Score	Merit Increase	Performance Description
EP	100 - 92	3%	<b>EP – Exceptional Performance:</b> (above target) The employee who receives this rating has consistently demonstrated substantial knowledge and ability in their performance of job duties essential job functions. They consistently exceed expectations and requires minimum direction or supervision. They are constantly willing to assume those additional duties and responsibilities. This employee clearly displays leadership by innovation they bring to the task and are a self-starter, performing this task beyond the normal job responsibilities and they do it for the betterment of the community. They are a respected member of the team and provide the respect to others.
SP	91 – 86	2%	<b>SP – Successful Performance:</b> (at target) This employee who receives this rating has consistently demonstrated knowledge and ability to meet performance expectations, generally corrects any errors with minimum instruction. Is a good team player and is willing to provide assistance in a respectful manner. They accept supervision in a positive manner and always look for ways to do a better job.
SP	80 - 85	1%	
RI	0-79	0%	<b>RI – Requires improvement</b> (below Target) This employee who receives this rating does not achieved the expected level of performance and requires improvement to meet the specified standard of performance. They may not consistently accomplish objectives. Shows little or no initiative and improvement is required if employee is to retain employment.

Additionally, effective July 1, 2017 a 2% Cost of Living increase will be provided to the town employees.

---

**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.23  
**EFFECTIVE DATE:** 10/28/91  
**REVISED:** 09/00, 09/02, 06/05/03  
03/01/06, 09/18/08,  
10/05/17  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** \_\_\_\_\_  
**PAGE 1 OF 3**

**SUBJECT: EMPLOYEE PERFORMANCE EVALUATIONS AND MERIT INCREASES**

---

- I. PURPOSE:** To establish a policy regarding the evaluation of an employee's on-the-job performance and to financially recognize an employee's level of performance through a merit increase system.
- II. POLICY:**
- A. Each employee's performance will be reviewed and appraised six months from date of hire, upon completion of the probationary period at 12 months, and annually thereafter. The annual anniversary date of hire or promotion will serve as the basis for the appraisal period. The employee's immediate supervisor is responsible for conducting the review, which will consist of a written evaluation, according to standard County format, and a discussion of the evaluation with the employee. If the immediate supervisor has supervised an employee for less than 6 months, the supervisor may obtain input regarding the employee's performance from the former supervisor, if available. The purpose of the appraisal is to help the supervisor evaluate each employee's performance in an objective, consistent, and standard manner.
  - B. The appraisal is intended to be used as a tool to encourage open communication between the employee and the supervisor. Supervisors are responsible for being objective in judging and rating performance according to established standards. Additionally, the evaluation discussion should be used to discuss career development potential and advancement goals with the employee. In turn, the evaluation should provide the employee with an understanding of the employee's position in terms of County performance standards.
  - C. There will be a direct link between salary and wage increases and annual performance evaluations through a merit increase. A regular employee that has not reached the maximum pay rate within the salary range will be eligible for a merit pay increase of 0-3%. Merit pay increases will not exceed the top of the pay range of the employee.

Employees who are at the top of their pay range or would exceed the top of their pay range with the implementation of the merit increase, will be eligible for a lump sum payment equal to the remainder of the merit increase they would have received if they were not at the top of their pay range.

### III. PROCEDURE:

- A. **INITIAL PERFORMANCE EVALUATION:** An evaluation will be completed for each new employee 6 months after date of hire, and again at approximately 12 months from date of hire to assist in determining if the employee will be retained and placed on regular employment status. Failure to pass probation decisions must be determined prior to the end of the 12-month period. An employee who has completed 12 consecutive months of employment, unless there are extenuating circumstances, will be assumed to have performed satisfactorily and to have passed probation.
- B. **ANNUAL PERFORMANCE EVALUATION:** The annual appraisal period is an employee's annual anniversary date of hire or promotion date. All employees (excluding those within a probationary period, on-call and temporary employees) will receive an evaluation and, if warranted, a merit salary increase of 0-3% not to exceed the top of the pay range of the employee, depending upon their evaluation under the pay for performance system. Merit salary increases will be effective on the first day of the pay period that the employee's anniversary date falls within. A merit increase for an employee who is on a leave of absence of six months or more during an annual performance period will be prorated to reflect time actually worked during the leave of absence.
- C. **PROCESS:**
  - 1. The evaluation must be completed in accordance with the standard county format, be reviewed and signed by the department head, be discussed with and signed by the employee, and be forwarded to the Human Resources office with, if applicable, a signed Personnel Action Form (PAF) indicating the amount of the merit increase. The PAF and evaluation should be submitted to Human Resources no later than the pay period preceding the effective date, which is the first day of the pay period in which the anniversary date falls.
  - 2. Any late evaluations with a PAF recommending a merit increase must be submitted directly to the County Manager with a memo of explanation as to why the documents are late. If the documents are delayed solely because of a supervisory, administrative or clerical error or oversight, the increase must be retroactive and made effective as of the date it was due. If the documents are delayed, due to a lack of cooperation by the employee during the process, the increase may not be retroactive.
- D. **EVALUATION MEETINGS:**
  - 1. Immediate supervisors should meet with each employee being evaluated at the beginning and conclusion of the appraisal period, and periodically throughout

the evaluation period as appropriate.

2. The meeting held at the beginning of the period should include a review of the performance standards expected, and goals upon which the employee's work will be evaluated for the current appraisal period. The employee should be encouraged to participate in the establishment and/or revision of goals and action plans as appropriate.
3. The meeting held at the conclusion of the appraisal period should be used to review performance accomplishments and deficiencies for the past appraisal period, as well as any areas needing improvement, discuss the annual evaluation document, and establish goals and action plans for the next period as appropriate.
4. Both 2 and 3 may be conducted during the same meeting. The discussion should include two distinct topics: past performance and future requirements, goals and/or expectations.
5. The performance appraisal process may also be utilized for performance coaching sessions and for monitoring development plan progress.

**E. COMPLETION OF EVALUATION:**

1. The employee will receive a copy of the completed evaluation and a copy of the document will be included in the employee's personnel file. Each employee must acknowledge that the performance appraisal was reviewed, made available, and discussed by signing in the appropriate space on the appraisal document. This does not indicate that the employee agrees or disagrees with the content of the appraisal, but merely that the document has been reviewed and discussed.
2. Each employee has the opportunity to respond orally or in writing, or both, to the employee's appraisal. Any written comments will become part of the employee's personnel record. Any further action must be in accordance with applicable bargaining unit agreements.

**IV. RESPONSIBILITY FOR REVIEW:** The Human Resources Director will review this policy as needed or at least once every 3 years.

**RESOLUTION NUMBER 2017R-041**

**Authorizing a Compensation Structure, including establishing Cost of Living Adjustment and Merit Scale, for Employees Not Represented by a Labor Association for Fiscal Years 2017-2024 which will supersede Resolution 2016R-013.**

Whereas, the Douglas County Board of Commissioners (the "Board") recognizes the importance of recruiting and retaining skilled employees that are best able to serve the citizens of Douglas County;

Whereas, the Board desires to maintain parity among non-represented employees and employees represented by labor associations who have a bargaining unit agreement; and

Whereas, Resolution 2016R-013 shall remain in full force and effect through June 30, 2017. However the Board authorizes revisions to the Douglas County compensation structure to include merit increases and Cost of Living Adjustments, as set forth below, effective July 1, 2017.

Now, therefore be it resolved by the Douglas County Board of Commissioners as follows:

The following will apply only to Douglas County employees, including those subject to the Court Personnel Regulations, whom are not represented by a recognized bargaining unit pursuant to NRS Chapter 288:

1. The County's merit scale will become 0-3%.
2. Cost of Living Adjustments will be made to each employee's pay rate and salary range the first pay period of each fiscal year ("COLA"). The COLA will be equal to the annual change in CPI (Consumer Price Index) according to the Bureau of Labor Statistics, US City Average for all items, base period of 1982-1984 (CUUR0000SA0), from December to December of each calendar year. This cost of living adjustment will be no less than 0% and no more than 2%, regardless of whether the actual change in the CPI is lower or higher than these caps.
3. Notwithstanding the foregoing, for Fiscal Year ("FY") 2017-18, FY 2019-20, FY 2021-22, and FY 2023-2024, non-represented employees will receive a Cost of Living Adjustment of 2%, effective the first full pay period of each fiscal year.

Adopted this 1<sup>st</sup> day of June, 2017, by the following vote:

Ayes: Commissioner William Penzel  
Steve Thaler

Nancy McDermid

Larry Walsh

Nays: Commissioner

Dave Nelson

Absent: Commissioner

None

William B. Penzel  
William B. Penzel, Chairman  
Douglas County Board of Commissioners

Attest:

Kathy Lewis  
Kathy Lewis, Douglas County Clerk



**TOWN OF GARDNERVILLE**  
**TOWN OPERATIONS MANUAL**  
**DIRECTIVES AND PROCEDURES**

**Number 2.6**

**SUBJECT: Service Awards**

Issue Date 2/6/18

**Directive:** To provide a policy and procedure for recognition of Town of Gardnerville employees for their length of service to the Town of Gardnerville.

**Policy:** Town staff recognizes the importance of employee loyalty and dedication. For this reason, the Town of Gardnerville employees will be recognized for their length of service at intervals of five years. Service awards are acknowledged by continuous years of service. The recognition will occur during the month of the employee's service anniversary date.

Service certificates shall signify years of service. Employees with 5 years of service will receive a recognition certificate, together with a magnet. Employees with 10 years of service will receive a recognition certificate, along with a magnet and a \$50 gift certificate/card from a Douglas County business. Employees with 15 years of service will receive a recognition certificate, a key chain and a gift certificate/card from a Douglas County business. Employees with 20 or more service years will receive a framed recognition certificate, a key chain and a gift certificate/card for \$200.

**Procedure:**

1. The Administrative Services Manager will identify employees reaching 5, 10, 15, 20, 25 and 30 years of service.
2. The Administrative Services Manager will obtain recognition certificates, gift certificates/cards and magnets or key chains for qualifying employees, and will coordinate distribution and recognition with the Town Manager.
3. Employees receiving service awards of 10 through 30 year will receive notification to select a gift in the following increments.
  - 10 years - \$50
  - 15 years - \$75
  - 20 years - \$100
  - 25 years - \$150
  - 30 years - \$200All gift certificates must be from businesses within Douglas County.
4. Recognition for 10 through 30 year awards will be presented at a Town of Gardnerville Board meeting during the employee's actual anniversary date if the employee is available.
5. 30 year service awards will be recognized by a proclamation at a town board meeting.

---

**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.48  
**EFFECTIVE DATE:** 10/05/17  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** \_\_\_\_\_  
**PAGE 1 OF 1**

**SUBJECT: SERVICE AWARD PROGRAM**

---

- I. PURPOSE:** To provide policy and procedures for recognition of Douglas County employees for their length of service to Douglas County.
- II. POLICY:** The County recognizes the importance of employee loyalty and dedication. For this reason, Douglas County local government officers, employees and elected officials will be recognized for their length of service at intervals of five years (i.e., five years, ten years, fifteen years, etc.). Service awards are acknowledged by continuous years of service. This recognition will occur during the month following the employee's service anniversary date.

Service pins and certificates shall signify years of service. Employees with 5 and 10 years of service will receive a certificate, together with the appropriate service pin. Employees with 15 years of service will receive the service pin along with a gift certificate from a Douglas County establishment. Employees with 20 or more service years will receive an engraved plaque, a gift certificate from a Douglas County establishment, and the appropriate service pin.

- III. PROCEDURE:**
- A. Human Resources will identify employees reaching 5 years, 10 years, 15 years, 20 years, 25 years and 30 years of service.
- B. Human Resources will obtain pins, plaques, and certificates for qualifying employees and will coordinate distribution and recognition with the employee's manager.
- C. Employees receiving service awards of 15 year through 30 year awards will receive notification from Human Resources to select a gift in the following increments:
- 15 Years - \$75
  - 20 Years - \$100
  - 25 Years - \$150
  - 30 Years - \$200
- All gift certificates must be from businesses within Douglas County.
- D. Recognition for 15 year through 30 year awards will be presented at a Board of Commissioners meeting following the employee's actual anniversary date.
- i. 15 year through 25 year service awards will be agendized by Human Resources and placed on the appropriate Board of Commissioners meeting.
  - ii. 30 year service awards will be recognized via a proclamation at the Board of Commissioners meeting, which must be drafted, submitted, and presented by the department head.

- IV. RESPONSIBILITY FOR REVIEW:** The Human Resources Director shall review this policy as needed or at least once every 5 years.

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



1. **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for January 2018.**

2. **Recommended Motion: N/A**  
**Funds Available:  Yes  N/A**

3. **Department: Administration**

4. **Prepared by: Tom Dallaire**

5. **Meeting Date: February 6, 2018 Time Requested: 5 minutes**

6. **Agenda:  Consent  Administrative**

**Background Information:** To be presented at meeting.

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

8. **Board Action:**

- Approved**                       **Approved with Modifications**  
 **Denied**                          **Continued**

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



1. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for January 2018.**
2. **Recommended Motion: No action required.**  
**Funds Available:**  Yes  N/A
3. **Department: Administration**
4. **Prepared by: Tom Dallaire**
5. **Meeting Date: February 6, 2018** **Time Requested: 5 minutes**
6. **Agenda:**  Consent  Administrative

**Background Information:** See attached report.

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



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

## Town Manager Monthly Report - February 2018 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Dube` submitted contract and plans to CDBG, addressed the comments at the first of the year. Dube` has prepared the contract docs for GOED Review, and are making revisions now to set the following schedule.
- Wed Feb 7 – Advertise for Bids; plan sets available
  - Thurs Feb 15 – Pre-bid Job Walk (on site) 10:00 AM to Noon
  - Mon Feb 19 – Town requests 10 Day Wage Determination
  - Mon Feb 26 – Final questions, issue final addendum
  - Thurs Mar 1 – Bids due 3:00 PM your office
  - Tues Mar 6 – Town Board approval
- I need to submit the revised plans to the county for a permit.  
I met with Mike Fischer who will help us provide the history for the gas station and the images for the exhibits on the wall per the SHPO agreement. We ordered a chain of title for this site as well to assist in that effort.
- B. 395 Crosswalks:** Met with NDOT right-of-way. They want Lumos to redo the legals. I met with Lumos and we have this on the agenda to discuss and provide direction.
- C. Kingslane Sidewalk Project:** NDOT rescinded on the prior offer and will only fund the project as stated in the contract. This item is on the agenda to discuss and provide direction.
- D. Toiyabe Storm Drain Project & Maintenance Yard Plans:** - V&C started digging footings and installing the underground this week. We have some issues with the plans and created a change order to cover the full length of wall from the H&S building to the town's adjacent property line as block wall and not chain link. This is still under the 10% overage the town board authorized, but now we can't afford any more issues.
- E. Heritage Park and Ezell Right-of-way:** Jennifer and I met with Mimi and Eric about the process for the right-of-way around Heritage Park. We are researching this further for a chain of title to provide some documents we cannot seem to locate. This goes back to the day where the County Commission took action on behalf of the Town of Gardnerville.
- F. 395 Sidewalk @ the French:** I did not work on this project with everything going on.
- G. Plan for Prosperity Update:** This took a lot of time in recruiting, coordinating meetings and providing 4 workshops. Minden was great to work with and I think the process is rolling along now. We are working on a CAC meeting on February 15<sup>th</sup>. Bruce will be back in town for March 14<sup>th</sup> to meet with the stakeholders one on one, meet with East Fork Fire and the school district and run a public workshop at the CVIC hall.
- H. Office Items:**
- 1 I need to create multiple signs within the Gilman Ponds area now that the trail is complete.
  - 2 Superior Asphalt - negotiated, toured the town with a rep and Geoff, got a contract to get them here working on the town streets. They are starting from the south end and working their way north.
  - 3 Attended a chamber meeting.
  - 4 Did interviews for a new H&S employee. James McGoldrick starts on the 12<sup>th</sup> of February.
  - 5 Working with WNDD on the Economic Development Conference. Attended meetings and made phone calls getting topics for the panel.
  - 6 Hosted lunch for the bi-monthly manager meeting.
  - 7 Coordinated a CAUCUS meeting with the NV League of Cities, Town and Municipalities rep.
  - 8 Started working on the budget, annual year-end report and graphs of last year's funding.
  - 9 Coordinated another Eagle project with Dominic Jackson who is going to build (2) large size checker boards (1 for checkers, 1 for chess) in the Heritage Park Gardens.



## Citizen's Advisory Committee Meeting on updating the Towns Plans for Prosperity



A meeting of the **Citizen's Advisory Committee** to update the Plans for Prosperity for the Towns of Gardnerville and Minden was held at 2:00 p.m. on Wednesday, January 10, 2018, at the Town of Minden Public Works Facility located at 1330 Buckeye Road.

Committee Members Present: Brain Fitzgerald, Shannon Albert (2:15pm), Rick Towner, Douglas Robbins, Bob Pohlman, Steve Mauser, Heidi Saucedo, Bill Chernock, Dave Brady  
Minden Staff present: Jenifer Davidson, Ryan Russell, Michelle Brown  
Gardnerville Staff present: Tom Dallaire, Jennifer Yturbide  
Town Manager Tom Dallaire called the meeting to order at 2:00pm  
The Pledge of Allegiance was led by Tom Dallaire

### **APPROVAL OF AGENDA:**

Pohlman/Fitzgerald moved to approve the agenda. Motion passed with (9-0), Ms. Albert was not present at time of voting.

### **PUBLIC COMMENT:** none

1. **For possible action: Discussion and possible action by the citizen's advisory committee to appoint a Chairperson and Vice Chairperson for the committee. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson gave an introduction about the process. Each member introduced and gave a background on themselves.

Mr. Pohlman nominated Mr. Brady as chairman. Mr. Brady declined the nomination. Mr. Robbins nominated himself as Chairman.

Public Comment: None

**After thoughtful and intelligent deliberation Robbins/Fitzgerald moved to nominate Douglas Robbins as the Chairman. Motion passed (9-0). Ms. Albert was not present at time of voting.**

Ms. Saucedo nominated Mr. Chernock for Vice Chairman.

Let the record show that Ms. Albert arrived at 2:15pm.

Public Comment: None

**After thoughtful and intelligent deliberation Saucedo/Fitzgerald moved to nominate Bill Chernock as the Vice Chairman. Motion passed (10-0).**

2. **Not for possible action: Presentation by Ryan Russell, Legal Counsel for the Town of Minden and Jennifer Yturbide, Legal Counsel for the Town of Gardnerville regarding the role, expectations and purpose of the Citizen's Advisory Committee to Update the Plans for Prosperity for the Towns. Appearance by Ryan Russell for Town of Minden and Jennifer Yturbide for Town of Gardnerville.**

## CITIZENS ADVISORY COMMITTEE

- Issues:
  - Trains and roundabouts with train
    - Roundabouts, Managed Streets
    - Historical Districts – then and now, memory (old town Minden Higher Value/SF)
    - Communication Strategy (PC)
    - Regional events (sports) Hosting. (PC)
    - Financing, services-Regional Funding, nexus bottom serv's x funding (PC)
    - Sustainability-vs support (PC)
    - How to deal with Big Box (PC)
    - Muller Pkwy-not the issue-it's transportation on 395 – complete streets and underground utilities on 395 (PC)
    - Housing-workforce
      - Carrying capacity – how do we get from here to there?
      - Neighborhood discussion
      - Workforce is economic diversity and part of that strategy
      - Rent increase people leaving due to price to live here.
      - TOD - Transit Oriented Development
    - Revitalization districts “defined” - places and uses
      - Professional offices, galleries and retail
    - Minden-County Seat-Move it? \$2m for a county adm center Campus vs
    - Design guidelines or system
      - Orientation, process & package, how will it fit?
      - Sense of place – quantitative / qualitative
    - Peer committees-learning from others
    - Perception-vacancies-why?
    - CIPs – priorities
      - Access traffic counts
      - Demographics
      - Amount of small square footage frontage and parking lot access
    - Commercial services
      - Market support
      - Characteristics of inventory
      - Independent stores
    - Value in building
    - Infrastructure – power outages, Internet broadcast TV, cell service (PC)
    - Roads-flooding/rwil (PC)
    - Climate/landscaping (PC)
      - Hot sun – make more appealing with shade
    - Arts-arts element/barter revitalization strategy
    - Changing demographics – Big trends “ask the future”

## CITIZENS ADVISORY COMMITTEE

- Other discussion topics:
  - Feasibility of proposals
    - BLM partner & asset (PC)
      - Pinenut access & market
      - Economic Vitality Plan
      - Enhance / Improvements

## STAKEHOLDERS ADVISORY COMMITTEE

### High level issues:

- Muller – awareness. What it could mean for the community – relief for 395/downtowns
- 395 revitalization-blight and vacancy
- Markets-retail changing-now about the experience/creating other places.
- Market retail changing - now its about the experience / creating other places
- Market lows + regional + tourism (characterization of visitors)
- Clean tech- education/Univ. N NV Reno more competitive-outdoor life
- Ag manufacturing concentration- ready to move in buildings not just land – still regional demand
- NNDA/DC – certified sites the quality land
- More certainty in entitlements
  - Consist w/ Master Plan pre development information
  - Administration of program is an issue
- County time on market – 70 days on average (CA market – business/economic development not a priority) **Not In My Back Yard** by Hsg business
- Land Use Douglas County Master Plan “nothing changed since 1996”
  - Perception ample land for recharge areas
- Towns can drive policies for change (boundaries and Land Use)
- Financial beyond this. social and cultural
- Agri Hoods / Agriculture for supporting a historical community
  - Agri hoods attracting people that are more community oriented
  - Agri-hoods, setting up a set of principles – mixed density/age/cultural
    - attributes (guide lines/standards/fiscal/tax implications) (See city of Davis)  
Where? Feathered density at edges
- Values:
  - Rural character
- Influence on county policies
  - Boundaries
  - Zoning
  - Timing – 5 year updates

### Innovation taking path of least resistance

- Change in Master Plan (from towns) need to be bolder/innovative
- Growth rate – lower than perception
- Outside projects: Industrial employers
  - Airport growing
  - Science park
  - Starbucks 750k sqft
  - GE
- Agriculture – future farming – conservation easements

## STAKEHOLDERS ADVISORY COMMITTEE

- Big infrastructure
  - Muller Pkwy
  - Water access/Pre Development – more pressure to send it to Silver Springs/Stage Coach (Distribution - an issue)
  - IPR - 2 main ditches-tech innovation in irrigation
  - Sewer capacity
  - Market – bubble? Low # of permits at the moment - 300 Dwelling units In Douglas County
  - General market banked Dwelling units - 300 flex of economy
    - Towns vs other
    - Parts of Douglas County
  - Trails – Rec and urban trails – Public Utility prop access
    - State hurdles
    - A continuous system – Ranchos and Genoa
    - Trails plan 2003 (DPW)
    - River access
  - Transportation plan – mixed-mode solutions

## TAC Meeting

- Boards:
  - Residential
    - Density/Intensity-Vitality – pg.62
  - Parking
  - Sustainability
  - Maintaining Infrastructure (priority) for funding projects
  - Regulate Storm water System/Storm water Utility
  - Level of service
    - “C” level policy
  - Muller Pkwy-Design
  - Places, projects, distillery/grainery
- Transport
  - 395 Truck Traffic vs Muller Pkwy (Fuel Tax/State \$) vs Trucks
  - Walkable downtown/Socialize.
  - Park City, UT. Restricted land not policy
  - Trails - Martin Slough popular connector Neighborhoods/DTS/Schools/Parks
  - Public Transit, Connections (Demographics)
    - Center of Neighborhoods
    - Visitors
  - Resilience-4 ways in/out of Minden/Gardnerville
- Land use
  - Defining Neighborhoods
  - Sustainability: Environment Economics, Equity
  - Jobs in Douglas County 33% Tourism/leisure 32K 5M - high
  - Diversity opportunities (2012)

Housing

Places

Nature

Schools (STEM)

- Industrial sector 54K
- Currently 9% of jobs
- Clean tech
- Work place
- Arts & Culture
- Medical
- Agri-hood

## TOWN BOARDS

- Traditional Centers
  - Economic Development/PEBA
  - Investor – Maintained/Repaired
  - Empty buildings TC Vitality
  - Small town feeling
  - Historic Values (Place) (districts)– then and now
- Growth edges:
  - Local voice in expansion
  - Center of Community Development – Landscape
  - Service area - Town Boundaries
- Outside current town limits
  - GM – Strategy – Long term
  - Balanced income stream

### \*Balanced Economy

- Data on services for 15 mi market
- Envision Minden Gardnerville bldg. out in 10-20-40 years – Fiscal strategies and realities
- Placemaking “Civic Center” Gardnerville
- 395/Muller Pkwy
  - Pokémon Go
  - Sites
  - Historic Plaques
  - Both towns have to buy in
  - Calming
  - Parking
  - Walkability
- Trails
  - Market SC/ Barns
  - Schools
  - Connectivity / places
  - Dual Use
- Parks – Douglas County Funds
  - County Seat Minden

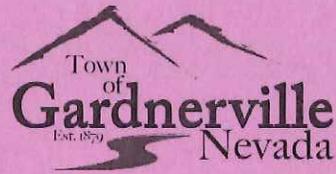
## TOWN BOARDS

### PUBLIC COMMENT

- Bob: Meeting CAC once a month
  - History/ Rail Road Ave - Row for RR—Carson City-Minden
  - 15' easement in Winhaven Douglas County not supportive of bike paths
  - Housing for coffee company and Fema employees
- Barbara:
  - 3 – Inclusive, Interactive, and informative
  - Fiscal responsibility/sustain-maintain standards of service
  - **New Housing Development Planning** – idea is awesome/continue
  - Growing Town Boundaries

# Gardnerville Town Board

## AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:

Main Street Gardnerville Board of Directors  
Carson Valley Arts Council  
Nevada League of Cities,  
with public comment prior to Board action.

2. **Recommended Motion:** Based on board discussion.

Funds Available:  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 6, 2018 **Time Requested:** 10 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** Appoint members of the board to liaison positions.

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

8. **Board Action:**

Approved  Approved with Modifications  
 Denied  Continued

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



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

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

**Funds Available:**  Yes  N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** February 6, 2018 **Time Requested:** 10 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** To be presented at meeting.

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

8. **Board Action:**

- Approved  Approved with Modifications  
 Denied  Continued