

Superintendent Town Public Works Monthly Report

Public Works & Parks – 4/2018

- Arbor Day Celebrations were held planting 2 trees in the entrance of Heritage Park Garden. Nevada Division of Forestry, Cub Scout troop 8583, and Girl Scout 287 helped plant the trees along with Town Staff: Mike P., Steve T., Tom Dallaire and Geoff LaCost
- Sweep the Town event had 37 volunteers come out and sweep, weed, and cleanup the down town area. Thanks to Main Street Gardnerville for coordinating the efforts.
- Water was turned on to the parks and lineals as of April 1, 2018. Many water line repairs as normal for the first of the year startup.
- Aerated and thatched a portion of the maintained grass. We are still working our way through the grass we maintain.
- Weeds, weeds, weeds. We are trying to keep up and are spraying or manually pulling daily. Thank you for your patience.
- Sent the John Deere lawn mower to Stockton to be repaired. Something in the computer is having issues.
- Street sweeping each week on Fridays is the norm as the temperatures rise. We did sweep an extra time on a Monday after the Sweep the Town event.
- Seasonal Interviews were conducted in March and two new temporary staff will be starting May 7th, 2018. One of them is the same seasonal from last year “Todd”.

Health and Sanitation (H&S) – 4/2018

- New load of refuse totes arrived as we were running short on supplies. We have found many of the older totes are starting to crack requiring increased field replacement.
- We had one staff injured this month due to moving a trash bin.
- We have 2 staff on light duty this month. One long term with a shoulder issue and the other hurt his hand while moving a 2 yard dumpster.
- Use of a day labor and pw staff are covering Health and Sanitation shift gaps due to light duty requirements.

Engineering and Contracted Work – 4/2018

- 1806 - Southgate, Industrial, and Town Concrete bid went out and is in the board packet to be awarded.
- Assembled and put out a Request for Proposal (RFP) for a field tractor that is budgeted for this year.
- The Shop improvements are almost complete. There are a few items remaining on the list to finish and then our staff can start working on the landscape.

Carson Valley Wayfinding Project Scope of Work-Services

Introduction

Carson Valley Visitors Authority (CVVA) working in collaboration with a group of key community stakeholders (of which includes Douglas County and the towns of Gardnerville, Genoa and Minden) endeavors to develop and implement a comprehensive signage package for Carson Valley (East Fork Township) designed to direct residents and visitors alike to key services and attractions in the area. During 2017, the group worked together and under the guidance of Design Workshop (the consulting firm retained to help assist and lead us thru the inventory review, design steps and the eventual permitting process). This outline further defines the plan for Phase 2 of this project.

Phasing

Phase 1 - Sign/message opportunity review, design recommendations and NDOT introductory meetings. Phase 1 completed in 2017. A second grant request was also awarded for Phase 2 by Travel Nevada, occurring at the end of this phase.

Phase 2 – Funding plan, final sign design, exact sign specifications, permitting, production and installation (estimated to be roughly 18-25 of 43 total signs recommended). This phase is proposed to begin in June 2018.

Note – a final/subsequent phase will be evaluated at the completion of Phase 2.

Current Scope Description

Phase 2 will include the following:

Agreement

- Funding agreement between CVVA and county (to include Gardnerville and Minden) and addendum with Genoa.
- Phase 2 agreement between CVVA and Design Workshop for their scope of work (which will be a separate agreement between CVVA and Design Workshop).

Sign Package Approval Stakeholders

- Final stakeholder plan approval - sign location and content recommendations from Design Workshop (to be conducted in a combination of at least one face to face meeting as well as by follow-up calls and email).

NDOT (to include but not limited to)

- Final sign specifications from NDOT (to include size by individual sign, color call outs and approved symbols).
- Obtain ROW mapping and CAD information from NDOT for major routes included in the Wayfinding Plan. In the event NDOT does not provide the mapping in CAD format we will use PDF information already obtained.
- Develop phasing strategy and identify signs for priority implementation.
- Seek further clarification from NDOT on any potential support that may contribute to reduced project costs in the form of either grant application, in-kind installation costs, ongoing maintenance or other contributions by NDOT.
- Formal submission of a Right of Way Occupancy Permit seeking final approval with NDOT.

Production & Installation

- Bids/estimates – obtain three estimates from approved sign companies and make a final selection.
- Submit sign package design/layout and specs to an approved sign vendor for production (and to include recommended materials specifications and fabrication methods).
- Coordinate between county, towns and NDOT as to the most cost effective and prescribed installation approach (either by sign or overall) and proceed accordingly.

Remaining Sign Plan

- With the assistance of Design Workshop, make recommendations for future phasing and estimate costs.

Reporting

- CVVA will provide regular updates to all committee stakeholders (and for each to relay to their respective boards) on both the overall project's progress as well as budget cost allocation updates monthly.

Proposed

Schedule/Next Steps

- Finalize agreement between the county and CVVA (with Town of Genoa addendum)
- Simultaneous to and upon completion of the agreement above, CVVA will finalize the separate consulting agreement with Design Workshop.
- Begin Phase 2 scope of work steps as outlined above.

Budget

Phase 1 - \$20,000 (initial study complete and paid by CVVA and grant from Travel Nevada)
Phase 2 – proposed total - \$93,493 (see separate letter of request for funding dated 4.9.2018 - CVVA). Expenditures for this phase are primarily to be applied to a combination of consulting fees with Design Workshop as well as Wayfinding sign permitting, production and installation

Douglas County request (to include Minden and Gardnerville) - \$55,000

Town of Genoa separate request/addendum for \$5,000

Stakeholder Committee:

Douglas County – Lisa Granahan
Town of Gardnerville – Tom Dallaire
Town of Minden – previously Jenifer Davidson, currently JD Frisby
Town of Genoa – Phil Ritger
Douglas County Community Services – Scott Morgan
CVVA Board & Lodging – Debra Lang
CVVA Board & Trails Assoc – Carlo Luri
CVVA Executive Director – Jan Vandermade

Design Workshop representatives – Grace Larson & Steve Noll

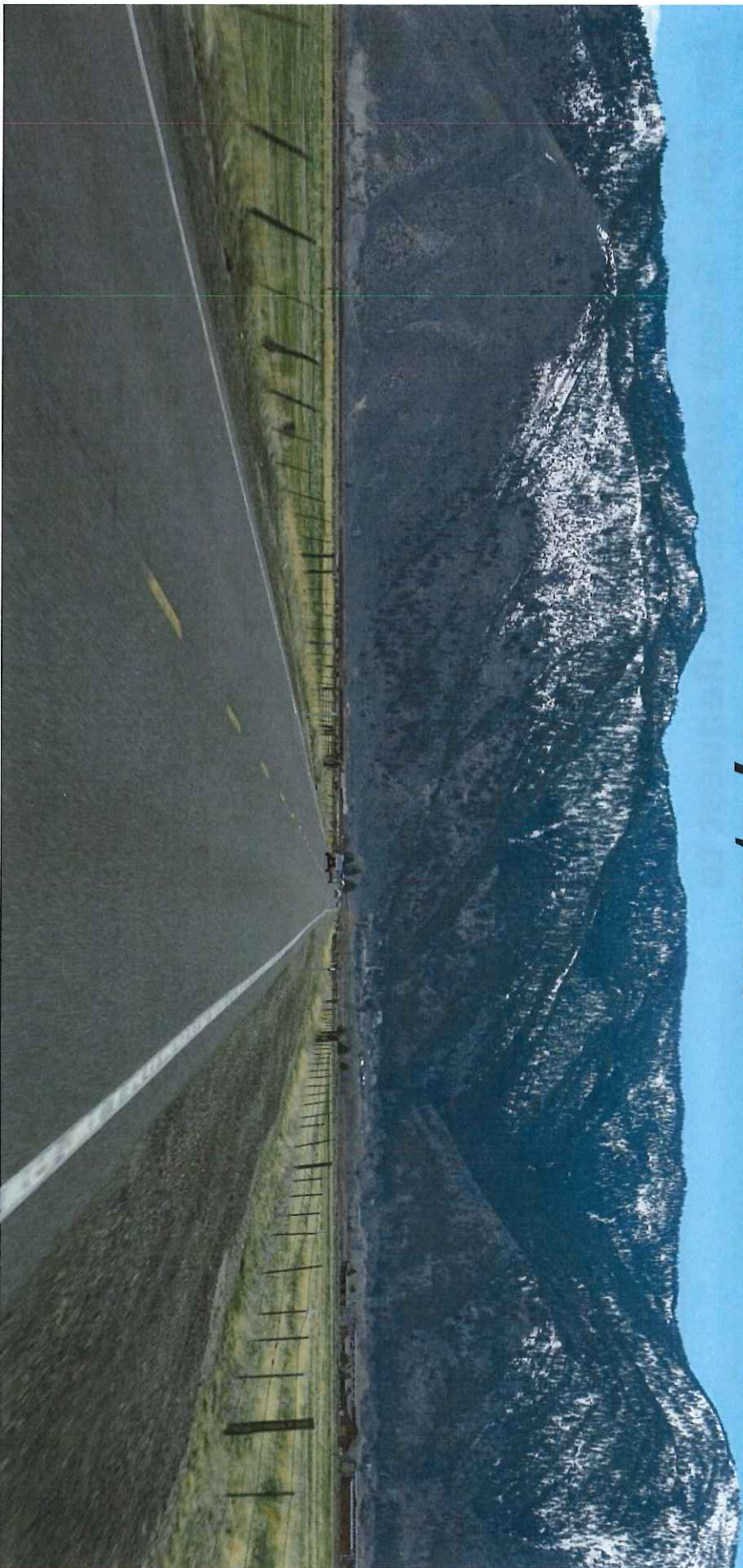
Project Coordinator:

Jan Vandermade
Executive Director
Carson Valley Visitors Authority
jan@visitcarsonvalley.org
775.782.8145

CARSON VALLEY WAYFINDING

TOWN OF MINDEN - BOARD MEETING

May 2, 2018



Brief Background

- 2017 - Study & preliminary recommendations (working with Design Workshop)
- Board Presentations – January 2018 – Unanimous Letters of Support (County & 3 Towns)
 - Purpose – Program overview and recommended scope of work
 - Note – these letters helped to support our grant request efforts with Travel Nevada
- Jan 18th – Grant Submission Request to Travel Nevada
- Update – grant for \$23,450 awarded by Travel Nevada for Wayfinding (announced 3.30.2018)
- Phase 1 efforts completed (\$20,000 prior commitment in 2017/18 by CVVA and Travel Nevada)

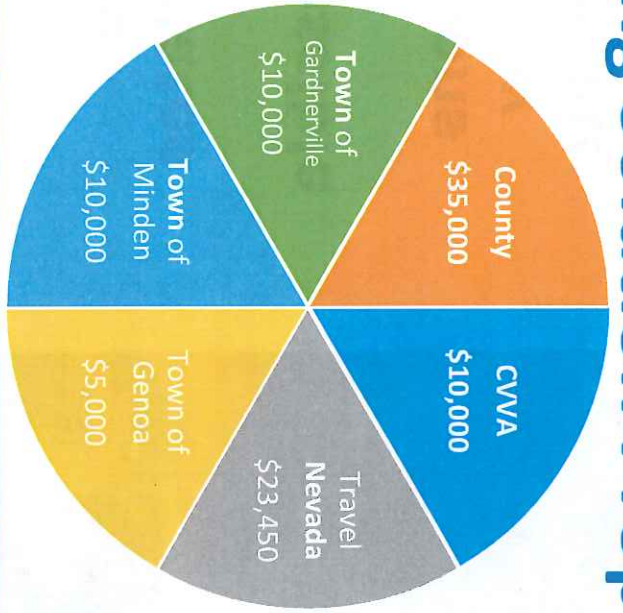


Phase 2

- Recent Steps
- Funding Request CVVA to County and Towns (letter dated April 9, 2018)
- Follow-up Stakeholder meeting held Tuesday, April 24, 2018
 - Purpose of the meeting – updates from CVVA
 - Discussion possible funding solutions/options
- Next Steps to follow funding commitments



Possible Funding Solution Proposal - Discussion



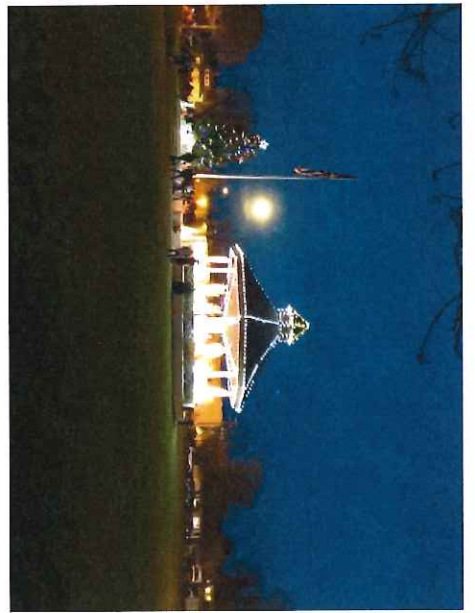
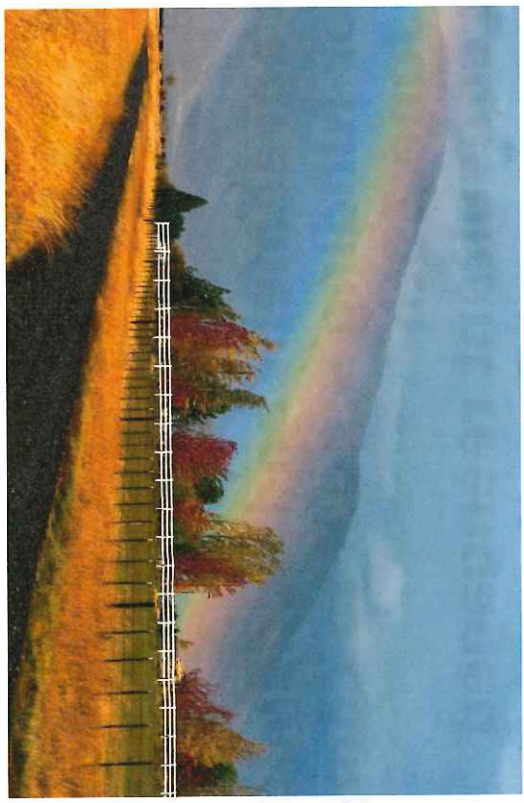
| Entity | Amount | Source |
|-----------------------|------------------|---|
| CV Visitors Authority | \$10,000 | 2018/19 Budget |
| Douglas County | 35,000 | Valley Vision Funds |
| Town of Gardnerville | 10,000 | Valley Vision Funds |
| Town of Minden | 10,000 | Economic Vitality Main Street funds or other |
| Town of Genoa | 5,000 | TBD (meeting May 2, 2018) |
| Travel Nevada Grant | 23,450 | Grant Award by June 2019 |
| Phase 2 | \$93,450 | As noted |
| Total Project | \$113,450 | Project to date |

Key Considerations

- Formal agreement and addendum with CVVA for funding – goal to complete before June 30th
- Project consultant reengaged (simultaneous to Funding agreement)
- NDOT Meetings, permit submission, and identification additional support opportunities
- Final review, sign proposals and select sign vendor – production & installation (Phase 2 signs)
- Phase 3 (formal recommendations by no later than the end of Phase 2)

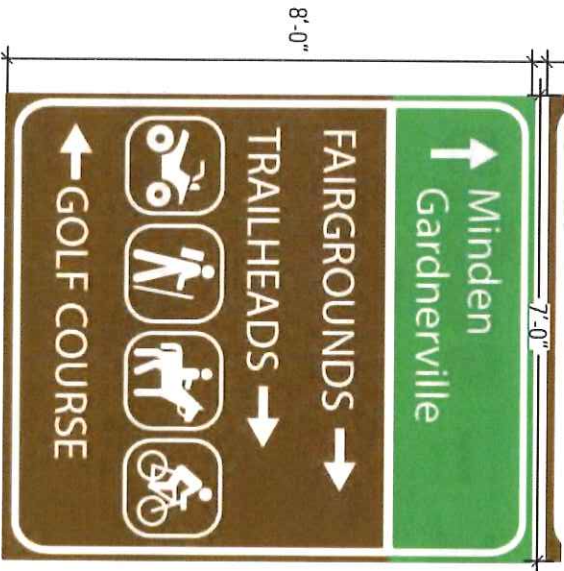


Q&A

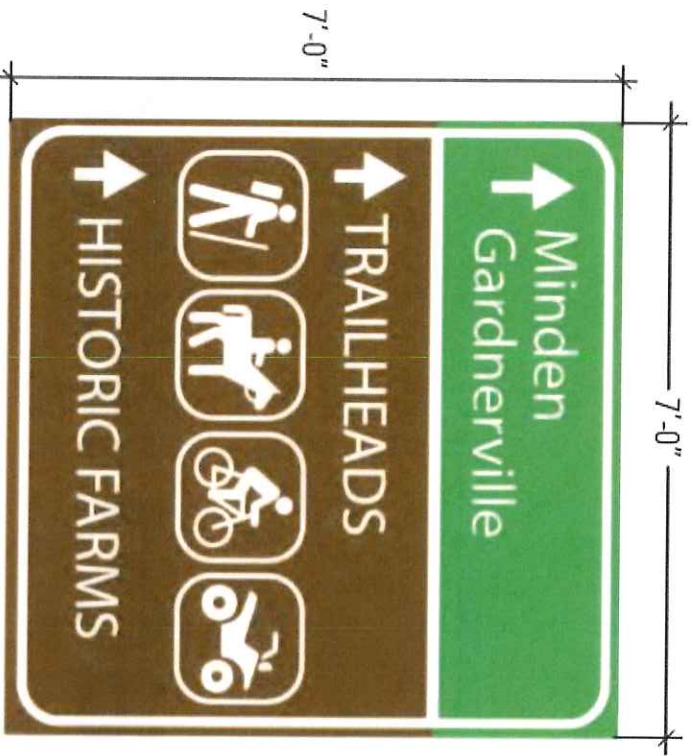


Sample Signs

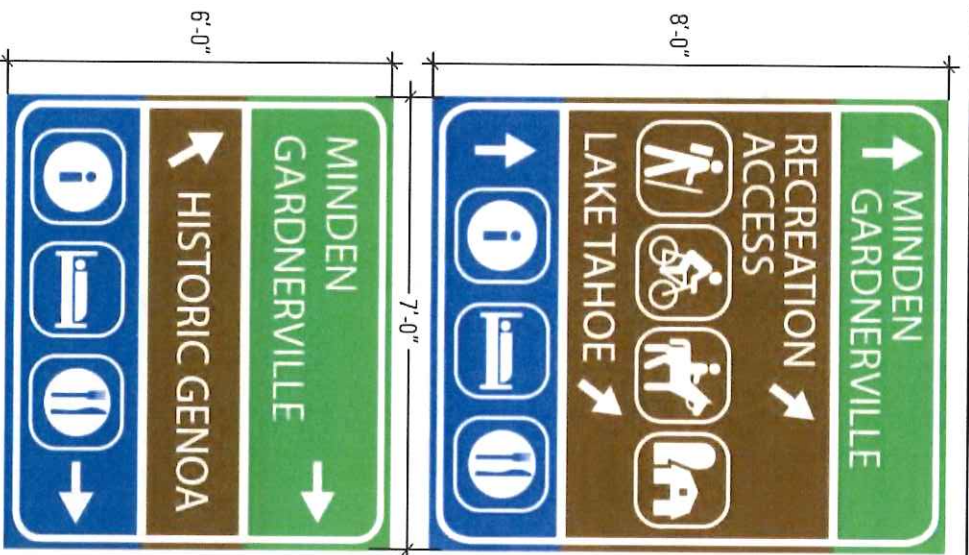
: Hwy 395 & SR 88



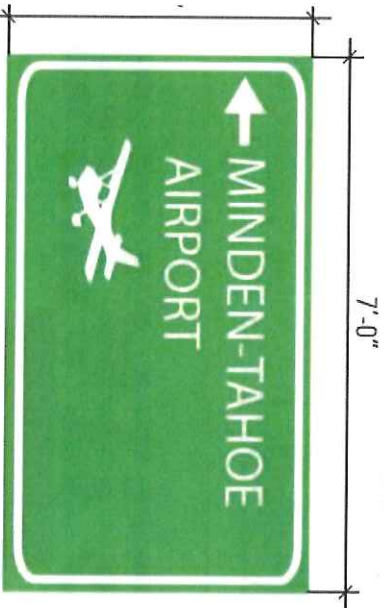
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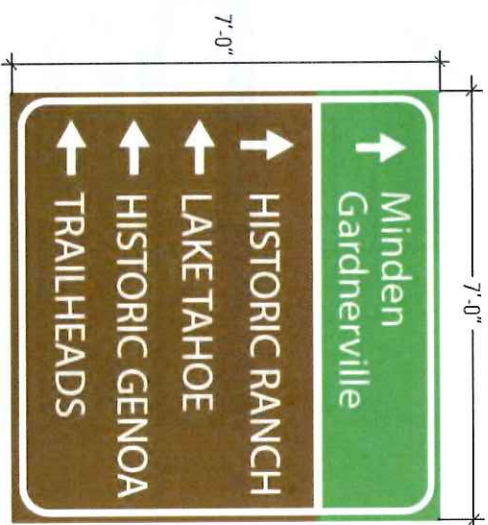
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INVENTORY DETAILS



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- **Recommendation - 43 signs total**
- **Corridor signs – 25 (Phase 2)**
- **District signs – 18 (TBD)**
- **Note - Sign copy, color and symbols will be finalized as part of Phase 2**

Sample Existing Sign Inventory



Wayfinding Hierarchy



NODE
 Primary directional informational at decision-making intersections



CORRIDOR
 Attractions along major roadway corridors

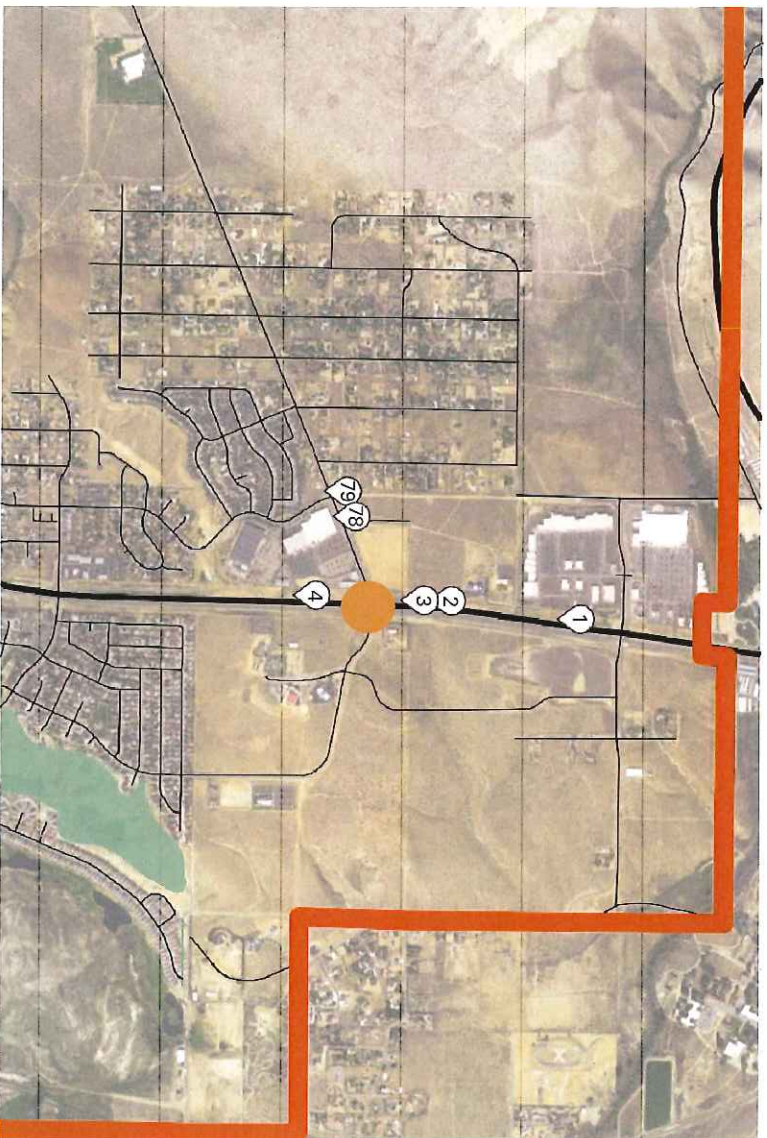


DISTRICT
 Important local attractions displayed on branded vehicular/pedestrian signs



Existing Directional Signs Makes use of existing signage to direct visitors to specific attractions at intersections and turns

Corridor Samples



● Node Option 1



● Node Option 2



● Node Option 3



Funds Phase 2 Wayfinding partnership funding

