



GARDNERVILLE TOWN BOARD

Meeting Minutes

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

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

Tuesday, May 1, 2018

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Pastor Carl Dahlen of Christ Presbyterian

 Chairman Jones called the meeting to order and made the determination a quorum is present.

PLEDGE OF ALLEGIANCE – Cassandra Jones

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.

No public comment.

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

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

Motion Slater/Higuera to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

A. April 3, 2018 Regular Board meeting; with public comment prior to Board action.

Motion Miller/Wenner to approve the minutes of April 3rd 2018.

No public comment.

Upon call for the vote, motion carried unanimously.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

- For Possible Action: Correspondence.
Read and noted.**
- For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.
Approved.**
- For Possible Action: Approve April 2018 claims
Approved..**
- For Possible Action: Recommend approval of Douglas County Outdoor Festival Entertainment Event Application for the 108th Annual Carson Valley Days Festival scheduled for June 6 through 10, 2018, sponsored by Carson Valley Active 20-30 Club #85
Recommend approval.**
- For Possible Action: Approve Board Member Cassandra Jones to represent the Town of Gardnerville and**

**to be the Town Board liaison for the Community Foundation of Douglas County.
Approved.**

Motion Miller/Higuera to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried unanimously.

ADMINISTRATIVE AGENDA

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

6.  **For Possible Action:** Discussion on a letter from the Clerk/Treasurer to reimburse for election expenses; with public comment prior to board action.

Ms. Wenner made a disclosure that she has applied for an on call position in the clerk/treasurer's office. It doesn't mean I will get the position, but if I do I will be working there on call. But I am not biased. I think I can vote fair since I know both sides.

Mr. Dallaire received a letter from Dena Abeyta that the Town of Gardnerville will be charged for election expenses. She sent the NRS statutes that apply. The letter doesn't disclose what it will cost. In Kathy's reply to an email I sent, the anticipated costs would be about \$1,000.

Ms. Wenner pointed out the state is not reimbursing the counties for elections anymore like they used to. So that is a big chunk of money that's not going into the general fund.

Attorney Yturbide pulled the statutes that were referenced. The initial letter sent by Dena referenced a variety of statutes. It didn't name the statute 269.105. Which in Kathy's response she did reference 269.1052. I spoke with Kathy today because I wanted to know how they were calculating the costs and what the anticipated cost would be. There are a variety of ways they are charging various entities. Under 474 they are charging, in addition to the expenses, about 15 cents per registered voter. That is not authorized under 269 for towns and that is not what they are anticipating. It is the sample ballots, the pamphlets and those kinds of hard costs. It's only if you appear on the ballot that they will do it. In this instance we have one contested election. A lot of the state measures take up the bulk of the sample ballots. She anticipates charging a percentage of the page that may be attributable to the town of Gardnerville. They have to present the claim/invoice to the town board. You would have an opportunity to look at it at the time she sends the invoice. She indicated she would also send the substantiating documentation, which shows how it was billed. You would have an opportunity at that point in time to question it. I looked at 269.017, the statute that talks about the election of board members. NRS 293.443 indicates that the clerk has the ability to charge expenses to be used at the election regulated by the election statute 293, 293C. She doesn't anticipate she would be adding in any time of salaried employees. I invited her to come today. She was not able to, but thanked us for the invitation.

Vice-Chairman Slater asked if she was talking about the ballots that goes out just to the Gardnerville residents or is she talking countywide?

Attorney Yturbide did not ask that question.

Vice-Chairman Slater doesn't want to pay something that doesn't pertain strictly to us.

Attorney Yturbide advised Kathy responded that she is trying to tailor it directly to the town.

Chairman Jones pointed out sample ballots are printed per registered voter based on their precinct. It should be calculable what hard ballots went to Gardnerville residents. My concern is if we start here and she's not charging for salaried staff this year, what happens two years from now when there's more of a budget cut.

Mr. Dallaire talked with Ted Thran and he had mentioned the previous clerk before him had utilized staff at election time and offset the costs that way. That could be an option. We could offer two or three of our staff to help with the election to defer the costs. I have not presented that to her.

Chairman Jones stated we are already forced into cost allocation for the administrative services the county provides to the town.

Mr. Dallaire noted we have an MOU that states we are not paying for the admin fund. Our general fund does not pay for the services the county provides.

Chairman Jones is trying to make sure they are not double dipping.

Attorney Yturbide advised they can recapture the expense. I have a question about the cost allocation and then this expense as well. You wouldn't want it doubled up. I did bring that up slightly. I think it's a discussion for another time. It will be an ongoing discussion.

Chairman Jones didn't feel we need to take any action. We have to budget for it under item 10. It was information the whole board needed so I had it put on the agenda. Also the cost allocation for this year has already been determined. It's really to make sure we are not in a double dip situation next year.

Mr. Dallaire clarified the cost allocation is based on expenses that happened two years ago for this fiscal year. For the upcoming budget it is technically two years back. We are paying this fiscal year for services they performed 2 years ago.

Chairman Jones pointed out next year when we inevitably engage in the cost allocation debate again, we need to make sure the cost allocation is not resulting in a double dip for these fees

No public comment.

No action taken.

7.  **For Possible Action: Discussion on donating or selling the town's 2007 John Deere Gator (613) with accompanying snow plow to the Town of Genoa in the amount of \$500; with public comment prior to board action.**

Mr. Dallaire explained this is an older unit. It broke down last season and we used the pickup truck to water the flowers. We took it to John Deere in Wellington to look at it. There is a problem with the transmission. We purchased a used Gator in addition to the new one. So we now have two. Genoa had heard we had one and is interested. We have three options I put on the agenda action sheet: donate it, sell it, or take it to auction. I am not sure when the next auction is.

Vice-Chairman Slater asked if we have a use for the plow.

Mr. Dallaire can't use it on any other equipment.

Mr. Miller thought if it gets stuck in reverse it's hard to plow snow. If we can get \$500 that would be great.

Motion Slater/Higuera to sell the town's 2007 John Deere Gator (613) with accompanying snow plow to the town of Genoa in the amount of \$500.

No public comment.

Upon call for the vote, motion carried unanimously.

8.  **For Possible Action: Discussion to award, award with modifications or reject town bid #2018-06 (Town Concrete Improvement Project) to V&C Construction Inc., in the amount of \$40,607.00, to replace failing concrete sidewalk and upgrade ADA improvements within the town, authorizing the town manager to sign the contract documents and adjust the project limit up to \$49,500 (\$8,893 over bid) to provide additional ADA ramps within the work area and or address issues that are unforeseen within contract scope of work; with public comment prior to board action.**

Mr. Dallaire went over the project. We sent it out to five contractors and only received two bids. The one bid was not signed and it was emailed instead of dropping it off.

Mr. Miller is surprised how low the bid is. That's a lot of moving of equipment.

Motion Higuera/Miller to award town bid 2018-06 Town Concrete Improvement Project to V & C Construction Incorporated in the amount of \$40,607 to replace failing concrete sidewalk and upgrade ADA improvements within the town, authorizing the town manager to sign the contract documents and adjust the project limit up to \$49,500, that is \$8,893 over bid, to provide additional ADA ramps within the work area and/or address issues that are unforeseen with contract scope of work.

No public comment.

Upon call for the vote, motion carried unanimously.

9.  **For Possible Action: Discussion to approve or approve with modifications, the final Town Capital Improvement Projects (CIP); with public comment prior to board action.**

Mr. Dallaire didn't change anything on the CIP. Geoff and I will be working (it's his goal and my goal) on the CIP. Try to have an official one generated for the town so you can actually look at the issues on this particular form based on your priorities and bring a list of projects in March. You identify what you want to spend the money on and then we identify that in the budget. I like that process. It helps us out quite a bit.

No public comment.

Motion Slater/Wenner to approve the final town capital improvement project.

Upon call for the vote, motion carried unanimously.

10.  **For Possible Action: Discussion to approve or approve with modifications, the final Town Budget for fiscal year 2018-2019; with public comment prior to board action.**

Mr. Dallaire mentioned using the miscellaneous line item for the election costs. The only items I changed are highlighted. Minden is starting to use the capital fund a little differently. Ted presented to the county commissioners yesterday. I will talk to finance and see if we can store the project revenue we are rolling forward in the 614 fund. By the time money is thrown into the next year it's hard to track.

Vice-Chairman Slater asked if he will amend the budget and add the \$1,000 for election.

Mr. Dallaire suggested putting it in miscellaneous expenses in admin.

Ms. Louthan advised there is an election expense line item 520-210.

Vice-Chairman Slater thought it would be better to put it in that account. It will be easier to track.

No public comment.

Chairman Jones asked that if the board approves the budget, the motion should include \$1,000 into 520-210.

Motion Miller/Slater to approve the budget for 2018/2019 for the town of Gardnerville with the amendment to it that we do include the election line 520-210 in the amount of approximately \$1,000. Motion carried unanimously.

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

Attorney Yturbide gave responses to staff, Tom and board members regarding emails and different questions. In addition, I reviewed the agenda and made revisions. I also spent some time with Tom on the Gardnerville Station and the election expenses information. I will be gone for the June meeting. Kara Hayes will be here.

12.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for April 2018.

Mr. Dallaire reported on the wayfinding signs from the Carson Valley Visitors Authority. I met with Larry Werner and JD from Minden (Valley Vision Committee) over that fund. During the budget workshop with the commissioners there were some questions about this fund and using the money. It's not theirs to use. Part of what we talked about is pulling all of our money out of it. So the \$10,000 we could put towards the wayfinding. We told them we would support it in some capacity. It's not coming out of the budget this fiscal year but it is money we had put into that Valley Vision fund previously in partnership. You can see Jan was able to get a \$23,450 grant from Travel Nevada for wayfinding signage and the Town of Minden and Town of Gardnerville would throw \$10,000 in. They are asking Genoa for 5. Douglas County is planning on \$35,000 and they are taking it out of the Valley Vision funds as well. I got approval today from Larry to bill the Valley Vision account for a portion of our building at the station and finish out that Valley Vision account. The only thing left in that account at the county level will be county funds.

Chairman Jones stated part of this is one of the commissioners, specifically during the budget process, asked why don't we move that money over there.

Mr. Dallaire stated they wanted to add it to storm drain or roads. There is an agreement between the county and the towns that the managers make the decision as long as we're unanimous as to where those funds are going, then that's how it gets spent. With that Larry was okay with us using it at the gas station or the S curve. It will end up coming into the budget. We haven't accounted for it in here, but we can track it that way. We would give the county an invoice for them to pay. Once the contractor starts billing us for the work we can take \$25,000.

Chairman Jones thought this sadly reinforces the idea that we had this hope of working together multiple jurisdictions and pooling the money. Yet Minden never contributed and now the county is making noises that are discouraging about our Valley Vision money being spent elsewhere. It's time now to recognize that the money needs to be spent on the project we agreed upon and the moneys we invested in good faith applied where we agreed it would be spent.

Mr. Dallaire shared the reason we put money in there was so we could be ahead of the game when the time came for doing the environmental assessment on a bypass. With the county commissioners' current focus on no bypass and maintaining what we already have, then the focus of those funds should change.

Vice-Chairman Slater believed it will go where it was intended to go.

Mr. Dallaire didn't have the Visitor's Authority come and do a presentation. As long as you are okay with me doing the \$10,000 from the Valley Vision funds to this program, then that's fine.

Chairman Jones commented it is in the manager's funding discretion so it doesn't need to be approved next month.

Mr. Dallaire will put on the consent the \$25,000 so there is a record. The wetland project, we are moving forward with the signage. Do you see anything else you want to add to the trail? I did add the future pond down here that is moving through the engineering department. In plan review they have minor concerns about the landscaping. We are not doing a lot of landscaping. In the packet you can see the aeration system. They are putting three aeration units in there. I am hoping that will eliminate the algae. If it works well we can put a smaller unit with solar power on the Gilman pond side where they plant fish. We don't have any connection to this pond from the Martin Slough. We did have the storm drain from the Ranch discharge into this pond. Any rainwater will come into the pond, but that's about it. The pathway isn't continuous all the way around and it should be.

Ms. Wenner asked if it doesn't drain will it evaporate?

Mr. Dallaire explained it will evaporate but it is ground water. I asked Barbara how they will know it is 22 feet deep. Rob made a comment we should make it look like Lake Tahoe. He has yet to send me the autocad file so I

know how big it is . We will call it out as a future pond if they don't start construction on it soon. The last thing is bills for the trash. Our dot matrix is dying and they don't make them anymore. We can buy refurbished but we were looking at doing the pressure seal machine. It will be a \$1500 hit to the budget for postage. We could try and find postcard stock to go through the copy machine. The other option is we can do the online but in order to send an email bill out it would cost us about \$1500 to change our program to be able to email. I just wanted you to know what we were doing. We met with the contractor and architect at the Gardnerville Station. They are coming up with alternatives on lighting to save money. We installed the water and sewer service. We hired Sierra Peaks to cut down and grind out the tree trunks. It's ready for the builder any time. The hold up for the contractor is his subs to get through the debar process. We will do a precon with CDBG, the county, the contractor and the town and then start work.

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

Ms. Wenner reminded everyone about the "May the 4th Be With You" event in Minden.

Mr. Higuera was traveling and then got sick and missed the meeting. There is a report from Debi on the last few pages.

Mr. Miller and Chairman Jones were at the volunteer appreciation event and it was well attended.

Vice-Chairman Slater reported the last NLC meeting was April 16th and they went through reports, guest speakers, received updates from the large city and small city caucuses. I gave a report on the town and GID caucus. Mayor Bob Crowell of Carson City gave a summary of their project that will take shape in the future thanks to a transportation grant of \$7.5 million. Elain Chao was in Carson City to present the funding to Carson City. Senator Dean Heller was present as well. The proposed project will take place in addition to the Curry Street area between the 5th Street and Spooner Summit intersection. The frontage road across from the railroad museum will be removed and the lanes reduced from six to four. The old armory will be a new transportation department facility for the state. I attended the second caucus meeting last week with Tom and discussed two items that may result in legislation. Next meeting is in July.

Chairman Jones reported the community foundation was adopted by Leadership Douglas County 2017 as it's project of the year. Two of their members continued to work on it, Connie Billington and Jan Vandermade. Last week we signed the formation documents for Western Nevada Community Foundation for Douglas County. It does appear there was a nonprofit in Douglas County with that name and they will be transferring their assets to the community foundation. We have a good kick start right off the bat. We will meet every other month. The focus this year is to get our feet under us. The whole point of this foundation is to be funded through legacy giving, not to take away from giving to current organizations throughout town, but to fund over time and create a principal balance that is never tapped and the interest and dividends off of that investment to flow back into Douglas County. It will take a long time to become a large stream of income, but we are looking forward to making a difference in 20, 30, 40 years from now. Next meeting is the end of June.

Mr. Miller belongs to Welcome All Veterans Everywhere. I am on the board of directors. We are moving along on putting the monument on the Douglas County old courthouse lawn. We will never stop receiving money on it, but the monies from the county have been matched by us in the amount of \$30,000. We have additional funds that we have raised towards that project. We are meeting with the county commissioners to iron some things out on the original memorandum of understanding. If everything goes right in September it should be done. It's quite a project. I saw on the bottom of the agenda the Vietnam moving wall is coming and they still need volunteers. There will be quite a parade coming through town with motorcycle escorts.

Mr. Dallaire reported Arbor Day was successful. We planted two trees in Heritage Park Garden. We had about 30 kids and adults. The trees that were planted will provide shade for the future chessboard and checkerboard at that location. We have an Eagle Scout coming in that will put those lifesize checkers and chess board at the location.

Chairman Jones shared the news leaked out. Gardnerville Elementary does a chess tournament every spring and it got out that we are working on this. Apparently GES has a good sized board on the playground. So the kids already play. They are all looking forward to it.

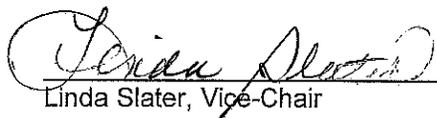
Mr. Dallaire shared the king is 3½ feet tall. The queen is 3 feet and the pawns are 18". The scout is working on it. He did get Basalite to donate all the brick. He will be working on this June and July. They will be cutting the pieces and getting them sanded so they can be painted.

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

No public comment.

Adjourn 5:48 p.m.

Respectfully Submitted,


Linda Slater, Vice-Chair


Tom Dallaire, Town Manager