



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, June 1, 2011, at 1602 Esmeralda Avenue, Minden, Nevada.

I. PRELIMINARY MATTERS AND PUBLIC INTEREST COMMENTS

5:30 p.m. Meeting was called to order by Chairman Stephans.

1. Pledge of Allegiance was led by Roxanne Stangle.
2. Mr. Bernard asked for the removal of Agenda Item No. 3 (East Fork lease), as it needs more work and discussion concerning the use of the building. The intention is to bring back in July. Mr. Van Alyne asked for the removal of Agenda Item No. 6, as Douglas County will be providing the water service. Mr. Stephans noted that this agenda has a topic called consent agenda, which addresses formerly considered items, and this will help expedite the more routine items heard by the Board. All items on the consent agenda would be approved with one motion. Mr. Keele felt that we should develop a policy to indicate the parameters of pulling items from the consent calendar; he will have this policy ready in July.

Thaler/Stangle moved to approve the agenda as amended. Motion carried unanimously.

3. Condron/Bernard moved for the approval of minutes of the Board Meeting held May 4, 2011, with the correction of the typographical error on page 4 noted by Ms. Stangle. Motion carried unanimously.
4. Approve and ratify vouchers and claims; these were noted as being in the process of being signed.
5. Acknowledgement of gifts: None
6. Acknowledgement of service awards: Mr. Van Alyne noted that two employees were due service awards; this has been deferred to next month.
7. Public comment:
 - a. Mr. Keele introduced Glade Myler, who has practiced law in the State of Nevada for 25 years. He has recently retired and will be working with, as well as filling in for, Mr. Keele in the future.

II. STAFF REPORTS

1. Public Works: Monthly report of activities by Greg Hill. In addition to his written report, Mr. Hill reported on the following:

a. The first concrete will be poured tomorrow for the three-sided building at the new facility site. There is a lot of work going on; please check in with the superintendent first when visiting the site. Mr. Thaler suggested creating a time capsule to place in the course of construction.

b. Well 3 is moving along; Mr. Hill anticipates two weeks for start-up if we get the transformer set.

Mr. Stephans referred to a letter to the editor and thanked the staff for the well handled response to an incident in Winhaven.

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2. Engineering Report: Monthly report by Bruce Scott.

Concerning the purchase of property for the North Minden Booster pump station, the way in which we were planning to create the parcel is no longer a viable option. The County historically has allowed creation of public facility parcels by the record of survey, master plan and zoning; however, this time the DA's office determined that they would not support this process and it would not be an option. We can do a parcel map or a lot line adjustment; this involves reconfiguring two parcels so you get the configuration of the lot that you want to buy. This would cost Mr. Bently a parcel, so we would compensate Mr. Bently for using up one of his parcels. This will incur an additional cost of about \$11,000. We will pursue this avenue and move forward; the County has been made aware of this.

Water projects are moving forward and nearing completion. Water tank will be painted this summer.

We have been working with Board members to go over construction cost estimates and water rates.

We had a meeting with Mr. Goodspeed from Bently at Well 7 to discuss the reconfiguration of the pumping capacity and the connection at the Science Park; they are interested in working with us. We will probably install a service from our existing main and provide them a water service as part of this process. We will be looking at pulling the present pump, cleaning the well, televising and doing some test pumping. This will be a valuable addition to the system that is relatively economical.

We have looked at significant street cracking on Deseret. It is a challenge to keep the broad cracks from reappearing and we are looking at alternative methods.

The work at CVI is moving along quickly.

3. Attorney Report: Monthly report by Mr. Keele.

Mr. Keele gave update on the litigation. When Judge Gibbons' order came out, it was determined that there were some inaccuracies in the order. The law addressing this has evolved and we might have an opportunity to challenge; we also might need to file an independent law suit. The law team, the state engineer, and Douglas County collaborated and created an excellent summary of the history and the effect or non-effect of the groundwater in Carson Valley, which Mr. Keele will provide to the Board. It showcases the results of litigation in the last 75-80 years. The state engineer found that even during the height of the growth period the flow of the Carson River actually increased. This demonstrates how weak some of their arguments were, and Mr. Keele would be shocked if we do not win this.

Mr. Keele has been involved in the Town leases and contracts, as well as the litigation. He assured the Board that they are free to call his cell number at any time.

Mr. Keele clarified committee meetings in the context of the Open Meeting Law at Ms. Stangle's request. At any given moment we may not have a quorum of three Board members or more, but if two members meet and one is sick and a third fills in, essentially there is now a quorum. If two are appointed and tasked by chair at a public meeting to come back with expertise from meeting, more than likely the other three will accept what the colleagues report. This results in three members accepting the advice of two people. As a routine matter we should notice committee meetings that are attended by two Board members.

4. Manager's Report: Discussion may include a report on Manager's activities, progress on or status of assigned tasks and projects, or general information of interest to the Board.

Mr. Van Alyne had a brief conversation with leasing agent for Gateway; Mr. Van Alyne suggested that the agent visit the Town office to ask about what fees are paid and how the process will work.

No workshops are planned at this time.

Mr. Thaler noted the unkempt condition of the sidewalk near Gateway. If we cannot get the state

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to take care of it, how can we get it cleaned off? Mr. Van Alyne said that service groups have been looking for projects, and we will take a hard look at getting them involved in this.

Contractor is looking at the pillars at 6th Street in regard to fixing the cracks.

Martin Slough project is moving forward and the CVI is still very interested.

NDOT had a meeting concerning the Highway 395 project. They will be using consultants and not their resident engineer.

We have combined the CVIC Centennial celebration with the Minden Film Festival. Mr. Van Alyne has approached Minden Food Company concerning this. We will get a list of preliminary dates to the Board.

We are interviewing for the water positions on June 15 in the Manager's office. Mr. Condron expressed interest in this and Mr. Van Alyne said that he was welcome to attend but there would be no participation in the process from a Board member.

5. Chairman and Board member reports:

Board member reports:

a. Ms. Stangle said the year's first Farmers Market was held May 31. The downtown businesses will be hosting a Business After Hours on June 14th. Also, the Spring Street Fair is coming up this weekend.

b. Mr. Thaler said the Arts Council is working on economic development ideas as well as trying to deal with the ditch that runs through the building. Also, he is part of Leadership Douglas County; their group this year has taken on the 150 year celebration for Douglas County. They are planning a large event on Oct. 1 at Minden Park. It will be a family event and include music, a kid's zone, VIP booths, and vendors and could be held in conjunction with the Scarecrow Festival. A Leadership representative will attend the July meeting to give more insight.

c. Mr. Bernard will be kicking off Christmas committee.

Chairman's report:

Mr. Stephans said that October 2012 will be the month that culminates the CVIC Centennial Celebration. We are in the first stages of planning, with the kickoff event to be a film festival the weekend of September 16 and 17, 2011. There will be a Friday night movie event for adults featuring Charley Varrick, with a possible social hour at 6pm and the movie at 7pm. On Saturday there will be a free kids' matinee; if the kids dress to the theme they get free popcorn. Mr. Thaler will check with the Fortnightly ladies through his wife to see if they would like to get involved.

1. Consent agenda:

a. Discussion and possible action to approve, approve with conditions, continue, or deny a request to award a personal services contract for work at Jake's Wetlands to Christine Fixman Landscaping, in an amount not to exceed \$15,000. Appearance by Town Manager.

b. Discussion and possible action to approve, approve with conditions, continue, or deny a request for a new Lease for Eduardo and Susan Almeida, dba Minden Electric Company, in the CVIC Hall Annex, 1604 Esmeralda Avenue, Suite 203. The proposed new lease provides for a one-year lease term with renewal options. Appearance by Town Manager.

No one called for removal of these items to regular agenda for discussion.

Condron/Stangle moved to approve the consent items. Motion carried unanimously.

2. Discussion and possible action to approve, approve with conditions, continue, or deny: 1) a proposal for policy renewal from Nevada Public Agency Insurance Pool (POOL) and, 2) if approved, authorize payment to POOL in the amount of Forty-three thousand one hundred fifty-five dollars and ninety-six cents (\$43,155.96). Appearance by Bruce Hollander, Warren

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Reed Insurance.

Bruce Hollander said that the renewal proposal was in the packet. This year the premium includes a 31% increase in property values with the addition of the water tank and the Minden fire house. There is also an increase in payroll. The total overall premium went up 21%.

Mr. Condron inquired about planning for next year; with the new maintenance facility can we expect a similar increase next year? How far in advance do we get the information to project out and plan for the budget? Mr. Hollander said that the final figures usually come out in mid to late May. We can get a best guess estimate from the POOL in January. It is still a guess as how it will play out.

Questions were raised concerning the coverage of the Minden firehouse. Mr. Hollander explained the building should be insured by the Town since we now have the title and own it; we should be in control and not leave it up to the renter. It is common that the tenant supply evidence of insurance to a landlord and name the Town as additional insured under the East Fork Fire District policy. They are using the gym; Town has not had anything to do with the gym and the Town's liability is limited. The rate to insure did not remain the same because East Fork is not under the same coverage program.

Mr. Stephans expressed concern about insuring a building that we receive no rent from.

Mr. Thaler said that we need to insure the building regardless, and this is possibly part of a quid pro quo agreement. Mr. Keele suggested the possibility of a double net lease that will pass through insurance and maintenance costs.

Public comment: None

Condron/Thaler moved to approve a proposal for policy renewal from Nevada Public Agency Insurance Pool (POOL) and authorize payment to POOL in the amount of Forty-three thousand one hundred fifty-five dollars and ninety-six cents (\$43,155.96). Motion carried unanimously.

3. Discussion and possible action to approve, approve with conditions, continue, or deny an interlocal agreement between the Town of Minden and East Fork Fire and Paramedic Districts for the Minden Fire Station Addition, 1604 U.S. Highway 395. (Item pulled from the agenda)

4. Presentation on the Carson Water Subconservancy District's Comprehensive Regional Water Management Plan. Appearance by Edwin James, General Manager of the Carson Water Subconservancy District.

Mr. James gave an update on the current status of the Comprehensive Regional Water Management Plan. This project started as a proactive measure to look at our local watershed to keep the legislature from telling us how to manage it. It was funded with a grant from the Bureau of Reclamation and is a two year project.

Water demands need to balance environmental, domestic and agricultural. The study is intended to evaluate future water supplies and demands. The grant requires studies of runoff patterns and climate changes, development of a regional water conservation plan, evaluation of possible water leasing and banking programs and future regional projects.

The first year we have studied runoff pattern changes and initiated water conservation pilot projects to avoid waste and education to promote smart use. There have been no changes in runoff pattern to Lahontan, with a possible slight increase. Standard statistics did not pan out as it was not as cold as it has been historically.

After it is complete the comprehensive regional water management plan is intended to be a resource. Before the study comes out, every water purveyor will have a chance to peruse it.

Public comment:

Bob Pohlman said he thinks that we should look at metering all properties in Minden and that the County should look at the standards for irrigation systems on public property, with close attention to using water conserving sprinkler heads.

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Mr. Stephans thanked Mr. James for the presentation and encouraged the public involvement in the residential irrigation survey to identify ways to conserve water.

5. Discussion and possible action to approve, approve with conditions, continue, or deny a request from MACTEC Engineering, on behalf of the Bureau of Land Management (BLM) and United States Forest Service (USFS), to sell 2.75 acre-feet of water rights for the amount of \$36,975, which includes administrative fees, for the proposed BLM/USFS Plymouth Mountain Interagency Facility in Indian Hills. Appearance by Town Engineer

Mr. Van Alyne said that MACTEC Engineering is the project manager for developing a joint fire resource center near the Indian Hills water treatment plant. The U.S. Forest Service and BLM are required by Indian Hills to meet connection fee requirements by Indian Hills with this water rights purchase. The water itself will continue to be in our wells. With a confirmation that the water rights have been paid, we will deliver water as soon as the line is complete. Indian Hills will be the water purveyor. The recommendation is based on the current price of \$12,900 per acre foot. They hope to get the facility started fairly soon, and having the water connection will move things along.

Public Comment: None

Thaler/Condrion moved to approve a request from MACTEC Engineering, on behalf of the Bureau of Land Management (BLM) and United States Forest Service (USFS), to sell 2.75 acre-feet of water rights for the amount of \$36,975¹, which includes administrative fees, for the proposed BLM/USFS Plymouth Mountain Interagency Facility in Indian Hills. Motion carried unanimously.

6. Discussion and possible action to approve, approve with conditions, continue, or deny a request from Roger Tieg to sell 0.57 acre-feet of water rights for an amount not to exceed Nine thousand one hundred fifty-three dollars (\$9,153), which includes an administrative fee, for a commercial building located at 2285 Main Street in Genoa, Nevada. Appearance by Town Engineer. (Item pulled from the agenda)

7. Discussion and possible action to 1) approve, approve with conditions, continue, or deny proposed comments on Chapter 12 of the Douglas County Master Plan; and 2) if approved, authorize the Chairman to sign the transmittal letter. Appearance by Town Manager.

At the May Board Meeting, a committee was appointed, and the comments were developed on May 18th. Mimi Moss appreciated the approach that the committee took in the comments, and gave input on a few questions. Some comments to the County included need for storm water management and a conservation element; Mr. Van Alyne will be working with Mr. Condrion to bring back a series of projects to present to the Board for the next budget year to make changes in the Town addressing conservation. We have also asked for incorporation of an open space element and reference to the North Valley waterline intertie as well as the many changes to the Town of Minden water system. One big change is the reference to customers outside of the Minden urban surface area (Master Plan describes this as our retail network to include the Bently Science Park), as well as a description of what we are doing outside our urban surface area. The Parks and Recreation element was looked at; we asked for more emphasis on the trails element especially the Martin Slough Trail, which is essentially a linear park. We also asked for more emphasis on the Muller Parkway and a decreased emphasis on Ironwood Extension in the Transportation Plan summary.

Mr. Stephans said this is a step forward and thanked the Board and staff for the work and effort.

Public comment: None

Condrion/Bernard moved to approve comments on Chapter 12 of the Douglas County Master Plan and authorize the Chairman to sign the transmittal letter. Mr. Condrion thanked Mr. Van Alyne for his work in organizing this, as well as the work done by Mr. Scott and Mr. Russell that clarified the various elements.

¹ **Note:** the motion in the amount of \$36,975 as indicated in the Manager's cover memo, but pursuant to Bruce Scott's letter dated May 19, 2011, the actual amount for this transaction is \$36,225.

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8. Discussion and possible action to approve, approve with conditions, continue, or deny a request for the Town of Minden to host an Old Fashioned July 4 Celebration and Barbecue in Minden Park on July 4, 2011. Discussion on this item may include approval to spend an amount not to exceed \$2,500. Appearance by John Stephans.

Mr. Stephans said that this is open for discussion. We are running out of time and if we are going to do an event like this we might need to start sooner. Also, we can expect the POPS to play for us at Minden Park next July 4th, which is on a Wednesday in 2012.

Mr. Condron expressed concern that the idea gave birth too late this year but he would really like to see it next year. Also, this will give us a chance to communicate it better to the public. Mr. Thaler and Mr. Bernard agreed.

Public comment:

Sandy Deyo noted that this year it is on a three day weekend and there will be a lot of people who have already made plans. Tremendous idea but agrees that next year makes more sense, letting people know ahead of time.

Mr. Keele said that we should defer a motion on this item because it is really a year away.

9. Discussion and possible action to approve, approve with conditions, continue, or deny Resolution #2011R-045 to augment the 2010/2011 budget. Appearance by Town Manager.

Mr. Van Alyne said that this is standard housekeeping done every June; we look at last years' budget and adjust funds to balance and get to the end of the fiscal year. We are working with finance division in transition to retail and wholesale water system. Important to note that we are transferring budget authority, not actual dollars. When you look at fund 630, this is putting money in the appropriate places. The County requires the resolution and all Board members should sign. Claims will facilitate the augmentation.

Condron/Thaler moved to approve Resolution #2011R-045 to augment the 2010/2011 budget. Motion carried unanimously.

10. Discussion and possible action to review and approve, approve with conditions, continue, or deny a slogan for the Town of Minden. Appearance by Town Manager.

Mr. Van Alyne said that nine possible slogans have been submitted since his initial challenge to describe Minden in seven words or less.

Mr. Keele suggested "Eau Minden" or "Oh Minden," also "Now. Minden" or "Minden. Now!"

Discussion included how this slogan will speak to people, what message we want to give, and the possibility of mapping Minden with reference to location. Why do people come here to visit?

Mr. Bernard suggested bringing this back when we have a better definition of how we will use this slogan, and not rushing in to a decision. He said that none of the slogans popped off of the page.

Public comment:

Bill Souigny said we need one slogan, not multiple slogans. Do we want to put it on everything—bumper stickers, t-shirts?

Ms. Stangle would like to keep it simple; t-shirts especially need to have fewer words.

Board agreed that we need to determine what we are trying to do with this and what we will do with the slogan.

Bernard/Stangle moved to continue the discussions on this subject and bring it back when it is more developed, with some form of a marketing plan. Motion carried unanimously.

IV. ADJOURNMENT

Condron/Stangle moved to adjourn the meeting at 8:31 pm. Motion carried unanimously.