

**City of Carson City  
Agenda Report**

**Date Submitted:** May 27, 2008

**Agenda Date Requested:** June 5, 2008  
**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Parks and Recreation Department, Open Space Division

**Subject Title:** Action to accept the Open Space Advisory Committee's recommendations regarding the Open Space Work Program for 2008.

**Staff Summary:** The Open Space Advisory Committee hereby requests from the Board of Supervisors approval of the 2008 work program. The work program consists of management activities, planning activities, land acquisition, and capital improvements projects. In accordance with past practices, the Board of Supervisors will approve any specific purchase or expenditure prior to execution by staff.

**Type of Action Requested:** (check one)

- Resolution
- Formal Action/Motion
- Ordinance
- Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to accept the Open Space Advisory Committee's recommendations regarding the Open Space Work Program for 2008.

**Explanation for Recommended Board Action:** In accordance with Chapter 13.06 of the Carson City Municipal Code, the Open Space Advisory Committee shall submit recommendations on the Question-18 Open Space activities. In addition, the Open Space Advisory Committee has considered budget constraints that were incorporated into the work program. Staff has prepared a memorandum as a summary of the recommendations of the Open Space Advisory Committee. The summary addresses land transactions since in inception of the Open Space Program; land transaction in progress; and three types of non-acquisition projects, 1-Management Activities, 2-Planning activities, and 3-Capital Improvements.

**Applicable Statute, Code, Policy, Rule or Regulation:** C.C.M.C. Chapter 13.06

**Fiscal Impact:** The proposed budget for 2008-09 is based on \$2.3 million of available funds.

**Explanation of Impact:** The funds will be expended upon receiving Board of Supervisors approval of specific projects.

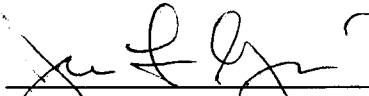
**Funding Source:** Question-18 Open Space special account


**Alternatives:**

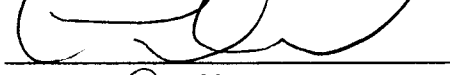
- Not to approve the recommendations
- Request changes to the work program

**Supporting Material:**

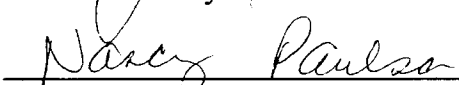
- Memorandum dated May 23, 2008, summarizing the work program
- Open Space Project and Work Program - detailed matrix of projects being considered by the Open Space Program.
- Budget Recap Form
- Minutes of the March 17, April 21, and April 28, 2008, meetings of the Open Space Advisory Committee

**Prepared By:**  **Date:** 5/27/08  
Juan F. Guzman, Open Space Manager

**Reviewed By:**  **Date:** 5/27/08  
Roger Moellendorf, Parks & Recreation Director

 **Date:** 5/27/08  
Larry Werner, City Manager

 **Date:** 5/27/08  
District Attorney's Office

 **Date:** 5/27/08  
Finance Department

**Board Action Taken:**

Motion: \_\_\_\_\_ 1: \_\_\_\_\_ Aye/Nay  
2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

# MEMORANDUM

TO: Carson City Board of Supervisors

FROM: Juan F. Guzman, Open Space Manager

SUBJECT: Open Space Work Program

DATE: May 23, 2008

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The discussion below summarizes and organizes information on the tasks being conducted in order to carry out the functions and responsibilities of the Open Space Program, as outlined by the provision of Chapter 13.06 of the Carson City Municipal Code. The attached matrix contains details of land transactions by geographical areas and non-acquisition projects with a recommended priority of high, medium, and low.

## A. Land Transactions since the Inception of the Program

In summary, staff is very proud to inform you that since the inception of the program, we have purchased or acquired through donation the following properties.

1. On the west side of Carson City:
  - Fagen property
  - Hutchinson property
  - Gilbert property
  - PH Casey Preserve (donation)
  - Swafford property - participated with the U.S. Forest Service and have a minor monetary participation with the Forest Service.
  
2. Along the Carson River corridor, we have purchased the following property:
  - Andersen property
  - Desormier property
  - Bernhard property
  - Mexican Dam property

## B. Land Transactions in Progress

1. As illustrated on the Western Opportunity Map and highlighted in the attached matrix for the work program, the property transactions in progress include the following properties:
  - Wilson Trust
  - Horse Creek Ranch (Fagen - Conservation Easement)
  - Long Ranch
  - Masonic Lodge property
  - Joost property
  - Potter property

2. As illustrated on the Carson River map, the transactions in progress include:
  - Jarrard Ranch
  - Serpa property
  - Bently property
  - Donation of the Vidler property located at Hells Bells
  - Donation of property on Lompa Lane in relation to wetlands under the present ownership of Dwight Millard and Jim Bawden.

C. Non-Acquisition Projects

Staff suggests that all those projects designated with a high priority in the attached matrix be accepted by the Board of Supervisors to receive the majority of time and expenditure towards implementation:

1. Management Activities

- Annual reports to the Board of Supervisors TBD
- Volunteer opportunities / activities Programatic
- Creation of management plans TBD
- Fuels reduction projects (sheep) Programatic
- Management of Waterfall Fire and Utility lands (NRCS grants) Programatic
- Silver Saddle Ranch cooperative agreement and charette process Programatic

2. Planning Activities

- Fiscal impact of open space report TBD
- Federal agency plan reviews Programatic
- Federal lands bill Programatic
- Westside bike path (Jeff Potter & Muscle-Powered initiative) Programatic
- Update of the Open Space Opportunities Map Programatic
- Carson River Regional Park Charette Programatic + \$6,000

3. Capital Improvements / Projects

- Mexican Ditch Trail Bridges \$160,000
- Fulstone/Lompa wetlands and trail enhancements \$250,000
- Carson River Aquatic Trail Plan implementation \$5,000 Programatic
- WHIP grant - Kings Canyon grant project \$121,000
- NRCS Grant - Flood and debris mitigation project at Quill Ranch / Long Ranch \$248,000
- Question-1 grant awards land acquisition agreements

Programatic means that the substantial majority of the cost is absorbed by staff's daily routine work and existing budget line items.

**Recommendation:** Move to accept the Open Space Advisory Committee's recommendations regarding the Open Space Work Program for 2008.

Open Space Projects and Work Program - As Submitted by Staff						
Land Transactions						
Western Opportunities Map						
Completed Transactions						
Map No.	Previous owner	Size - Acres	Public ownership	Grants Awarded / Potential	Approx Cost	
10	Fagen	370	Carson City	\$1M	\$2.3M	
12	Fagen					
15	Swafford	320	USFS	N/A	\$3.1M USFS (\$30K Carson City)	
16	Swafford					
20	Hutchinson	40	Carson City	\$300K	\$400K	
43	Uhalde (Gilbert)	40	USFS	N/A	\$600K sold to USFS \$1.2M n/a	
48	Casey	77	Carson City	N/A	\$10K transaction cost, land donated	
In Progress						
Map No.	Current owner	Size - Acres	Comments	Grants Awarded / Potential	Approx Cost	
2	Steidley	133	Staff has deferred to the U.S. Forest Service since the owner obtained a favorable recommendation through SNPLMA.	SNPLMA	USFS will appraise	
7	Wilson	99	The subject of the Legacy Program nomination with a \$500K award, and the trust recently verbally agreed to sell us the largest of the two parcels, consisting of 99 Acres. Anticipate closing by summer of 2008.	\$500K	Appraisal pending	
11	Fagen	20	Owner will offer to Open Space.	Q-1 / \$596,347	N/A	
14	Fagen	140	Conservation easement parcel. Being drafted.		N/A	
23	Long	200	The Committee previously authorized staff to negotiate on this parcel, and staff anticipates submitting an application to the Forest Legacy Program or Q-1.	Q-1 Future	Not appraised	
33	Masonic Lodge	80	The Masonic Lodge recently contacted staff regarding a possible transaction. Q-1 will be appropriate.	Q-1 Future	Appraisal out-dated	
36	Joost	20	A Q1 grant application was submitted in March 2008 for the purchase of the northern 20 acres and a 40' wide road needed for access and fuels management.	Q-1 Pending	Appraisal pending	
51	Potter	20	Being pursued by staff at the present time. The road title for Ormsby Blvd has delayed progress on this transaction. Appraiser contacted, staff accessing grave sites' historic importance.	Q-1 Future	Appraisal pending	
Inactive						
Map No.	Current owner	Size - Acres	Comments	Grants Awarded / Potential	Approx Cost	
3	Giannotti	160				
4	Giannotti	80	Due to its remoteness, the Committee instructed staff not to pursue it for the time being. Not for sale but are reserved for an exchange with the USFS.	N/A	N/A	
5	Giannotti	80				
6	Wilson	21	The subject of the Legacy Program nomination, and the trust recently verbally agreed to sell us the largest of the two parcels. They will keep this smaller parcel.	N/A	N/A	
8	Benna-Marshall	43	A willing seller; however, the estimated appraised value is not commensurate with the expectations of the owner and staff has not actively pursued the purchase of this parcel.	N/A	N/A	

Inactive		Current owner	Size - Acres	Comments	Grants Awarded / Potential	Approx Cost
9	Hertz	51	Not being pursued by staff.	N/A	N/A	
13	Schulz	40+	Owners considering a conservation easement	Q-1 Future	N/A	
17	Schulz	41.7	Conservation easement potential.	Q-1 Future	N/A	
18	Schulz	79	Potential conservation easement.	Q-1 Future	N/A	
19	Schulz	80	Robert Schulz property - would like to develop this property.	N/A	N/A	
21	Schulz	278		N/A	N/A	
22	Itildo Profit Sharing Trust	13	Not being pursued by staff.	N/A	N/A	
24	Darling	35	Not being pursued by staff, however, would be appropriate to bundle with Long and Schultz 130 acres.	N/A	N/A	
25	Schulz	15	Owner would like to offer within 6 months, bundle with Long and Darling	Future Q-1	N/A	
26	Serpa	60		N/A	N/A	
27	Serpa	80	Due to be dedicated as part of the Timberline Subdivision.			
28	Serpa	39				
29	Serpa	39	Must be purchased if it were to be desired by Open Space. Old Timberliner Phase 4 parcels	Future Legacy or Q-1	N/A	
30	Serpa	41				
31	Hamm	184	Formerly owned by Mr. Meason. Is not on the market for our consideration but very important for trail connectivity.	N/A	N/A	
32	Hamm	20				
34	Glenn and Skarakis	41	Not on the market.	N/A	N/A	
35	Joost	45.7				
37	Joost	3	Not on the market.	N/A	N/A	
38	Joost	26	Not on the market; however, some discussion regarding flood improvement through NRCS grants.	N/A	N/A	
39	Adams	11	Important for NRCS flood prevention projects.	N/A	N/A	
40	Pederson	25	Staff has not pursued this parcel; however, very important for NRCS flood prevention projects.	N/A	N/A	
41	Hamilton	9				
42	Hamilton	26	Staff has not pursued this parcel. Partially improved parcel.	N/A	N/A	
44	Weise	23	Staff has not pursued this parcel, the trust is not a willing seller at this time.	N/A	N/A	
45	Weise	25	Staff has informally pursued this parcel. The trust is not willing to sell at this time.	N/A	N/A	
46	Jenkins	59	The recently proposed development has been dropped. The parcel is on the market.	N/A	N/A	
47	Weise	95	Staff has not pursued this parcel formally. We have expressed interest, but trust is not a willing seller.	N/A	N/A	
49	Development Co.	25	Part of a proposed development. It has been the recommendation of the Open Space Advisory	N/A	N/A	
50	Development Co.	57	Committee not to pursue that property for open space but to encourage its development through a			
Inactive						
Map No.	Current owner	Size - Acres	Comments	Grants Awarded / Potential	Approx Cost	
52	Stanton Park Development	251				
53	Stanton Park Development	147	The recently proposed development has been dropped. Owner is willing to sell to Open Space, exploring terms.	Future Q-1	N/A	
54	Stanton Park Development	73				
55	Hanser Investments LLC	29	The recently proposed development has been dropped.	N/A	N/A	
56	Hanser Investments LLC	43				

**Carson River Opportunities Map**

Map No.	Previous owner	Size - Acres	Public ownership	Grants Awarded / Potential	Approx Cost
7	Andersen	86	Carson City	\$1.75M	\$3.5M
N/A	Desormier	19	Carson City	\$129,070	\$300K
N/A	Bernhard	62	BLM - Sold to BLM for \$2.2 M	N/A	\$1M
N/A	Mexican Dam	64	Carson City	N/A	\$1.65M
In Progress					
Map No.	Current owner	Size - Acres	Comments	Grants Awarded / Potential	Approx Cost
3	Jarrard				
4	Jarrard				
5	Jarrard	397	A Q1 grant application for the Jarrard property was recently approved for \$3 million. Negotiations with Jarrard continue.	\$3M / Q-1	\$4M
6	Jarrard				
8	Serpa				
9	Serpa				
10	Serpa	Approx 406	A Q1 grant application was resubmitted in March 2008. Staff continues to obtain information on the mercury contamination issue.	Future Q-1	\$2.1M
11	Serpa				
13	Serpa				
14	Bentley	Approx 470	Being pursued by staff and the lawyers for Mr. Bentley. Appraisals conducted, some Superfund designation work with RCI on white paper.		\$1.6M
15	Bentley				
N/A	Vidler (Hells Bells)	Approx 37	Proposed donation of 37 acres plus trail connection Empire/Riverview	Donation	\$5K - escrow expenses
Inactive					
Map No.	Current owner	Size - Acres	Comments	Grants Awarded / Potential	Approx Cost
1	Bentley				
2	Bentley		Mr. Bentley has stated through his lawyer that he is willing to negotiate with us, prior offer declined.	Future Q-1	N/A
12	Comstock Enterprises		The Board decided not to pursue this acquisition in 2002.	N/A	N/A
16	Erickson				
17	Erickson		The lands were recently placed on the market.	N/A	N/A





Recommended Priority		Staff time	Budget	Comments
<b>Development Projects</b>				
Mexican Ditch Bridge	H	*	\$\$\$	Staff is working with other city departments and Lumos & Associates on final abutment construction and bid documents. It is anticipated the first bridge will be installed during Summer 2008.
Fulstone/Lompa Wetland Enhancements	H	***	\$\$\$	Wood Rodgers was contracted for the design of wetland enhancements, and the plans are 90% complete. On behalf of Carson City, Wood Rodgers recently submitted a NDEP Clean Water Act 319(h) grant application for project implementation. Additionally, staff recently submitted a funding request to the Carson Water Subconservancy District and anticipates submitting a grant application to Q1. Staff has good news on grants to facilitate this project.
Carson River Aquatic Trail Plan	H	*	\$-\$\$\$	The Carson River Aquatic Trail Plan is under the leadership of the Parks and Recreation Department. Due to the passive recreation opportunities and environmental components, staff has played a role in submitting grant applications and obtaining significant funds for trailhead improvements to the Morgan Mill Road River Access Area. Hansen Landscape Architects was contracted to lead the design and planning efforts, which have just begun.
Westside Bike Path (Jeff Potter Initiative)	H	*	N/A	Staff met with local residents interested in constructing a bike trail across the western slope and primarily located on US Forest Service lands. Staff advised contact with the US Forest Service and possible partnerships.
Linear Park	M	*	N/A	Staff assisted in obtaining grant funding last year for two sections of the Linear Park: 1) a 100' extension of the existing dead-end paved path near the Lompa Ranch to the NDOT right-of-way and multi-use path, and 2) paving of the existing decomposed granite path along 5th Street and Fairview Drive. When completed, this path will extend from Governor's Field to the Mexican Ditch Trail near Hells Bells Road and provide the only east-west off-street paved path in Carson City. Staff participation has been reduced.
Tahoe Bike Path	M	*	N/A	When Q1 was approved, \$5 million was awarded the Carson City, Washoe and Douglas counties towards the Tahoe Bike Path project. EDAW was contracted to conduct a feasibility study, identify potential alignments, and provide construction documents on two demonstration projects - one each in Washoe and Douglas counties. To date, staff has simply participated in monthly meetings for this multi-jurisdictional project.
<b>Information / Education</b>				
Volunteer opportunities	H	*	\$	The Parks and Recreation Department receives several calls throughout the year inquiring about volunteer projects. Best examples - wetlands.
Open Space Opportunities Map	H	*	\$	Update maps with latest acquisitions.
Property profiles/history	M-L	*	N/A Future \$\$	Staff have briefly discussed the opportunity and importance of documenting property history following acquisition. Information may include previous owners, previous and/or historic land use, possible use by Native Americans and early explorers, any role during the Comstock era, etc.
Website	M	*	\$	In the Parks and Recreation Department, Sharon Wood has been responsible for uploading new information to the website. Much information, including pictures, is still needed.

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Resource Management		Recommended Priority	Staff time	Budget	Comments
Management Plans	H	***		\$\$\$	It is the requirement of the master plan that management plans be adopted for each open space property. At the present date, only the Moffat Property contains a management land use diagram. Staff believes this to be of the highest priority.
Fuels Reduction	H	**	Seasonal	\$\$\$	For the past two years, the Committee and Board of Supervisors supported fuels reductions along the western wildland-urban interface with the help of Ted Borda and his sheep. There has been tremendous support from the community and other agencies, particularly the Nevada Division of Forestry who has provided daily water delivery. Staff anticipates this will be an annual project as needed. Staff anticipates coordination with the Carson City Fire Department and other agencies for additional fuels projects, including brush thinning.
Management of Waterfall Fire and Utility Lands	H	***		\$\$\$	A NRCS WHIP grant assisted with reforestation, riparian revegetation, and drill seeding operations. Approximately \$309,000 obtained through Senator Reid's office is available for watershed assessment. Resource Concepts, Inc. was contracted for the development of a management plan for these lands, to be completed in the next 2 months. There will be continuous monitoring and management of weeds and other natural resources. Additionally \$120,000 is to be used for mitigation at Kings Canyon (WHIP) and \$240,000 for next year Waterfall Fire.
Silver Saddle Ranch	H	***		\$\$	The Bureau of Land Management and Carson City have a cooperative agreement for the management of Silver Saddle Ranch. In addition to managing the haying lease, staff participates in meetings with Friends of the Silver Saddle Ranch (FOSSR). FOSSR currently has a grant from the National Park Service and anticipates hosting public workshops and a design charrette for the Silver Saddle Ranch and Carson River corridor in Spring 2008. First meeting is to be held on 4-24-08 at 6:00 pm at the Senior Center.
Invasive weeds	M	*		\$\$	Staff has participated in quarterly meeting and anticipates continued coordinated efforts with the Carson City Weed Coalition.
Management of Off-Highway Vehicles	L	*		N/A	This issue strongly relates to the Unified Pathways Master Plan. Staff, as well as many concerned citizens across the state, have commented to the Nevada Legislative Committee on Public Lands regarding this increasing recreation activity and environmental impacts. It may be necessary to create local ordinances, measures, and policies for implementation of the plan. This has been a long-lasting issue for Vice Chairman Dan Jacquet. There was no significant work on this project in 2007.

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Q18 OPEN SPACE  
 BUDGET RECAP.  
 254-5047-452 FY 08/09

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
SALARIES 0101	\$153,577.00	\$0.00	\$153,577.00	0.00%
HOURLY/SEASONAL 0102	\$25,000.00	\$0.00	\$25,000.00	0.00%
ADMINISTRATIVE PAY 0103	\$0.00	\$0.00	\$0.00	#DIV/0!
SHIFT DIFFERENTIAL 0104	\$0.00	\$0.00	\$0.00	#DIV/0!
MANAGEMENT LEAVE 0106	\$0.00	\$0.00	\$0.00	#DIV/0!
ANNUAL LEAVE 0107	\$0.00	\$0.00	\$0.00	#DIV/0!
SICK LEAVE 0108	\$0.00	\$0.00	\$0.00	#DIV/0!
OVERTIME 0111	\$0.00	\$0.00	\$0.00	#DIV/0!
FLSA 0114	\$0.00	\$0.00	\$0.00	#DIV/0!
SALARIES AND WAGES TOTAL	\$178,577.00	\$0.00	\$178,577.00	0.00%
MEDICARE 0225	\$2,528.00	\$0.00	\$2,528.00	0.00%
RETIREMENT 0230	\$31,192.00	\$0.00	\$31,192.00	0.00%
GROUP INSURANCE 0240	\$18,130.00	\$0.00	\$18,130.00	0.00%
DISABILITY INSURANCE 0242	\$321.00	\$0.00	\$321.00	0.00%
WORKERS COMP. 0250	\$3,654.00	\$0.00	\$3,654.00	0.00%
EDUCATION INCENTIVE 0260	\$13.00	\$0.00	\$13.00	0.00%
FOUL WEATHER ALLOWANCE 0266	\$39.00	\$0.00	\$39.00	0.00%
CAR ALLOWANCE 0270	\$390.00	\$0.00	\$390.00	0.00%
EMPLOYEE BENEFITS TOTAL	\$56,267.00	\$0.00	\$56,267.00	0.00%
PROFESSIONAL SERVICES 0309	\$80,000.00	\$0.00	\$80,000.00	0.00%
TRAINING 0330	\$8,000.00	\$0.00	\$8,000.00	0.00%
CONTRACTUAL SERVICE 0349	\$50,000.00	\$0.00	\$50,000.00	0.00%
OFFICE EQUIPMENT RENTAL 0444	\$700.00	\$0.00	\$700.00	0.00%
MAINTENANCE/MANAGEMENT 0450	\$25,000.00	\$0.00	\$25,000.00	0.00%
PRINTING/ADVERTISING 0542	\$4,000.00	\$0.00	\$4,000.00	0.00%
MEMBERSHIP/PUBLICATIONS 0545	\$3,000.00	\$0.00	\$3,000.00	0.00%
TRAVEL 0580	\$8,000.00	\$0.00	\$8,000.00	0.00%
OFFICE SUPPLIES 0601	\$1,800.00	\$0.00	\$1,800.00	0.00%

Q18 OPEN SPACE  
BUDGET RECAP.

254-5047-452 FY 08/09

POSTAGE/SHIPPING 0602	\$500.00	\$0.00	\$500.00	0.00%
OPERATING SUPPLIES 0625	\$7,000.00	\$0.00	\$7,000.00	0.00%
BOOKS/PERIODICALS 0645	\$500.00	\$0.00	\$500.00	0.00%
VEHICLE FUEL 0660	\$1,000.00	\$0.00	\$1,000.00	0.00%
SMALL FURNISHINGS 0675	\$500.00	\$0.00	\$500.00	0.00%
TELEPHONE 0710	\$2,000.00	\$0.00	\$2,000.00	0.00%
POWER 0712	\$1,450.00	\$0.00	\$1,450.00	0.00%
HEATING 0713	\$1,200.00	\$0.00	\$1,200.00	0.00%
SEWER CHARGES 0725	\$120.00	\$0.00	\$120.00	0.00%
WATER CHARGES 0726	\$140.00	\$0.00	\$140.00	0.00%
ISC GENERAL FUND 0901	\$15,226.00	\$0.00	\$15,226.00	0.00%
FLEET MANAGEMENT 0950	\$2,910.00	\$0.00	\$2,910.00	0.00%
USDA-NRCS GRANT EXP. ACCT. 1204	\$0.00	\$0.00	\$0.00	#DIV/0!
USDA-WHIP GRANT EXP. ACCT. 1208	\$0.00	\$0.00	\$0.00	#DIV/0!
SERVICE AND SUPPLIES	\$213,046.00	\$0.00	\$213,046.00	0.00%
MEX DITCH TRAIL BRIDGES 6501	\$0.00	\$0.00	\$0.00	#DIV/0!
PED & EQUESTRIAN BRIDGE 6502	\$0.00	\$0.00	\$0.00	#DIV/0!
Q1 & FHA-MEXICAN DITCH TRAIL 6503	\$0.00	\$0.00	\$0.00	#DIV/0!
(\$85K will be added next augment.)	\$0.00	\$0.00	\$0.00	0.00%
LAND ACQUISITION 7401	\$318,708.00	\$0.00	\$318,708.00	0.00%
FAGEN PROPERTY 7402	\$0.00	\$0.00	\$0.00	#DIV/0!
FURNITURE AND FIXTURES 7743	\$0.00	\$0.00	\$0.00	#DIV/0!
WETLAND MIT. - RAFFETY 7850	\$0.00	\$0.00	\$0.00	#DIV/0!
CAPITAL OUTLAY TOTAL	\$318,708.00	\$0.00	\$318,708.00	0.00%
GRAND TOTAL	\$766,598.00	\$0.00	\$766,598.00	0.00%
USDA-NRCS GRANT REV. ACCT.	\$	-	\$	0.00%
254-0000-331-1504	\$	-	\$	0.00%
USDA-WHIP GRANT REV. ACCT.	\$	-	\$	0.00%
254-0000-331-4708	\$	-	\$	0.00%

% OF FY 08/09

Q18 OPEN SPACE  
 BUDGET RECAP.  
 254-5047-452 FY 08/09

FHA-MEXICAN DITCH TRAIL					
254-0000-331-6913	\$	-	\$	-	\$0.00
Q1 - MEXICAN DITCH					
275-0000-334-1513	\$	-	\$	-	\$0.00
Q1 - ANDERSEN RANCH					
254-0000-334-4501	\$	-	\$	-	\$0.00
Q1 - DESORMIER					
254-0000-334-4502	\$	-	\$	-	\$0.00
Q1 - HUTCHINSON					
254-0000-334-4503	\$	-	\$	-	\$0.00
Q1 - HORSECREEK RANCH					
254-0000-334-4504	\$	-	\$	-	\$0.00
WETLAND MITIGATION RAFFETY					
254-0000-366-0101	\$	-	\$	-	\$0.00
SELECTIVE SALES & USE TAX					
254-0000-314-2500	\$	2,346,193.00			
20% - 254-5012-452	\$	469,239.00			
40% - 254-5046-452	\$	938,477.00			
40% - 254-5047-452	\$	938,477.00			

**CARSON CITY OPEN SPACE ADVISORY COMMITTEE**  
**Minutes of the March 17, 2008 Meeting**

**Page 1**

**DRAFT**

A regular meeting of the Carson City Open Space Advisory Committee was scheduled for 6:00 p.m. on Monday, March 17, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Steve Hartman  
Vice Chairperson Dan Jacquet  
Michael Fischer  
Tricia Lincoln  
Wayne Perock  
Howard Riedl  
Bruce Scott

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Juan Guzman, Open Space / Property Manager  
Vern Krahn, Park Planner  
Ann Bollinger, Open Space Coordinator  
Will Geddes, Deputy District Attorney  
Kathleen King, Recording Secretary

**NOTE:** A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

**CALL TO ORDER AND DETERMINATION OF QUORUM (6:03:20)** - Chairperson Hartman called the meeting to order at 6:03 p.m. A quorum was present.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (6:03:42)** - None.

1. **ACTION ON APPROVAL OF MINUTES - January 28, 2008 (6:03:55)** - Vice Chairperson Jacquet moved to approve the minutes. Member Scott seconded the motion. Motion carried 7-0.

2. **MODIFICATION TO THE AGENDA (6:04:15)** - None.

3. **AGENDA ITEMS:**

**3-A. ACTION TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS REGARDING THE ADMINISTRATION AND EXPENDITURE OF FUNDS FOR LANDS FROM THE OPEN SPACE DIVISION OF THE QUALITY OF LIFE FUND ESTABLISHED BY CCMC 21.07, FOR THE ACQUISITION, RESTORATION OF NATURAL RESOURCES, DEVELOPMENT AND CONSTRUCTION WHICH AFFORD PUBLIC ACCESS, EQUIPPING, IMPROVEMENT, MAINTENANCE, CONSERVATION PLANNING, AND MANAGEMENT OF REAL PROPERTY FOR OPEN SPACE (6:04:20)** - Mr. Guzman acknowledged having distributed to the committee members and staff a replacement staff report for the subject item. Ms. Bollinger provided an overview of revisions to the staff report. Mr. Guzman introduced and provided an overview of this item.

He reviewed the staff report in conjunction with maps and aerial photographs displayed in the meeting room. In response to a question regarding the Serpa properties, he advised that the cost of lands associated with the V&T right-of-way was offered as a match in the Question #1 application. Open Space Program funds are anticipated to be used to complete the transaction. Mr. Guzman advised of a previous agreement

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to donate the right-of-way if Carson City obtains the lands. He further advised that the V&T Railway Commission is also independently pursuing procurement of right-of-way from the pertinent property owners. Chairperson Hartman requested to review a more detailed map of the right-of-way. Member Scott advised of having been previously ambivalent over that portion of the Carson River below Deer Run Road until reviewing the Aquatic Trail plan. He noted the pristine condition of this portion of the River, and expressed the belief that it may be enhanced by the railroad and the aquatic trail being the only accesses.

Mr. Guzman discussed the possibility of a pedestrian-access trail along the Serpa and Bently properties. He reminded the committee of their request for staff to determine right-of-way prior to committing funding. He advised "if there is not a sale, then we'll go into the right-of-way mode." Member Riedl advised that the NEPA process associated with the V&T Railroad requires a multi-modal use. He discussed the importance of demonstrating access to the aquatic trail as well as for other recreational activities.

Mr. Guzman continued reviewing that portion of the staff report pertinent to west side properties in conjunction with displayed maps and aerial photographs. In response to a question, Ms. Bollinger advised that the sheep are scheduled to arrive around April 1<sup>st</sup>. Mr. Guzman advised that Ms. Bollinger had made all the arrangements for the sheep grazing project. He discussed a form, which is in the process of being simplified, to obtain permission for the sheep to pass through private property. Member Scott suggested publishing a press release announcing of the sheep grazing project. Ms. Bollinger advised that the sheep grazing project was agendaized for the March 20<sup>th</sup> Board of Supervisors meeting. In response to a question, she explained there was no need for the goat grazing project this year.

Mr. Guzman advised that the project associated with the tentative map developed for the Jenkins property will not go forward. The entire parcel is presently for sale. Until other transactions are finalized, however, there is no time to pursue this property. Member Scott advised of a fairly detailed review and concentration of proposed development which left a lot of open space. He suggested prioritizing the property similar to the priority assigned to the Casey property. Mr. Guzman advised of the intent to communicate interest to the property owner, but that staff is "really committed ... with too many projects and not enough money and that we need to wait." Chairperson Hartman suggested developing a portion of the property and leaving the rest open. He recalled that the previously proposed development was reasonably well hidden from the view shed maps developed from around the valley. Discussion followed, and Mr. Guzman advised that the Summerhawk subdivision is also likely not to move forward. Dwight Millard mentioned to Mr. Moellendorf an interest in negotiating with Open Space Program staff. Member Scott pointed out that the property lends itself to planned unit development. Chairperson Hartman recalled the property was more visible from the southeastern quadrant of the City.

Mr. Guzman reviewed that portion of the staff report pertinent to non-land acquisition projects. With regard to acquiring the Borda Meadow as part of the federal lands bill, Member Scott advised that the U.S. Forest Service budget will not accommodate management. He suggested the absurdity of the U.S. Forest Service retaining the Borda Meadow without being able to manage it. He further suggested the City's interest in acquiring the Borda Meadow represents the only alternative to ensure its proper management. He expressed continued frustration with carrying out the federal lands bill based on ratios which have more of a national connotation rather than being able to ensure proper management of the community's wild land urban interface. He suggested reiterating to the Board of Supervisors the recommendation that the Borda Meadows is critical, and to pursue getting closer to parity on the lands ratio. He noted the importance of overcoming the management checkerboard in a way that makes sense. The discussion should be one of resource management rather than ratios. Chairperson Hartman emphasized the importance of committing funds for management. Mr. Guzman discussed the concept of the U.S. Forest Service owning the higher

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elevation lands and the City owning interface lands. He pointed out the subject lands on a displayed map. In response to a question, he provided background information on Board of Supervisors direction to develop cost estimates for managing lands proposed to be acquired through the federal lands bill. Approximately \$300,000 will be needed for intensive annual management. At Chairperson Hartman's request, Mr. Guzman agreed to provide the cost estimates for review by the committee. Mr. Guzman described how the cost allocation will appear in the Open Space Program budget. He advised of the simple process by which funding can be moved from acquisition to management, if necessary. Chairperson Hartman expressed an interest in reviewing the cost estimate detail.

Ms. Bollinger explained that the deadline for installing the Mexican Ditch Bridge has been postponed to October / November 2008. In response to a question, she advised of no anticipation of increased project costs. At Mr. Guzman's request, Mr. Krahn provided an update on meetings with NDOT staff regarding the encroachment permit. Ms. Bollinger advised that the NDEP Clean Water Act grant application was not awarded. She is expecting a letter with recommendations regarding a second grant application submission. Mr. Moellendorf advised that the Carson Water Subconservancy District grant application was approved in the amount of \$20,000. Ms. Bollinger discussed the \$100,000 grant application submitted to the Nevada State Parks Recreation Trails program. She is in the process of writing a Question #1 grant application.

The committee members expressed support for pursuing the study demonstrating fiscal impacts of the Open Space Program. Vice Chairperson Jacquet discussed the concept of eco-system services, and suggested including such elements in the report to the Board of Supervisors. Discussion followed, and Member Riedl suggested considering a consultant to develop the report. Chairperson Hartman noted the critical element of an economist's viewpoint. Mr. Moellendorf discussed efficiencies associated with managing parks and recreation facilities adjacent to open space properties. He acknowledged the need for caution in that properties acquired through the federal lands bill will be managed by the Open Space Program budget. He assured the committee members that staff is pursuing management and cost efficiencies in considering the Open Space Program budget.

In response to a question, Mr. Guzman provided additional information on the status of the federal lands bill. The committee members expressed support for developing property profiles and history. With regard to volunteer opportunities, Chairperson Hartman suggested a canyon clean up project. Mr. Guzman announced a clean up project scheduled for Saturday, April 19<sup>th</sup> in the Lompa wetlands.

Mr. Guzman summarized the staff report in four categories, as follows: purchase and acquisition, management issues, fire rehabilitation, and construction / improvement projects. Member Scott expressed support for publicizing and sharing information, and discussed the importance of keeping the Open Space Program activities in the public view. In response to a question, Mr. Guzman advised that the committee's recommendation will be condensed and developed into a format for presentation to the Board of Supervisors. The report will be used as the basis for providing budget recommendations. Chairperson Hartman requested staff to prepare the report and agendize it for review by the committee prior to Board of Supervisors presentation. He suggested developing a matrix connecting the items listed in the report to the budget. Member Riedl suggested condensing the 23 items listed in the staff report into the previously-stated four categories. He discussed the importance of management plans and fuel reduction projects, but noted the equal importance of marketing the Open Space Program. Mr. Moellendorf suggested that time elements could be included for the four categories.



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Chairperson Hartman entertained a motion. **Member Scott moved to request staff to revise the report and present it for review at a future meeting. Vice Chairperson Jacquet seconded the motion.** Member Lincoln agreed with the importance of marketing and education. Chairperson Hartman called for a vote on the pending motion; **motion carried 7-0.**

**3-B. ACTION TO ADOPT OPEN SPACE RESOLUTION NO. \_\_\_\_\_ CALLING FOR THE CREATION OF A COMMUNITY VISION FOR THE SILVER SADDLE RANCH AND THE CARSON RIVER, A COMMUNITY DESIGN CHARRETTE PROCESS, HOSTED BY THE FRIENDS OF THE SILVER SADDLE RANCH, A NON-PROFIT ORGANIZATION; THE NATIONAL PARK SERVICE; THE BUREAU OF LAND MANAGEMENT, CARSON CITY FIELD OFFICE; AND CARSON CITY, PROVIDING FOR THE GENERAL PARAMETERS FOR THE PROCESS, DESIRED OUTCOMES, AND PARTNERSHIPS ENGAGED IN THE PLANNING PROCESS (7:50:16)** - Mr. Guzman introduced this item, and reviewed the staff report. Chairperson Hartman requested Mr. Guzman to ensure the resolution can be separated into parts at the end of the process. **Member Scott moved to approve the resolution. Member Fischer seconded the motion.** Chairperson Hartman called for public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 7-0.**

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (7:52:44)** - Mr. Guzman advised of a request to use the Andersen property for a charity golf tournament, and that an item will be .gendized for a future meeting. Member Scott requested Mr. Guzman to provide detail on how the golf tournament would be facilitated. Mr. Guzman advised that Ms. Bollinger will be attending a Land Trust Alliance tool box conference. He referred to the letter from EXD Engineering and Land Surveying, Inc. Principal Engineer Brenda Stein advising that the Lakeview Gated Estates subdivision project has been withdrawn.

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (7:54:50)** - Member Riedl announced a bicycle / pedestrian conference sponsored by NDOT in May. In response to a question, Mr. Guzman advised that he and Mr. Fagen met to work on the parcel map. He anticipates scheduling another meeting in the near future and committed to including Member Perock, as the designated committee representative.

**5. FUTURE AGENDA ITEMS (7:56:32)** - Chairperson Hartman reiterated the request for extensive detail associated with the Open Space Program budget, as related to the items listed in the staff report which was the subject of item 3-A.

**6. ACTION ON ADJOURNMENT (7:56:57)** - Member Fischer moved to adjourn the meeting at 7:56 p.m. Vice Chairperson Jacquet seconded the motion. **Motion carried 7-0.**

The Minutes of the March 17, 2008 Carson City Open Space Advisory Committee meeting are so approved this \_\_\_\_\_ day of April, 2008.

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STEPHEN D. HARTMAN, Chair

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**Chairperson Jacquet continued his second.** Chairperson Hartman called for public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 6-0.** The committee members and staff thanked Mr. James and Ms. Azad for their presentation.

**3-B. ACTION TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS REGARDING THE ADMINISTRATION AND EXPENDITURE OF FUNDS FOR LANDS FROM THE OPEN SPACE DIVISION OF THE QUALITY OF LIFE FUND ESTABLISHED BY CCMC 21.07 FOR THE ACQUISITION, RESTORATION OF NATURAL RESOURCES, DEVELOPMENT AND CONSTRUCTION WHICH AFFORD PUBLIC ACCESS, EQUIPPING, IMPROVEMENT, MAINTENANCE, CONSERVATION PLANNING, AND MANAGEMENT OF REAL PROPERTY FOR OPEN SPACE (6:43:07)** - Mr. Guzman introduced this item, and the citizens who were in attendance. He provided an overview of federal lands bill maps which were displayed in the meeting room, and of a recent meeting with U.S. Forest Service Humboldt-Toiyabe National Forest Supervisor Edward Monnig to discuss the Borda Meadow. Mr. Guzman pointed out the Borda Meadow on a displayed map, and discussed its value to Carson City. He provided a brief report on the status of the federal lands bill.

U.S. Forest Service Humboldt-Toiyabe National Forest Supervisor Edward Monnig advised of the recent appointment of the new USFS District Ranger, Jenny Wilson. Mr. Monnig expressed appreciation for the discussions with Mr. Guzman and other City representatives regarding the federal lands bill. He discussed an objective of the federal lands bill to achieve a more reasonable organization of the various public lands; for the USFS to manage more of the forest lands and for the City to manage more of the urban interface lands. He expressed the opinion that the proposed federal lands bill map accomplishes this. He expressed an interest in developing cooperative relationships with the City in managing adjoining lands "for the benefit of the American people and the citizens of Carson." He discussed cooperative projects accomplished between the USFS and Washoe County, and cooperative management between the USFS and non-profit organizations such as the Tahoe Rim Trail Association and the Sierra Front Recreation Coalition. He discussed the importance of the Borda Meadow to the USFS, and plans to manage it.

Member Scott expressed concern over the important watershed represented by the Borda Meadow, and that stewardship of the property, in public ownership, has not been very responsive to expressed concerns regarding reduction of vegetation and watershed stabilization. Member Scott discussed the history of sheep grazing in the area. He expressed the opinion that the Borda Meadow is "really crying out for a little more management." He expressed understanding for limited USFS resources and the vast management area across the state. Mr. Monnig advised of having heard similar concerns expressed in the past. He referred to the "fairly traumatic" Waterfall Fire, and acknowledged the "huge concern" of fire in the urban interface zone. He advised that the USFS is committed to managing for the long-term health of the land. He acknowledged grazing as one management tool, but discussed the importance of using a variety of tools to appropriately manage the land. He advised that the USFS "can do that job and we will do that job." Member Scott acknowledged the "tremendous capabilities and knowledge" represented within the USFS organization. He reiterated the concern that the Borda Meadows represents a critical watershed for Carson City which was amplified by the Waterfall Fire. He pointed out that the Kings Canyon watershed represents "one of literally thousands in the forest all competing for dollars and expertise ..." He advised that the Borda Meadow represents a much higher priority for Carson City because of its unique characteristics. He expressed appreciation for Mr. Monnig's commitments and acknowledged the capability of the USFS. He reiterated concern over "the realities of funding and priorities ..." at the USFS

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level compared with the City's "watershed that really is crying for some fairly intense help on a carefully managed basis to bring it back and not knowing for sure if that's really something the Forest Service can implement." Mr. Monnig advised that the USFS is receiving funding through the Southern Nevada Public Lands Management Act ("SNPLMA") to conduct an analysis of the Kings Canyon watershed. He pointed out that Carson City will be assuming significant challenges with the passage of the federal lands bill, as envisioned. He acknowledged the USFS history and challenges, and advised that the Kings Canyon watershed analysis will produce a variety of management options "that we fully intend to pursue with the additional funding from the SNPLMA."

Member Riedl expressed concern over sufficient resources to protect recreational values. In response to a question, Mr. Monnig advised that the Humboldt-Toiyabe National Forest was combined from two national forests in 1996, and now comprises a land mass which is "roughly the size of Massachusetts." In response to a further question, Mr. Monnig estimated ten full-time law enforcement officers are employed to cover the Humboldt-Toiyabe National Forest. Member Riedl advised of increasing illegal activity and dumping in the area of the Borda Meadow, and expressed concern that such activities will "overtake the USFS ability to protect the resource ... as Carson continues to grow." He expressed the opinion that the City is better equipped to manage the Borda Meadow. He discussed the importance of developing an action plan, including committed funding "towards this area to do improvements to protect its values -- watershed and recreational." Mr. Monnig advised that, in addition to USFS law enforcement personnel, the USFS allocates funding toward county law enforcement through cooperative agreements. He expressed an interest in developing a cooperative law enforcement agreement with Carson City. He expressed the opinion that the USFS has better law enforcement representation in Carson City than ever before, with three agents between Bridgeport, Carson City, and Washoe County. In response to a question, Member Riedl reiterated the concern that funds be allocated to management of the Borda Meadow by the USFS if the Borda Meadow is not included in the federal lands bill. Mr. Monnig advised of consideration given to establishing a trailhead in the vicinity of the Borda Meadow, and expressed an interest in working with City staff. He reiterated that SNPLMA funds will allow the USFS to act on the Kings Canyon watershed plan.

Mr. Monnig acknowledged the authority to enter into cooperative management agreements with Carson City. Vice Chairperson Jacquet inquired as to Mr. Monnig's view of the possibility of the federal lands bill directing the USFS to work with Carson City, including entering into cooperative management agreements. Mr. Monnig advised he "would be there with bells on." He expressed an interest in working with partners, i.e., governmental, non-profit, and other organizations. He acknowledged that such federal direction and potential funding would accommodate more intensive management and assistance by the USFS. He advised there are "good models for that ... kind of shared, cooperative work."

Chairperson Hartman expressed concern over ten districts and competition for funding and management. He agreed that management issues can be solved by cooperative agreement. He and Mr. Monnig agreed to disagree that the USFS can do the best job managing the Borda Meadow. Chairperson Hartman noted that the City was able to move rapidly to deal with City and privately-owned property following the Waterfall Fire; the USFS was not, being constrained by regulatory issues which are common to forest management. Chairperson Hartman noted this as an issue of concern to the City and also to the USFS. He discussed the importance of "figuring out a way, in the context of an agreement or a set of authorizations," in the federal lands bill to enable both the City and the USFS to take advantage of events and solve problems. He acknowledged USFS funding issues. Mr. Monnig discussed the USFS resources dedicated to the Waterfall Fire burned area emergency rehabilitation. Chairperson Hartman commended the USFS

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BAER team as "outstanding." Mr. Monnig welcomed any assistance in addressing the USFS "process predicament." He committed that the USFS is "in it for the long run," and advised that management is considered for "100 years from now." Chairperson Hartman noted that Carson City "has been around longer than the Forest Service has been around," and advised that the City will be "singly focused" on the acreage allocated through the federal lands bill. He expressed concern over the City being in a constant "beauty contest" with Lake Tahoe, which "always wins ... in the competition for dollars." He expressed understanding, but noted the associated frustration. He advised that the City is considering the same management time frames as the USFS, "just with a little more focus."

In reference to the displayed federal lands bill map, Member Scott noted the "pretty cobbled up series of watersheds" in consideration of management. He listed Clear Creek, Kings and Ash Canyons, and Vicee Canyon, and noted that Carson City will be the downstream recipient of the upper watersheds managed by the USFS. He suggested the possibility of a comprehensive watershed planning effort. He welcomed technical assistance, but also suggested the City may be able to implement projects more quickly. In response to a question, Mr. Monnig expressed support for cooperative watershed planning between the City and the USFS. He advised that the USFS focus, over the past twenty years, has been on managing entire watersheds as an "integral entity." He discussed the importance of management "from the highest elevation all the way down through the private land as a unit" with a variety of conditions and needs.

Mr. Guzman referred to the two displayed maps, representing the City's federal lands bill proposal and the USFS proposal. He provided an overview of discussions with Mr. Monnig in conjunction with a review of the displayed maps. He noted the well-established policy of the USFS that lands are traded based on value, with the requirement of two appraisals. He advised that the City will ask Congress to trade lands in order to put the proposal into effect. Mr. Monnig noted that the USFS recently purchased a portion of the Borda Meadow from the City "at a fairly significant cost."

Mr. Guzman pointed out the locations of proposed trail heads near the Borda Meadow, near Horse Creek Ranch, and Spooner Summit. He discussed Jeff Potter's proposal to establish a non-motorized trail from the edge of the Borda Meadow all the way to Ash Canyon. Mr. Monnig welcomed input from individuals and citizens groups. He referred to the Reno to Rim Trail proposal, and discussed the potential for securing funding. Chairperson Hartman thanked Mr. Monnig for his attendance and participation.

(7:27:12) Mr. Guzman referred to project 20, the Westside Bike Path, and introduced Jeff Potter. Mr. Potter introduced himself, for the record, and advised he was representing Muscle Powered. He provided background information on his involvement in building and improving trails for the last six years. He referred to the unified pathways master plan element, and advised that Muscle Powered wants to "build those trails" and maintain them. Mr. Guzman pointed out the proposed routes on a displayed map, and advised that Mr. Potter had determined a more feasible route and mapped the same. Mr. Potter described the route, including the elevations. He discussed the intent of building a rolling contour trail, which will avoid additional erosion. Mr. Guzman advised of having discussed with Mr. Potter the importance of designating and building the trail as non-motorized, multi-use. Mr. Guzman advised of an existing trail, adjacent to Ash Canyon, which Mr. Potter has been responsible for improving. Mr. Guzman described the improvements. Member Riedl advised of having ridden bicycles with Mr. Potter, and commended his trail building skills. In response to a question, Mr. Potter described the proposed trail as requiring a moderate skill level. He advised that an easy route could be provided around "technical sections" along the alignment. Current guidelines for trail building follow a 10% overall grade. Mr. Potter advised of having

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“GPS’d” a 7% grade which he described as “very manageable.” He further advised that the trail would accommodate mountain bikes, hikers, and equestrians. He noted that any grade steeper than 10% causes erosion problems. Chairperson Hartman advised of having used one of the trails in Ash Canyon, and commended Mr. Potter on a “well-done” trail. He advised that the trail gets a lot of use. Mr. Potter discussed the various uses, and noted the importance of a network of trails in the area for the community as well as for tourists.

Member Scott expressed appreciation for Mr. Potter’s attendance and participation, and for the involvement of Muscle Powered. He discussed the importance of ensuring that the trails don’t appear as though they could accommodate a motorized vehicle. He expressed support for Mr. Potter’s proposal, and noted the compatibility of equestrian use. He expressed the hope that the committee would advocate the proposal. Mr. Potter acknowledged that Muscle Powered builds and maintains trails. Member Lincoln expressed appreciation for the involvement of private individuals and groups.

In response to a question, Ms. Bollinger advised that the Carson Valley Trails Association submitted a \$1 million grant application to Question #1 for a west side trail on USFS property. Mr. Guzman discussed Question #1 grant application criteria. Chairperson Hartman suggested determining the amount of man hours necessary to conduct the required cultural assessment. Discussion followed.

In response to a question, Mr. Guzman advised that the committee could re-designate the proposed project as a higher priority in the work program. Member Scott commended the community efforts of Muscle Powered over the past several years. He expressed appreciation for Mr. Potter’s attendance and participation. **Member Scott moved to designate the proposed Westside Bike Path project as a higher priority. Member Riedl seconded the motion.** Chairperson Hartman called for public comment. In response to a question, **Member Scott amended his motion to designate the project as a high priority** based on Mr. Potter’s enthusiasm and commitment. **Member Riedl continued his second.** He noted the other high priority projects, but suggested the volunteer aspect of the proposal “creates such high value compared to the cost of the initiative.” Chairperson Hartman called again for public comment and for additional committee member comments. He agreed with Member Riedl that the committee can provide assistance in addressing “red tape” associated with the proposed project. He called for a vote on the pending motion; **motion carried 6-0.** Mr. Potter thanked the committee.

Member Lincoln advised she would be leaving the meeting. She announced the annual Goni Canyon Preservation League clean up project scheduled for Saturday, April 26<sup>th</sup> at 9:00 a.m. She requested to be excused from the meeting and left at 7:48 p.m. A quorum was still present.

In response to a question, Mr. Guzman reviewed the time line associated with the Open Space Program budget. Mr. Moellendorf advised that Parks and Recreation Department staff presented a tentative budget at the April 17<sup>th</sup> Board of Supervisors meeting. The final budget will be presented to the Board of Supervisors in June. Mr. Guzman reviewed the pertinent agenda materials, and responded to questions of clarification. Chairperson Hartman requested more detailed information on the budget allocations. In response to a question, Mr. Moellendorf discussed the importance of receiving the committee’s input and recommendations into the budget process as early as possible. He noted the particular importance of receiving the committee’s input in the areas of significant budget revisions, such as capital improvement projects, trails, the addition of personnel, etc. He explained that the tentative budget was submitted to the Board of Supervisors in order to meet a state deadline. He advised of the possibility of additional changes

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to the tentative budget due to the City's current financial situation. He further advised that the committee was not being asked to "rubber stamp" the tentative budget, and noted the committee's opportunity to propose additional changes.

Chairperson Hartman discussed the committee's interest in operation and maintenance detail. Mr. Moellendorf offered to provide a personnel worksheet for review by the committee. Chairperson Hartman discussed the importance of the committee's early involvement in the budget process. In response to a question, Mr. Moellendorf reviewed revenue projections. In response to a question, Mr. Guzman discussed the bond payment allocated from the Open Space Program budget. In response to a comment, he explained the Internal Finance Committee's allocations to the acquisitions and maintenance line items of the budget. Chairperson Hartman discussed the committee's purview to recommend capital allocations directly to the Board of Supervisors. He reiterated the request for additional budget detail. Consensus of the committee was to schedule a special meeting.

Mr. Guzman requested the committee members to provide input to the Open Space Projects and Work Program matrix. Chairperson Hartman suggested grouping the high, medium, and low priorities accordingly. In response to a question, Mr. Guzman advised that Management Assistant Stella Hyatt would contact the committee members with regard to a special meeting. Chairperson Hartman entertained a motion. **Member Riedl moved to defer the remainder of the budget and the priority list to a future meeting. Member Scott seconded the motion. Motion carried 5-0.**

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (8:10:51)** - Mr. Guzman referred to the "FYI" items included in the agenda materials. He distributed copies of an e-mail from Tina Nappe to the committee members and staff.

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** - None.

**5. FUTURE AGENDA ITEMS** - Previously covered.

**6. ACTION ON ADJOURNMENT (8:11:40)** - Member Scott moved to adjourn the meeting at 8:11 p.m. The motion was seconded and carried unanimously.

The Minutes of the April 21, 2008 Carson City Open Space Advisory Committee meeting are so approved this \_\_\_\_\_ day of May, 2008.

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STEPHEN D. HARTMAN, Chair

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A meeting of the Carson City Open Space Advisory Committee was scheduled for 6:00 p.m. on Monday, April 28, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Steve Hartman  
Vice Chairperson Dan Jacquet  
Michael Fischer  
Tricia Lincoln  
Howard Riedl  
Bruce Scott

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Juan Guzman, Open Space / Property Manager  
Vern Krahn, Park Planner  
Ann Bollinger, Open Space Coordinator  
Will Geddes, Senior Deputy District Attorney  
Kathleen King, Recording Secretary

**NOTE:** A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

**CALL TO ORDER AND DETERMINATION OF QUORUM (6:03:39)** - Chairperson Hartman called the meeting to order at 6:03 p.m. A quorum was present. Member Perock was absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (6:04:03)** - None.

1. **ACTION ON APPROVAL OF MINUTES (6:04:11)** - None.

2. **MODIFICATION TO THE AGENDA (6:04:14)** - None.

3. **AGENDA ITEMS:**

**3-A. ACTION TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS REGARDING THE ADMINISTRATION AND EXPENDITURE OF FUNDS FOR LANDS FROM THE OPEN SPACE DIVISION OF THE QUALITY OF LIFE FUND ESTABLISHED BY C.C.M.C. 21.07 FOR THE ACQUISITION, RESTORATION OF NATURAL RESOURCES, DEVELOPMENT AND CONSTRUCTION WHICH AFFORD PUBLIC ACCESS, EQUIPPING, IMPROVEMENT, MAINTENANCE, CONSERVATION PLANNING, AND MANAGEMENT OF REAL PROPERTY FOR OPEN SPACE (6:04:21)** - Mr. Guzman provided background information and an overview of the format of this item. He noted that copies of a revised budget were distributed to the committee members and staff prior to the start of the meeting. He reviewed the staff report and the attachments in conjunction with the proposed budget.

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Mr. Moellendorf acknowledged that the Services and Supplies, ISC: General Fund line item is the "inter-agency" allocation. In response to a question, Mr. Guzman advised that the line item is automatically calculated by the Finance Department, based on an audit recommendation requiring the City to charge for services provided. He was uncertain as to the reason for the 50 percent increase. He agreed to provide the formula for review by the committee. Member Scott suggested the calculation should be exactly the same "for the other 40 percent of Question #18 for the parks side." Following discussion, Chairperson Hartman suggested the amount should be less than the same line item in the Parks and Recreation Department budget. Mr. Moellendorf listed the general fund services included in the amount reflected. He assured the committee members that the formula would be provided.

Chairperson Hartman expressed a concern that the figures reflected on the Personnel Detail Worksheet (Exhibit 2) and the Budget Preparation Worksheet (Exhibit 1) don't reconcile. He suggested that the allocation of Open Space Program funding to the Parks and Recreation Department appears to be approximately \$35,000, including benefits. He responded to questions of clarification regarding the need to reconcile the figures reflected on Exhibits 1 and 2. Member Scott suggested that park ranger participation in the Open Space Program will need to increase as the focus on management increases. In response to a question, Mr. Moellendorf explained the method by which benefits are calculated. He advised that benefits are 45 to 48 percent of the salaries line item. Chairperson Hartman discussed the need to carry over more funding for management. He noted the importance of being "out in front" of things such as passage of the federal lands bill "instead of coming from behind and trying to catch up." He referred to previous comments that this is the committee's purview to bring recommendations before the Board of Supervisors. Mr. Moellendorf referred to previous comments indicating the committee's desire to begin the Open Space Program budget process much earlier in the year. He suggested beginning to develop budget recommendations in January in preparation for Internal Finance Committee meetings.

In reference to Exhibit 2, Mr. Guzman noted a correction to the figure reflected for the "hourlies" line item to \$25,000.00. He provided background information on the recommendation from Parks and Recreation Director of Operations Scott Fahrenbruch. He explained the mechanism for subsidizing the Parks and Recreation Department budget for services performed on Open Space properties. In response to a question, Mr. Guzman explained the reason for reflecting the cost under the salaries and wages line item rather than the management and maintenance line item. Chairperson Hartman noted the \$25,000 figure in the management and maintenance line item. Mr. Moellendorf noted the importance of more sophistication in the budgeting of management and maintenance. He anticipates that management and maintenance allocations will be converted into seasonal or part-time salaries because much of the costs will be associated more with labor than materials and supplies. Chairperson Hartman referred to previous discussions regarding the possibility of utilizing NDF crews as a resource. Mr. Guzman advised that the City has entered into a contract with the Nevada Division of Forestry for a dedicated crew. Utilization of the crews are charged against the specific City department, and Mr. Guzman advised that the Open Space Program took advantage of the opportunity last year. He further advised that NDF crews are already working to reduce fuels on the west side. Following discussion, Chairperson Hartman suggested further breaking out the management and maintenance line item. Mr. Guzman explained the method by which Finance Department staff allocates Open Space Program charges. In response to a question, Mr. Moellendorf expressed the belief that utilities charges are augmented at the end of the year.



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Mr. Guzman referred to the Parks and Recreation Department Organizational Chart, attached to the staff report as Exhibit 3. In response to a question, Mr. Moellendorf advised that the Parks and Recreation Department salaries, outside of the Open Space Program, are close to \$3 million. Mr. Moellendorf provided an overview of the Budgeted Vacant Positions for FY 09, Exhibit 4. He advised of ancillary support which carries over from various Parks and Recreation Department divisions. Because of vacancies, he advised of a reduction in level of service which will likely have a minor effect on the Open Space Program. He acknowledged that all the suspended positions are due to attrition; there have been no layoffs to date. He advised that additional budget cuts may require eliminating existing positions and the possibility of layoffs.

Mr. Moellendorf provided an overview of the FY 2008 Estimated and FY 2009 Tentative Quality of Life Budgets, Exhibits 5 and 6, respectively. In response to a question, he pointed out the Open Space Program debt service, reflected as \$357,156 in the Operating Transfer Out expenditures line item. In response to a question, Mr. Guzman advised that the principal amount of the bond was \$3.1 million. He expressed the belief that it will be paid in 2014. The interest was approximately 3 percent in 2004. Member Riedl pointed out a discrepancy in the salary figures depicted on Exhibits 2 and 6. Chairperson Hartman reiterated a request to begin the budget process in January or earlier.

In response to a question, Mr. Guzman expressed the understanding that interest is calculated "on the total pot" and then allocated based on the 40 / 40 / 20 formula. Chairperson Hartman expressed an interest in reviewing the actual figures. Mr. Moellendorf and Chairperson Hartman reviewed reconciliation of figures between Exhibits 6 and 7. Mr. Guzman discussed the purpose of the Question #18 Open Space Budget Recap, Exhibit 8, and reviewed the same. In response to a question, Mr. Guzman explained that since grant funding is specific, a budget line item is established and closed once the funds are expended. Grant funding doesn't appear in the budget as projected income until it has been accepted by the Board of Supervisors and a contract has been signed. Discussion followed, and Mr. Guzman reviewed the committee's direction.

Chairperson Hartman requested staff to agendaize an item, every other month, to document revenues and expenditures. Mr. Moellendorf advised that Management Assistant Daria Petrenko is tracking revenues on the same basis as expenditures. Chairperson Hartman entertained a motion. **Vice Chairperson Jacquet moved to recommend to the City Manager and the Board of Supervisors approval of the fiscal year 2008 and tentative fiscal year 2009 budgets for the Open Space special revenue fund account. Member Fischer seconded the motion.** Mr. Guzman acknowledged the committee would be provided with supplemental information. Chairperson Hartman called for a vote on the pending motion; **motion carried 6-0.**

(6:57:29) Mr. Guzman reviewed the Open Space Work Program portion of the staff report. He discussed the C-Hill property which Dwight Millard has offered for consideration. In reference to the acquisition properties listed on the work program matrix included in the agenda materials, Member Riedl noted the importance of considering that maintenance and operations costs will be higher for some than for others. Mr. Guzman reminded the committee members that proposed acquisitions will be reviewed and approved by the committee prior to presenting them to the Board of Supervisors. Member Riedl noted the importance of considering the "true cost" of an acquisition. Mr. Guzman advised that staff always provides to the

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Board of Supervisors information regarding the fiscal impact to the City of an Open Space Program acquisition, the balance of the acquisition budget following a purchase, and the costs associated with maintenance. Member Scott suggested considering a workshop on the overall acquisitions. He expressed concern there are more potential acquisitions on the list than should be retained as active. He expressed additional concern with regard to conducting appraisals without serious potential for acquisition. He suggested paring down the work program to begin considering a management overview and the corresponding funding which needs to be set aside. Chairperson Hartman suggested some of the listed properties may lend themselves to clustering. He discussed the benefit of clustering which accomplishes the goal of balancing economics with preserving open space. Vice Chairperson Jacquet noted the opportunistic nature of the Open Space Program, and expressed concern over limiting opportunities by paring down the work program list.

In response to a question, Chairperson Hartman explained appraisal methods. Discussion followed, and Mr. Guzman noted that many open space values don't translate in an appraisal. Chairperson Hartman advised of a large appraisal data base, and noted the importance of comparisons in appraisal. In response to a question, Mr. Guzman advised that the Open Space Program uses approximately five appraisers. He reviewed their various specialties and expertise. Chairperson Hartman noted the requirement of a review appraiser in any federal transaction. Mr. Guzman related a suggestion by Member Scott for a potential willing seller to conduct their own appraisal from the list of appraisers used by the City. Chairperson Hartman advised that lending institutions will not allow a private property owner to select the appraiser. In response to a question, Mr. Guzman described the tax incentive information provided to potential willing sellers. Member Scott suggested requesting potential sellers to provide appraisals ensures they are "reasonably serious." An MAI review appraisal or an independent appraisal would then be required. This would assist the committee in determining an order of magnitude value which could then be prioritized as to whether or not to move forward. Mr. Guzman advised of a suggestion by Member Fischer to request the potential seller to pay at least half the cost of the appraisal if the transaction doesn't go through. He further advised that appraisals currently cost \$3,500 to \$10,000.

Mr. Guzman summarized the discussion, and Member Scott reviewed staff's recommended action. In response to a comment, he suggested that the C-Hill / Dwight Millard property could become more of a priority. Chairperson Hartman and Mr. Guzman reviewed the open space opportunities matrix. Following discussion, Chairperson Hartman entertained a motion. Regarding land transactions, **Vice Chairperson Jacquet moved to accept the properties mentioned above as a high priority and instruct staff to continue to work diligently toward finalizing those transactions. Member Fischer seconded the motion.** Chairperson Hartman clarified that the properties referenced were those listed as the western opportunities map and the Carson River map. He called for additional questions or comments and, when none were forthcoming, a vote on the pending motion. **Motion carried 6-0.**

Mr. Guzman reviewed the Non-Acquisition Projects portion of the staff report. In response to a question, Ms. Bollinger provided a status report on the Mexican Ditch bridge project. In response to a question, Mr. Guzman explained the Open Space Program printing and advertising expense. Member Riedl expressed support for hiring a consultant to develop the open space fiscal impact report. He discussed the importance of the fiscal impact report in providing presentations to the Board of Supervisors and in assisting the

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committee with future decisions. He expressed concern that sufficient funding is allocated to this project. Discussion followed, and Chairperson Hartman suggested contacting Jeff Winston, of Winston & Associates, as a resource. Chairperson Hartman entertained a motion. **Member Riedl moved to adopt the priority projects, as shown and recommended by staff, and to encourage staff to utilize internal staff and other consultant resources. Member Scott seconded the motion. Motion carried 6-0.**

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (7:42:41)** - Ms. Bollinger reported on workshops and councils to which she has recently been invited to provide presentations regarding the sheep grazing projects in Carson City. Chairperson Hartman commended the results of the sheep grazing project in Ash Canyon.

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** - None.

**5. FUTURE AGENDA ITEMS (7:44:43)** - Mr. Guzman acknowledged he would schedule a workshop. Chairperson Hartman suggested agendaizing the federal lands bill as part of the workshop.

**6. ACTION ON ADJOURNMENT (7:45:49)** - Member Fischer moved to adjourn the meeting at 7:45 p.m. Member Scott seconded the motion. Motion carried 6-0.

The Minutes of the April 28, 2008 Carson City Open Space Advisory Committee meeting are so approved this \_\_\_\_\_ day of May, 2008.

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STEPHEN D. HARTMAN, Chair