



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, January 6, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

Board Members present: Matt Bernard, Roxanne Stangle, John Stephans and Bill Souigny.

Staff present: Jenifer Davidson, Trish Koepnick, Ryan Russell, and Ted Thran.

John Stephans called the meeting to order at 5:30 p.m.

The Pledge of Allegiance was led by Mr. Bernard.

PUBLIC COMMENT: None

APPROVAL OF AGENDA AND MINUTES:

Souigny/Stangle moved to approve the agenda as published. The motion was carried unanimously.

Souigny/Stangle moved to approve the minutes of the December 2, 2015 Board Meeting. The motion was carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

ACKNOWLEDGEMENT OF SERVICE AWARDS: None

BOARD MEMBER REPORTS:

Mr. Stephans noted that Ms. Stangle will be assigned to Minden Main Street. No other Board committee assignments are needed. Mr. Souigny made himself available for an events committee if requested. Mr. Stephans also noted the timeline for budget planning, as well as a reminder about board member expense reports needed for the state.

CONSENT AGENDA FOR POSSIBLE ACTION

1. Approval of the December 2015 financial report including claims paid November 20, 2015 through December 24, 2015 for fiscal year 2016.

2. Approval of a request to dedicate an amount not to exceed \$15,000 for tree removal, tree and shrub pruning and vegetation removal to be completed prior to March 1, 2016 on the third phase of County Road Streetscape improvements between 8th and 10th Street.

Stangle/Souigny moved to approve the consent agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

1. **Not for possible action: Discussion only. Presentation and update by a representative of Bently Enterprises LLC regarding the Heritage District Distillery Project and the impact of undergrounding utilities on Fourth Street and Esmeralda Avenue. Appearance by Carlo Luri, Director of Government Affairs, Bently Enterprises, LLC.**

Carlo Luri gave a presentation concerning the project, which will be done in two phases and completed around February 22.

Board comments included frustration over the permitting process and questioned how much of Esmeralda will be closed. Ms. Davidson clarified what had happened during the permitting process.

Public comment: None

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2. For possible action: Discussion and possible action to provide direction to Town Staff regarding draft of a “Rate Study in Conjunction with Town Staff for the Town of Minden Wholesale and Retail Water Systems.” Appearance by Tom Pavletic of Municipal Financial Services and Jenifer Davidson, Town Manager.

Mr. Pavletic gave a presentation of the draft of the rate study on the Town’s retail and wholesale water systems.

No Board comments.

Public comment: Members of the public questioned where the money comes from to drill a new well, if the Town is operating the water company as efficiently as possible, and questioning equity within the flat rates.

The Board noted appreciation for the work on this study, and expressed pride in Minden’s flat rates and for how Minden has done business. Ms. Davidson noted intention to bring a final draft of the rate study for acceptance to the February meeting and welcomed any further comments from the Board.

3. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny the Town of Minden Financial Policies. Appearance by Jenifer Davidson, Town Manager, and Ted Thran, Town Accountant.

Ms. Davidson gave the background for this policy, and welcomed input from the Board.

Board comments included questions on the contingency element, a possible 90 day operating reserve, capital project reserves in trash, and Minden historically maintaining a healthy reserve even without a financial policy. Ms. Davidson noted that she wants the policies to grow with us; a dollar amount is not used as those numbers would change.

Public comment: None

Following thoughtful and intelligent deliberation, Stangle/Bernard moved to approve the Town of Minden Financial Policies. Motion was carried unanimously.

4. For possible action: Discussion and possible action to provide direction to staff on relation to the revised conservation measures set forth in a portion of the revised Town of Minden Water Conservation Plan. Appearance by Jenifer Davidson, Minden Town Manager.

Ms. Davidson gave the background on the Water Conservation Plan.

Board comments included reservation regarding mandatory metering, how Minden has done a great job keeping rates reasonable, the success of the voluntary cut back, discussion on metered rates, leak detection, possible wording changes, standards being the same for our water partners, extending the three year time line in the plan, -and leading by example.

Public comment: Members of the public suggested charging the customers \$25.00 additionally a quarter to pay for the meter, and encouraged the installation of meters if only to show customers how much water they are using.

Following thoughtful and intelligent deliberation direct staff, Souligny/Stangle moved to direct staff to bring the policy as presented ~~tonight~~ with the revisions suggested by the Board to the February meeting for approval. Motion carried unanimously.

5. For possible action: Discussion and possible action to approve, approve with conditions, or deny a process to seek and vet qualified applicants and to recommend up to three names to the Douglas County Board of Commissioners for consideration of final appointment to a vacant position on the Minden Town Board created upon departure of member Condron effective December 31, 2015.

Board discussion included using the same process as when Mr. Souligny was appointed, the urgency to move forward as we are operating with a 4 man board with the possibility of deadlock, and discussion on the term and filing requirements for the newly appointed Board member.

Public comment: A member of the public questioned the timing of the process.

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Following thoughtful and intelligent deliberation, Bernard/Stangle moved to adopt the same process as ~~was used when Mr. Souligny was appointed last time~~ with the notification to start as soon as possible, to run for three weeks, targeting a special meeting ~~with a date not to be~~ set ~~yet~~ in February to ~~potentially see if we need to~~ interview and select an applicant. Motion carried unanimously.

6. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include an Engineering Report which may include discussion on streets, sidewalks, drainage, water issues and related items. Discussion may also include an update on the Heybourne Well (Well #10) and the Well #11 test well project. Appearance by Bruce Scott, Town Engineer.

Mr. Scott reported on the test well, an update on the production well bid, more possible liquidated damages from the Herbach contract for Well 10, alley line replacements and the County Road project. The latest update on the pavement management system is done.

Public comment: None

7. For possible action: Discussion and possible action to direct staff in relation to Staff Reports. Discussion shall include a Manager's Report on the activities, progress on or status of assigned tasks and projects, or general information regarding operations and projects related to trash, retail and wholesale water service, and other functions of the Town of Minden. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson reported on the budget process, the move of the pedestal at Gateway, and the upcoming strategic plan meeting.

The Board expressed concern over how long it takes to fill Town positions and commented on the status of the organization chart.

Public comment: A member of the public had questions on the application process for the Town Board position.

FINAL PUBLIC COMMENT: None

REQUEST FOR AGENDA ITEMS: The Board requested a policy addressing the installation of water meters to be looked at in conjunction with the Water Conservation policy.

ADJOURNMENT: Ms. Stangle moved to adjourn the meeting at 8:30 p.m.