



The Minden Town Board meeting was held at 5:30 p.m. on Wednesday, February 3, 2016, at 1602 Esmeralda Avenue, Minden, Nevada.

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

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. Souligny.

PUBLIC COMMENT:

A Bently representative thanked the Board and the business owners and the residents for their patience while the utility work is done and gave an update on the Heritage District work.

APPROVAL OF AGENDA

Souligny/Stangle moved to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES:

Bernard/Stangle moved to approve the minutes of the January 6, 2016, Board Meeting. Motion carried unanimously.

ACKNOWLEDGEMENT OF GIFTS: None

BOARD MEMBER REPORTS: Main Street Minden- Roxanne Stangle, Member. Ms. Stangle gave a report on her first Main Street meeting.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the January 2016 financial report including claims paid December 25, 2015 through January 21, 2016 for fiscal year 2016.
2. Adoption of Resolution number 2016R-05 augmenting the Town of Minden Fiscal Year 2015-2016 Budget.

Stangle/Bernard moved to approve the Consent agenda. Motion carried unanimously.

ADMINISTRATIVE AGENDA

1. **For possible action: Discussion and possible action to provide direction to Town Staff regarding the parking of commercial vehicles around Minden Park and in front of private residences. Appearance by Anita Cohee and Rob Hellwinkel.**

Ms. Cohee and Mr. Hellwinkel spoke about the problem of commercial vehicles using the streets around the park for commercial parking. This matter has come up before with the Town Board; there is a need to protect the integrity and beauty of the park.

Mr. Russell stated that the ordinances dealing with parking need to be reviewed in particular in regard to enforcement.

Board comments included the lack of enforcement, the possibility of looking at zoning changes, assurance that the Board is not taking this lightly yet has nothing against the business owner, and not having this affect anything beyond the park.

Public comment:

Members of the public agreed that this is a problem, but did not want to give an anti-business impression. Several suggestions were offered including designated residential parking only around the park and diagonal parking.

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After thoughtful and intelligent deliberation, Bernard/Stangle moved to direct staff to ensure that the current use is compliant with zoning, and also direct staff to look into what options and authority the Town has. Motion carried unanimously.

2. **For possible action: Discussion and possible action to approve, approve with conditions, continue, or deny a request to send the Town Manager and a designated representative of the Town Board to attend the National Main Streets Conference May 23-25, 2016 in Milwaukee Wisconsin. Appearance by Jenifer Davidson, Town Manager.**

Board discussion included the value in the manager attending the conference, whether the Town's involvement is interlocked with Main Street and the potential benefits apart from the Main Street concept.

Public comment:

Members of the public questioned the benefits of sending Town representatives, while others encouraged attendance because of the opportunity to see another city with fresh eyes.

After thoughtful and intelligent deliberation, Souigny/Bernard moved to approve a request to send the Town Manager Jenifer Davidson and designated representative of the Town Board Roxanne Stangle to attend the National Main Streets Conference May 23-25, 2016 in Milwaukee Wisconsin. Motion carried unanimously.

3. **For possible action: Discussion and possible action to accept, accept with conditions, continue or deny the final 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.**

Ms. Davidson gave the background and update noting a few revisions to the first draft. There was a slight change in number of full time employees; in addition to the input from the wholesale customers and more current pumping totals.

Mr. Pavletic gave a presentation with updated figures and County projections included. He summarized that there was very little change from the draft presented last month. There is a proposed change in the capacity element of water permitting.

Board comments included thoughts on subsidizing the wholesale, when to move forward with capital improvement projects, and the stability of the retail fund was noted.

Public comment:

Members of the public questioned the revenue for future treatment, prospects of future use and growth, and complimented the job done on the rate study.

After thoughtful and intelligent deliberation, Souigny/Stangle moved to accept the final draft of a "Rate Study in Conjunction with Town Staff for the Town of Minden Wholesale and Retail Water Systems." Motion carried unanimously.

4. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to eliminate one full time Town of Minden Maintenance Supervisor Position and replace it with a full time Town of Minden Water Operations Manager position. Appearance by Jenifer Davidson, Town Manager.**

Ms. Davidson gave the background for this position and why we have waited to fill it. This effectively changes one of the two Public Works supervisor positions into a Water Operations Manager.

Board discussion included questioning the timing of this in relation to the reorganization chart, and support of having a manager focusing on water only.

Public comment:

A member of the public inquired about how the Administration staff supports the Public Works department.

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After thoughtful and intelligent deliberation, Bernard/Stangle moved to approve a request to eliminate one full time Town of Minden Maintenance Supervisor Position and replace it with a full time Town of Minden Water Operations Manager position. Motion carried unanimously.

5. **For possible action: Discussion and possible action to provide direction to Town Staff on a possible resolution and/or amendment to the charges specified by the Town Board on relation to water service, requiring meters to be installed on all connections by 2025. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson gave the background on this proposal, noting that the resolution does not state the details of implementation.

Board discussion included actual costs for metering, the target date for completion of metering, comments concerning customer options of paying, the possibility of hiring a contractor, and keeping the flat rate with meters for data collection.

Public comment:

Members of the public questioned the Town property metering program, the possibility of working with the Subconservancy District or letting the homeowners install meters themselves, timing, protocol, the possibility of getting a grant, and the Town sharing the cost with the present day owners.

Mr. Russell noted that the Town has to follow protocol regarding any changes in rates.

After thoughtful and intelligent deliberation, Stangle/Souligny moved to have the staff to bring back with the comments from the staff and public.

6. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to submit the revised Town of Minden Water Conservation Plan to the Nevada Department of Conservation and Natural Resources (DCNR), Division of Water Resources (DWR) for review and approval prior to its adoption by the Town of Minden, as required by NRS 540.131. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson noted that this document needs to be submitted to the state for review, with Town adoption after reviewing comments from the state level.

Board comments included acknowledgment of the work that has been done.

Public comment:

A member of the public asked to modify the hours of watering under the restrictions, as well as disagreeing with encouraging less lawn area.

After thoughtful and intelligent deliberation, Souligny/Stangle moved to approve a request to submit the revised Town of Minden Water Conservation Plan to the Nevada Department of Conservation and Natural Resources (DCNR), Division of Water Resources (DWR) for review and approval prior to its adoption by the Town of Minden, as required by NRS 540.131. Motion carried unanimously.

7. **For possible action: Discussion and possible action to 1) review the form and process for the 2015 evaluation of the Minden Town Manager; and 2) to appoint a representative to collect the evaluations of each Board member for presentation/approval at a future meeting of the Minden Town Board. Appearance by Ryan Russell, Town Attorney.**

Mr. Russell gave a brief history of this process. The new form and process are lined up with strategic plan. Each Board member would fill out the form and meet individually with Ms. Davidson prior to the Board meeting when the evaluation is presented, deliberated, and potentially acted upon.

Board discussion included favorable opinions on the process.

Public comment: None

After thoughtful and intelligent deliberation, Bernard/Souligny moved to 1) approve the form and process for the 2015 evaluation of the Minden Town Manager; and 2) to appoint Mr. Russell to collect and tally the evaluations of each Board member for presentation, deliberation, and possible action at the March

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meeting of the Minden Town Board, with each Board member getting the evaluations to Mr. Russell no later than one week prior to the March meeting. Motion carried unanimously.

8. **For possible action:** Discussion and possible action to 1) approve, approve with conditions, continue or deny a bid by Hydro Resources-West, Inc. for a production well located within the Bently Heritage District as part of the Town of Minden Well #1 re-drill, also known as the Well #11 project for an amount not to exceed \$282,040; and if 8.1 is approved, 2) authorize the Chairman to execute an agreement for the same on behalf of the Town. Appearance by Bruce Scott, Town Engineer.

Mr. Scott spoke favorably of the low bidder, as we worked well with them on Well 9. We are coordinating with the Bently Heritage process and will have access to the site around April 1.

Board discussion included questioning contract wording concerning completion date.

Public comment: None

After thoughtful and intelligent deliberation, Souigny/Stangle moved to 1) approve a bid by Hydro Resources-West, Inc. for a production well located within the Bently Heritage District as part of the Town of Minden Well #1 re-drill, also known as the Well #11 project for an amount not to exceed \$282,040; and 2) authorize the Chairman to execute an agreement for the same on behalf of the Town. Motion carried unanimously.

9. **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 project. Appearance by Bruce Scott, Town Engineer.

Mr. Scott gave updates on the County Road ditch award, the design for the alley waterline replacements, the next street sealing areas, as well as development at the Ranch, modifications in Las Costa phase two and Kingsbury Manor refurbishing.

No Board comments.

Public comment: None

10. **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 meeting with the state water engineer, the budget process calendar and the special meeting next week.

Public comment: None

FINAL PUBLIC COMMENT: A member of the public asked for details on the special meeting to be held February 9.

ADJOURNMENT: Mr. Souigny called for adjournment at 8:51 p.m.