



A Public Workshop and the Regular Minden Town Board meeting were held Wednesday, June 3, 2015, at 1602 Esmeralda Avenue, Minden, Nevada. The Public Workshop began at 4:00 p.m. and was followed by the Regular meeting of the Minden Town Board meeting at 5:30 p.m.

Board members present: Matt Bernard, Charlie Condron, Roxanne Stangle, John Stephans and Bill Souligny.

Staff present: Jenifer Davidson, Greg Hill, Trish Koepnick, Bruce Scott, and Mike Pavlakis filling in for Ryan Russell.

Ms. Stangle called the Public Workshop to order at 4:00 p.m.

The Pledge of Allegiance was led by Mr. Stephans.

Public comment: None

Stephans/Bernard moved to approve the agenda as published. Motion carried unanimously.

Stephans/Souligny moved to approve the minutes of the May 6, 2015 Board Meeting. Motion carried unanimously.

PUBLIC WORKSHOP:

1. For possible action. Discussion and possible action to provide direction to Town Staff on a presentation regarding the 2015 Town of Minden plan to reduce the total amount of water used by the Town to maintain Town parks and facilities as proposed by Town Staff. Appearance by Jenifer Davidson, Town Manager and Greg Hill, Minden Superintendent of Public Works.

Mr. Hill presented possible water reducing methods by priority.

Board comments included not favoring the grass being removed from parks because of utilization, and liking the ideas about removing turf on medians, using the flushed water and metering all town facilities.

Public comment:

Members of the public questioned the Towns holding of water rights, noted that outside water use is the biggest use of water, questioned metering town property, and encouraged the Town to set the example for proper water use and educate the residents. It was noted that some trees at the Bougainvillea median are a safety hazard because of site distance, as well as keeping in mind that when water is conserved revenue goes down.

Ms. Davidson noted that metering the Town facilities would be a tool to account for water usage in relation to the transfer from retail to wholesale.

Following thoughtful and intelligent deliberation, Bernard/Condron moved to accept the 2015 Town of Minden plan to reduce the total amount of water used by the Town to maintain Town parks and facilities with the notation that Greg did not have time to calculate budget figures, accepting priority 1, and revisiting priorities 2 and 3 as time allows. Motion carried unanimously.

2. For possible action: Discussion and possible action to review the Town of Minden Water Conservation Plan and provide direction to Town Staff regarding revision(s) of the plan to be brought back for consideration at a future meeting of the Minden Town Board. Discussion may include: a presentation on the USDA Natural Resources Conservation Service Nevada Water Supply Outlook Report from April 2015; status of the Town's water system and the Town well monitoring program; EPA guidelines for preparing water conservation plans; an overview of the current Town of Minden water conservation plan; and recommendations by Town Staff regarding possible revision(s) to the Town of Minden Conservation Plan including, but not limited to, implementation of phased in universal metering program, alternative watering dates with adjusted water schedules and a comprehensive "water-wise" public education campaign. Appearance by Jenifer Davidson, Town Manager.

Minden Town Board Minutes

June 3, 2015

Page 2 of 6

Ms. Davidson gave an overview of current drought conditions and measures, including the status of the Town of Minden water system, the Town well monitoring program and the data that has been collected. The EPA guidelines for preparing a water conservation plan were noted.

Mr. Scott shared information regarding the well monitoring; the key is reading trends from multiple readings over time.

The Public Workshop was recessed at 5:30 p.m. and the Regular meeting of the Minden Town Board was called to order at 5:30 p.m. by Ms. Stangle.

PUBLIC COMMENT:

A representative from Bently Heritage gave an update on the project.

A member of the public requested that the Town start a discussion with the County about increasing the Town boundary, as well as lowering speed limits before entering Minden from the north.

ACKNOWLEDGEMENT OF GIFTS: Ms. Davidson acknowledged the gift from Minden Fortnightly of \$2,000, which will be used for improvements in the CVIC Hall, the large contribution from Model Dairy for the Minden breakfast, and Tina Fixman for the work on the planters on Esmeralda.

ACKNOWLEDGEMENT OF SERVICE AWARDS: None

BOARD MEMBER REPORTS:

- Event Planning- Bill Souigny gave an update on the breakfast and parade float as well as acknowledgement of the use of the barbeque to Steve Thaler and Todd Wilcks.
- Minden Water- Mr. Bernard noted there was nothing new to report.
- New Development Applications – Mr. Stephans noted there was nothing new to report.
- Citizen’s Advisory Committee/Main Street Steering Committee- Mr. Condron said the Main Street Committee has been extremely active. An event was put on in conjunction with the Farmers Bank opening; the group is working very hard to get Main Street up and going.

CONSENT AGENDA FOR POSSIBLE ACTION:

1. Approval of the May 2015 financial report including claims paid April 24, 2015 through May 21, 2015 for Fiscal Year 2015.
2. Approval of a policy renewal from Nevada Public Agency Insurance Pool (POOL) and authorization of payment to POOL in the amount of Forty-six thousand three hundred sixty-one dollars and twenty-seven cents (\$46,361.27) for Fiscal Year 2015-2016.

Consent Item 2 was pulled to the Administrative Agenda. Condron/Souigny moved to approve Consent Agenda Item 1. Motion carried unanimously.

ADMINISTRATIVE AGENDA:

Consent Agenda Item 2: Approval of a policy renewal from Nevada Public Agency Insurance Pool (POOL) and authorization of payment to POOL in the amount of Forty-six thousand three hundred sixty-one dollars and twenty-seven cents (\$46,361.27) for Fiscal Year 2015-2016.

Mr. Hollander answered questions from the Board concerning the process and why it has taken so long fixing damages from the February wind storm. He suggested that the best way to answer the Boards’ concern is to schedule a meeting with representatives of the Pool Pact and give them an agenda of items to discuss to help with understanding the procedure. Underground infrastructure is not covered as it has not been put into the coverage; there would need to be a measurement and a value established.

Public comment: None

Following thoughtful and intelligent deliberation, Condron/Stephans moved to approve the policy renewal from Nevada Public Agency Insurance Pool (POOL) and authorization of payment to POOL in

Minden Town Board Minutes

June 3, 2015

Page 3 of 6

the amount of Forty-six thousand three hundred sixty-one dollars and twenty-seven cents (\$46,361.27) for Fiscal Year 2015-2016. Motion carried unanimously.

1. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to sponsor the 2015 Minden-Tahoe Airport's Aviation Roundup and to contribute an amount to be determined by the Board to the event. Appearance by Bobbi Thompson, Manager of the Minden-Tahoe Airport.**

Ms. Thompson gave an overview of the event and a summary of efforts to date for putting on this show, which will be held for the public August 22 and 23. She noted that this event is much more expensive than in the past and they are looking for sponsorship to keep the costs down.

Board discussion included questioning how it was funded previously and if other government entities have been asked to sponsor.

Public comment: None

Following thoughtful and intelligent deliberation, Souigny/Condrón moved to approve a request to sponsor the 2015 Minden-Tahoe Airport's Aviation Roundup at the \$1,500.00 level. Motion carried unanimously.

2. **For possible action: Discussion and possible action to direct Staff on relation to Staff Reports. Discussion shall include a report by the Minden Town Manager and a member of the Minden Town Board regarding the 2015 National Main Streets Conference which may include information regarding a Minden Main Street Program and the Placemaking movement. Appearance by Jenifer Davidson, Minden Town Manager and Charlie Condrón, Member of the Minden Town Board.**

Ms. Davidson shared videos of award winning main street programs. She noted how districts can vary in size, shared the concept of the Four Point Approach, as well as the concept of placemaking, as she focused on that at the Main Street Conference.

Mr. Condrón, who also attended the conference, commented on the community spirit the program fosters, and how enthusiasm is generated for what the community can become.

Public comment:

Members of the public commented on the example of Rawlins, Wyoming and also questioned the demographics in these communities.

3. **For possible action: Discussion and possible action to provide direction to Town Staff and the Main Street Minden Steering Committee regarding a presentation by the Main Street Minden Steering Committee on the proposed structure for the program and an update on the activities of the Steering Committee for the month of May. Appearance by Sheila Kendrick, Main Street Steering Committee Member.**

Ms. Kendrick gave an update on the work done by the Main Street Steering Committee in May.

Board discussion included the level of oversight and involvement by the Town Board in the Main Street Program.

Public comment:

A member of the public encouraged the Board to give the Main Street Program the power to go forward.

4. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request for the Town to 1) enter into an independent contractor agreement for Interim Project Management Services to develop and implement a Main Street Minden Program using the National Main Street Center Four Point Approach for commercial district revitalization for an amount determined by the Board; and if 4.1 is approved, to 2) authorize the Chairman to appoint a selection committee to recruit and select an Interim Project Manager for the same. Appearance by Charlie Condrón, member of the Minden Town Board.**

Minden Town Board Minutes

June 3, 2015

Page 4 of 6

Mr. Condrón noted that we do not want to lose momentum; we need to put someone in charge and pay the interim manager under independent contract.

Board discussion included paying based on work performance and what is accomplished, like a grant. Mr. Pavlakis noted that if the Board selects a committee it is subject to the open meeting law. He suggested one alternative is to have the chairman work with the manager on the creation of an administrative selection group.

Public comment:

Members of the public encouraged the Board to step back and allow this to go forward, letting them work in their budget and giving no more supervision, treating it like funding a new business, and agreeing with having an interim manager.

Following thoughtful and intelligent deliberation, Stephans/Condrón moved to 1) enter into an independent contractor agreement for Interim Project Management Services to develop and implement a Main Street Minden Program using the National Main Street Center Four Point Approach for commercial district revitalization manager with a pay range between 3500-4000 a month, and 2) authorize the Chair and the Town manager to form an administrative committee that will select the Interim Project Manager.

5. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by the Minden Main Street Steering Committee for the Town to sponsor a Main Street Minden Mingle in June 2015. Approval of this request would include waiving fees associated with use of Minden Park and the CVIC Hall and providing Town staff support of the event. Appearance by Sheila Kendrick, member of the Minden Main Street Steering Committee.**

Ms. Kendrick noted that this event would be an effort to get the word out about the Minden Main Street program and recruit volunteers.

Public comment: None

Following thoughtful and intelligent deliberation, Bernard/Condrón moved to approve a request by the Minden Main Street Steering Committee for the Town to sponsor a Main Street Minden Mingle in June 2015. Approval of this request would include waiving fees associated with use of Minden Park and the CVIC Hall and providing Town staff support of the event. Motion carried unanimously.

6. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request to review and provide direction to Town Staff regarding the proposed site improvement plan, including design alternatives for the dead end at Ninth Street, for the next phase of County Road Improvements between Eighth and Tenth Street. Appearance by Bruce Scott, Town Engineer.**

Mr. Scott gave the background for this item and noted the options presented to the Board.

Board discussion included comments on which option is best and concerns about this fitting into the approved budget.

Public comment:

Members of the public both supported these enhancements as well as supported opening Ninth Street through to County Road. The Board was encouraged by the public to look at maintenance requirements and discouraging parking.

Following thoughtful and intelligent deliberation, Stephans/Condrón moved to approve site improvement plan design Alternate C for the dead end at Ninth Street, for the next phase of County Road improvements between Eighth and Tenth Street with the requirement that it has to stay within the budget for the grant that we have. Motion carried unanimously.

7. **For possible action: Discussion and possible action to approve, approve with conditions, continue or deny a request by Minden Town staff to 1) utilize Municipal Financial Services Rate Consulting Firm to coordinate with Minden Town Staff to review, analyze and update existing**

Minden Town Board Minutes

June 3, 2015

Page 5 of 6

Minden Retail and Wholesale water rates, develop proposed rate schedules based on available information and estimated future growth, respond to comments from Town Staff and Minden Customers on the proposed rates and provide a final rate recommendation report for consideration and possible acceptance by the Minden Town Board: and if 7.1 is approved, to 2) authorize the chairman to execute an agreement for the same on behalf of the Town. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson gave the background for this item, noting that Municipal Financial Services Rate Consulting Firm gave an estimate initially of about \$43,000, with extra work and hours built in for flexibility.

Board comments: None

Public comments: None

Following thoughtful and intelligent deliberation, Stephans/Souligny moved to approve a request by Minden Town Staff to 1) utilize Municipal Financial Services Rate Consulting Firm to coordinate with Minden Town Staff to review, analyze and update existing Minden Retail and Wholesale water rates, develop proposed rate schedules based on available information and estimated future growth, respond to comments from Town Staff and Minden Customers on the proposed rates and provide a final rate recommendation report for consideration and possible acceptance by the Minden Town Board: and 2) authorize the chairman to execute an agreement for the same on behalf of the Town, with the contract not to exceed \$43,000.

8. For possible action: Discussion and possible action to approve, approve with conditions, continue or deny the request to approve amendments to the Independent Contractor Agreement between the Town of Minden and Resource Concepts Inc., including without limitation the rate schedule incorporated in that Agreement. Appearance by Jenifer Davidson, Town Manager and Bruce Scott, Town Engineer.

Ms. Davidson gave the background for this item, and how revisions were addressed in the upcoming fiscal year budget

Mr. Scott explained the request and noted the last increase in billing rates was in 2009. Board comments included thanks for keeping the rates the same, but noted that it hurts more to swallow this large increase.

Public comment:

A member of the public noted that with compounding the Town would have paid more.

Following thoughtful and intelligent deliberation, Stephans/Condron moved to approve the amendments to the Independent Contractor Agreement between the Town of Minden and Resource Concepts Inc., including, without limitation, the rate schedule incorporated in that Agreement. 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 regarding work completed on the Buckeye Well Project, and Heybourne Well Project. Appearance by Bruce Scott, Town Engineer.

Mr. Scott's report included an update on the County Road work and the current public work projects of Street Rehabilitation and the Heybourne Well.

Public comment:

A member of the public had questions about the new wells being drilled by the Park family.

Mr. Scott said these are supplemental wells that have limitations and the permits are approved on a temporary basis for a lower quantity of water.

10. For discussion only: Discussion and possible action to provide direction to Town Staff regarding a Town Staff report on a bill(s) or bill draft request(s) ("BDR") listed on the Nevada

Minden Town Board Minutes

June 3, 2015

Page 6 of 6

Legislature website (<https://www.leg.state.nv.us/Session/78th2015/>) for the 78th (2015) Nevada Legislative which may affect the Town of Minden or its Board. Appearance by Jenifer Davidson, Town Manager.

Ms. Davidson noted that a large number of bills were passed by the legislature. We had initially tracked around 70 bills, and we will continue to track as well as implement and meet the requirements of the bills that were passed. AB332 makes various changes regarding government purchasing and bidding; this will have an immediate impact on the Town in regards to our projects, as we will no longer be able to purchase supplies directly and not pay taxes.

Public comment: A member of the public commented on the new purchasing law.

Final public comment: None

Request for agenda items: Mr. Bernard requested looking at improving the sound system.

Ms. Stangle adjourned the Regular Board meeting at 8:35 p.m.

Water workshop was reconvened by Ms. Stangle at 8:35 pm.

Ms. Davidson reviewed the elements of the current conservation plan. We are not in violation with the state but we need to review and update this. She gave Staff recommendations, which included an overall public awareness campaign.

Board discussion included asking about the compliance component, what the penalty would be and who is responsible for monitoring this plan.

The Board also discussed the possibility of having all residential meters installed, possibly within five years; having a volunteer program to limit watering before it becomes mandatory, not being more restrictive than the people we ship water to. Concern was expressed about the connection between the Town's groundwater level with when we have a stage one drought, as well as connecting the snow pack to our drought stage. The snow pack as the basis to our drought stage was discussed and it was suggested that we need to look at the entire valley, not just Minden.

Public comment:

Members of the public gave varied suggestions for the conservation plan. These included encouragement for the Board to lead the pack and do the right thing, concern about the urgency for meters if we keep a flat rate, communication and education options, concern about inability to do alternate watering days as well as declaring and managing the stages of drought.

The Board gave the Manager the direction to take Staff recommendations, put together a plan that the Board can look at and discuss over the next couple of months, adding a volunteer level of watering restrictions, and look at implementing our existing plan in July with a drought declaration based upon some sort of local drought figure.

Bernard moved to adjourn the workshop at 9:27 pm.