

WEST TRUCKEE MEADOWS CITIZEN ADVISORY BOARD



DRAFT Approval of these draft minutes, or any changes to the draft minutes, will be reflected in writing in the next meeting minutes and/or in the minutes of any future meeting where changes to these minutes are approved by the CAB.

Minutes of the regular meeting of the West Truckee Meadows Citizen Advisory Board held September 12, 2011 at the Roy Gomm Elementary School, 4000 Mayberry Drive, Reno, Nevada.

1. **CALL TO ORDER** – Chairperson Andy Giddings called the meeting to order at 6:30 p.m.
2. **ROLL CALL/DETERMINATION OF QUORUM** – Roll call was heard and a quorum of six members was determined.
MEMBERS PRESENT – Andy Giddings (Chairperson) Ann Potts, Sean McCoy, Suzy Klass, Bridget Ryan, George Georgeson
MEMBERS ABSENT – Trudy Brussard (excused)
3. **PUBLIC COMMENT** – No public comment was offered.
4. **APPROVAL OF AGENDA FOR MEETING OF SEPTEMBER 12, 2011** – Ann Potts moved to approve the September 12, 2011 meeting agenda as posted. Bridget Ryan seconded the motion. The motion carried.
5. **APPROVAL OF MEETING MINUTES FOR JULY 11, 2011** – Ann Potts moved to approve the July 11, 2011 meeting minutes as presented. Bridget Ryan seconded the motion. The motion carried.
6. **REPORTS AND UPDATES**
 - A. **Updates/Announcements/Correspondence** – Chairperson Giddings reported:
 - The new cell phone law pertaining to the usage of cell phones while driving will become effective October 1, 2011. Warnings will be issued between October 1 and December 31, 2011. Fines will be levied beginning on January 1, 2012.
 - Keep Truckee Meadows Beautiful will be holding the Truckee River Clean-up on Saturday, September 24, 2011 from 8:30 a.m. to 12 noon. An Appreciation Picnic will be held at Rock Park following the clean-up.
 - An E-Waste Recycling event for electronic equipment will be held on Saturday, October 22, 2011 from 8:00 a.m. to 3:00 p.m. Volunteers will be allowed to recycle for free. For additional information visit the website www.KTMB.org.
 - The Washoe County Senior Law Project will be holding a free home preservation seminar and will focus on basic home foreclosure prevention and Nevada foreclosure mediation preparation. Everyone is welcome to attend. To obtain more information, or to reserve a seat at a seminar, call 775 328-2656.
 - B. **Activity and Incident Reports by Regional/County Department**
 2. **City of Reno Report** – There was no one in attendance to present a report.
 - C. **Washoe County Update**
 - You may contact Commissioner Breternitz at (775) 328-6110 or jbreternitz@washoecounty.us. If you prefer a discussion in person, please feel free to call Commissioner Breternitz to arrange a meeting.
 - Sarah Tone, County Liaison for Districts 1, 2, and 3 is available to answer your questions and concerns. Please feel free to contact her at STone@washoecounty.us or (775) 328-2721. To sign up to receive email updates from the County visit www.washoecounty.us/cmail. The written County updates are available online at www.washoecounty.us/cab (follow the link to your CAB).

Washoe County Commissioner John Breternitz reported that he is currently spending most of his time reviewing actions to assist in balancing Washoe County's budget. Revenues continue to decline, and work is ongoing in researching ways to gain additional efficiency in operations. Commissioner Breternitz commented that the county is losing a number of major staff leaders, and there are plans to fill some these positions. He excused himself from the meeting as he had another commitment on his schedule.

 - B. **Activity and Incident Reports by Regional/County Department - Reopened**
 1. **Washoe County Sheriff's Office Items** – Lt. Shumana apologized for his late arrival due to his need to assist in dealing with the lightning strikes and resultant fires that are happening at the north end of Washoe Valley this evening. He reported that vehicle burglaries have increased in this area mainly due to vehicles that are left unlocked. Otherwise, the area has been fairly quiet.

Concerns/Comments

 - Chairperson Giddings requested to know if the Sheriff's Office is completing more traffic control in the school zones. Lt. Shumana replied affirmatively. Chairperson Giddings requested to know where the county line specifically is on Mayberry in the area of Roy Gomm School. Lt. Shumana replied that there is an overlap.
7. **NEW BUSINESS** – (The Staff contact listed on items for Community Development may not be in attendance but can be contacted for code and policy questions.)

A. Washoe County Tax Assessor Presentation on Assessments, Trends and Real Estate Market – Joshua Wilson, County Assessor, will present information on Washoe County Assessments, current trends and the real estate market as it relates to Washoe County Property Tax Assessments. A question and answer period will follow. This item is informational only; no action will be taken.

Joshua Wilson, County Assessor, was in attendance to present this item. He distributed information to those present. The frequency and method of valuing property was reviewed. Mr. Wilson noted that all property is being reappraised this year like it has been done for the past few years, and value notices should be mailed in late November, 2011. Any questions may be directed to the Appraiser's Office, 328-2233. Appeals to the Board of Equalization must be filed by January 15, 2012.

Concerns/Comments

- Board member Klass requested to know if Mr. Wilson had an approximation of how many property owners are appealing their appraisals. He replied that it has increased in recent years. He noted that there are 171,300 parcels in Washoe County. The appeal level last year was a little under 1,000, with a significant amount of those being in the commercial market.

- Board member Georgeson requested to know if a Homeowners' Association can use the term "assessment" in levying fees. Mr. Wilson replied that the term "assessment" is defined differently in various sections of the law, and the regulations governing Homeowners' Associations may be different than the regulations governing the Assessor's Office.

B. Emergency Management Presentation – Aaron Kenneston, Emergency Management Administrator, will present information regarding Washoe County emergency response to catastrophic events. The focus of the presentation will be on dam and gas line failure situations. A question and answer period will follow. This item is informational only; no action will be taken.

Aaron Kenneston introduced himself and distributed the "Home Care Guide to Emergency Preparedness". He reported:

- September is National Preparedness Month. There are three things that Washoe County residents should do: make a preparedness plan; assemble an emergency kit; and, stay informed. He reviewed some of the steps to be taken in addressing these items such as having a gallon of water and food per person or pet per day on hand for a minimum period of three days.

- Thirteen hazards have been identified for this region. Dam and pipeline safety concerns are two of these hazards. Mr. Kenneston noted that every three years a dam safety exercise is held, and every year discussions are held with all of the agencies involved. He reviewed steps that would be taken in the event of an emergency. He pointed out that if you do not have a telephone land line, you need to go to their website, www.ReadyWashoe.com, and sign up to be notified via the Reverse 911 System in the event of an emergency. CERT volunteers and emergency personnel would also be utilized to notify residents.

- Once a year, he attends a gas pipeline safety conference with first responders. Pipelines now, per federal law, have to be inspected annually. A majority of pipeline incidents have been third-party caused. Annually the major gas transmission lines in the county are checked, and once every three years the smaller lines are inspected.

Concerns/Comments

- Board member Klass requested to know if this agency also handles emergency incidents such as the recent incident in Carson City. Mr. Kenneston responded that his agency would be involved only if coordination and collaboration is needed in a mass casualty incident at a regional level.

- Board member Ryan requested to know how long it would take the water to reach downtown Reno in the event of a dam failure. Mr. Kenneston replied that there are many variables, but it would probably take three to five hours for the water from a catastrophic dam failure past Truckee to reach downtown Reno.

- Board member Potts requested to know if the residents who live over the top of the pipelines know they are vulnerable. Mr. Kenneston stated that, in theory, they should be aware since the maps of the location of the pipelines are public information.

C. Washoe County Juvenile Services (WCJS) Presentation – Washoe County Juvenile Service staff will present an overview of the general operations and purpose of WCJS and its goals and future plans. This item is informational only; no action will be taken.

Gary Stewart, Director of Washoe County Juvenile Services, introduced himself and provided an overview of the program:

- The age range of juveniles served by the program is between eight- and eighteen-years-old. There is some additional authority for individuals between the ages of eighteen- and twenty-one-years-old. The department works with individuals who commit status offenses (truants, incorrigible, runaways), children who are in need of supervision (not abused or neglected) and juveniles who commit crimes.

- There are three areas addressed: intervention and prevention; juvenile detention and community-based supervision under the guise of public safety. An overview of the three areas was provided.

Concerns/Comments

- Board member Klass requested to know what the department's biggest challenge currently is. Mr. Stewart responded that, in his opinion, it would be to remain creative in order to maintain the effectiveness of the system given the decreasing resources available. Also, the importance of the community safety component of the department's services should never be minimized.

- Board member Ryan requested to know if the department is seeing an increase in the juveniles needing these services, given the current economy. Mr. Stewart replied that actually there has been a reduction in the overall referrals, possibly due to migration from the area. An increase has been seen in burglaries and weapons offenses.

- Chairperson Giddings inquired whether or not school uniforms in certain schools have made a difference. Mr. Stewart replied that this data has not yet been reviewed.

- Board member McCoy requested to know at what age level the Juvenile Services Department begins outreach activities, and what do they do to stay connected. Mr. Stewart responded that one of the casualties of the budget reductions over the past few years has been the department's outreach efforts. Currently, they are working with the Washoe County School District to put in place programs that will keep the students engaged in the educational system following an interaction with their department.

D. Variance Case No. VA11-005 – Ing Living Trust - To vary the allowed height of a retaining wall from 4.5 feet within the front yard setback and from 6 feet in the remainder of the lot to a height not greater than 10.5 feet. The retaining wall is existing and no further construction is being requested. The parcel is located at 40 Pronghorn Court (APN 220-052-09), is 1.32 acres in size, is zoned Low Density Suburban (LDS), and is located within the Southwest Truckee Meadows Area Plan. This request is authorized in Article 804, Variances in the Washoe County Development Code, is in Commission District 1, within Section 19, T19N, R29E, MDM, Washoe County, NV. Staff Representative: Eva M. Krause, AICP, Planner, 775.328.3796, EKrause@washoecounty.us. This application is tentatively scheduled to be heard by the Washoe County Board of Adjustment on October 6, 2011.

John Krmpotic, KLS Planning, was in attendance to present this matter. He was representing Sharon Ing, the applicant and property owner. Using presentation material, Mr. Krmpotic provided a general history of the variance request and explained that when the applicants went to obtain a CFO, it was discovered that the height of the wall exceeded the allowed height. This variance is to allow the existing wall to remain. Mr. Krmpotic reviewed the topography of the property as it relates to the wall.

Comments and Concerns

- Board member Potts requested to know if there had been any complaints regarding the wall. Mr. Krmpotic replied there has been one phone call to Eva Krause, the staff representative. Mr. Krmpotic will speak to this individual about their concerns.

- Board member Georgeson asked if there were any issues with design or construction. Mr. Krmpotic stated that a building permit is still needed. A structural assessment will be made to confirm the wall's construction as it relates to building requirements. A structural or geotechnical engineer will need to validate the construction. No changes to the wall are planned; however, there may be some additional landscaping completed.

Discussion followed. It was noted that no-one was in attendance this evening to express concerns regarding the wall and that the wall has existed for the past six years. The Board did not vote on this matter, but stated that they had no objections to the variance request.

E. Discussion of Proposed Plumb Lane Rehabilitation Project – Michele Dennis, Project Manager with the Washoe County Regional Transportation Commission (RTC), will discuss RTC's planned pavement rehabilitation project on Plumb Lane from Ferris Lane, west to McCarran Blvd. The Reconstruction Project is made possible through the RTC's pavement preservation program. The proposed project is planned to repair the deteriorating roadway, which also provides an opportunity to discuss additional safety and operational enhancements that could be included in the reconstruction of West Plumb Lane. RTC is conducting an extensive community engagement campaign prior to the design phase to seek input from the community and determine which enhancements the community might support for this project. This item is informational only; no action will be taken.

Michele Dennis introduced herself and distributed information. She reported that the project has been delayed while Truckee Meadows Water Authority completes infrastructure improvements prior to the reconstruction of the pavement. This delay has provided an opportunity for the possible addition of some safety and operational enhancements into the project. A public opinion survey regarding potential enhancements has been completed, and a community workshop was held on August 31, 2011. She requested input from those present.

Comments and Concerns

- Chairperson Giddings requested to know how many feet were going to be removed from the front of the indicated properties. Ms. Dennis replied that at the current time there are no plans for any right-of-way property acquisitions. A survey is being done of the actual property lines to assure their accuracy. Once the type of improvements is determined, a review will be completed to ascertain how these fit within the existing right-of-way. If any additional acquisitions were necessary, a determination would need to be made as to where it would be best to make them.

- Board member Klass requested to know where funding for these enhancements would come from. Ms. Dennis replied that it would come from fuel tax revenues. Also, the federal government has encouraged communities to look at other aspects besides just the repaving of transportation lanes, such as safety issues, when upgrading.

- Board member McCoy asked if there are statistics to support the statement that this portion of Plumb Lane has safety issues with its current layout. Ms. Dennis replied that this is being researched, and currently her goal is to obtain community input.

- Board member Georgeson requested clarification of what is being asked of those present at this meeting. Ms. Dennis replied that her purpose tonight was two-fold: to alert the CAB to the project so input can be given, and to distribute the written material so that it could be shared with anyone who might be interested in commenting. She noted that all of the affected property owners were notified of the community workshop that was held, and approximately ninety people attended.

- Board member Ryan commented that the road currently is unsafe for bicyclists and she would suggest bike lanes be incorporated.

- Chairperson Giddings requested to know when the estimated start time of the project is. Ms. Dennis replied that at the earliest it would be 2012, and more likely it would be 2013.

A brief discussion was held regarding the re-stripping of roads that has been done in the area.

8. OLD BUSINESS

A. Discussion of a CAB Liaison with Schools in the WTM CAB Area – The CAB will continue their discussion from the March 14th and July 11th meetings regarding whether or not it would be beneficial to create an informal method to better communicate between the CAB and Roy Gomm Elementary School and other schools in the WTM CAB area to include, but not be limited to, reports at CAB and school meetings from volunteers who attend the other agency's meetings. If there is an interest, the CAB may discuss and take possible action on the steps required to make this happen and request a CAB member volunteer to work with County staff and the school to begin the process.

Chairperson Giddings reviewed the schools that are located in this CAB's boundaries. The following discussion was held:

- Board member Potts commented that the purpose of the discussion of this item was to increase participation in the CAB with the distribution of information possibly through the schools.

- Board member McCoy suggested that rather than designating a liaison, perhaps further discussion with the schools would be helpful to ascertain if they would be willing to send out CAB information to parents.

- Board member Klass suggested that the President of each PTA be the contact to pass CAB information to.

- Chairperson Giddings commented that one concern that has been raised is there needs to be no confusion regarding the CAB's purpose or authority, and that it doesn't involve School District or City of Reno issues.

Ann Potts moved that contact be made with the PTA Presidents of schools in the CAB to discuss providing information to them regarding the WTM CAB, its meeting dates, agendas and minutes and request that they pass the information along to their parents. Suzy Klass seconded the motion. The motion carried.

A discussion was held regarding who would contact the various schools.

9. CHAIRPERSON/MEMBER COMMENTS

- This item is limited to announcements by CAB members of topics/issues posed for future workshops/agendas. The CAB will not discuss matters raised during this item.

- Board member Georgeson suggested that CAB members make their cell phone number available, so they could be reminded of a CAB meeting, if they are not present and have not communicated they would not be present prior to the meeting.

- Board member McCoy requested clarification of the use of the asterisk (*) on the posted meeting agenda given the new Open Meeting Law. A brief clarification was presented by Chairperson Giddings.

Future agenda items include: No items were presented.

10. PUBLIC COMMENT

– No public comment was offered.

11. ADJOURNMENT

– There being no further business, the meeting adjourned at 8:35 p.m. Ann Potts moved to adjourn the meeting. Bridget Ryan seconded the motion. The motion carried.