

MINUTES

Washoe County Open Space and Regional Parks Commission August 6, 2013

Commissioner Sarah Chvilicek called the meeting to order at 2:33 p.m.

1. Roll Call.

Members present: Allan Sheakley, Anne Buckley, Thomas Guinn, Ed Harney, Sarah Chvilicek, Jim Nadeau, Scott Pierson, Nathan Daniel and Janet Davis

Board of County Commission Liaison: Kitty Jung

Staff present: Eric Crump, Deputy District Attorney Leslie Admirand, Al Rogers, Cheryl Surface, Samantha Szesciorka and Joanna Schultz

2. Public Comment

Marge Frandsen, 7805 N Southmoor Circle said she wanted to speak on item #13. She is the President of the Hidden Valley Homeowner's Association, a voluntary association. In the past there was a problem with horses on homeowner property. With the cooperation of Washoe County Parks and volunteers this was remedied. Over the past month the fence has been broken and horses are coming through. This has caused a sanitation and safety issue in the community and park. Ms. Frandsen has been receiving calls from the community because they are not able to bring their children to the park due to feces. A neighbor has put together a cleaning party to shovel it up but there is no place to put it. Ms. Frandsen is coming before this Board to plea for a system and for the Parks Department to provide a dumpster to help ease the problem. The fence is being fixed but if budget allows she is asking for a dumpster to be placed in the park.

3. Administer Oath of Office to newly appointed Commissioners Scott Pierson and Janet Davis.

Nancy Parent, Clerk's Office, administered oath to Commissioners Scott Pierson and Janet Davis.

4. Approval of the Agenda for the Open Space and Regional Parks Commission Meeting of August 6, 2013.

Motion by Commissioner Nadeau to Approve the Agenda for the Open Space and Regional Parks Commission Meeting of August 6, 2013. Second by Commissioner Harney. Motion carried

5. Approval of the Minutes for the Open Space and Regional Parks Commission Meeting of February 5, 2013.

Motion by Commissioner Nadeau to Approve the Minutes for the Open Space and Regional Parks Meeting of February 5, 2103. Second by Commissioner Guinn. Motion carried

6. Discussion and possible change of date & time for regularly scheduled meeting of September 3, 2013.

Eric Crump, Operations Superintendent, explained that the September meeting follows a holiday and that we are requesting an evening time slot to hold a public meeting on fencing at the May Arboretum. The meeting will be held at Rancho San Rafael Regional Park.

After discussion the Park Commissioners decided to reschedule to September 17th at 5:30 p.m. to be held at Rancho San Rafael Regional Park.

Motion by Commissioner Nadeau to cancel the September 3, 2013 meeting and reschedule to September 17, 2013. Second by Commissioner Buckley. Motion carried

7. Discussion and review role and responsibilities of Open Space and Regional Park Commission.

Al Rogers, Community Services Projects and Programs Division Director, said that with new Commissioners coming on a review of roles and responsibilities is appropriate.

The Nevada Revised Statutes (NRS) 244.308 enables the Board of County Commissioners to create a Parks Commission. The Commission will be comprised of nine (9) members with a quorum of five (5) and nine (9) meetings minimum per year.

Under County Code, Chapter 95 creates Washoe County Open Space and Regional Parks commission. It also includes terms of office, Oaths, Officers, meetings and quorums as well as the formation of the department and responsibilities for the Director of the department.

Under County Code, Chapter 130 creates the Community Services Department. It includes the creation and consolidation of five (5) different County departments that includes Regional Parks and Open Space. This did not rewrite Chapter 95 but the duties and responsibilities of the Park Director now point to the Community Services Department Director.

This Commission is an advisory Commission to the Board of County Commissioners as well as being a body that gives recommendation on a variety of issues dealing with parks and recreation.

8. Discussion and possible direction to staff on the formation of Commission subcommittees which may include but not limited to the following areas:

- **Asset Management/Operational Committee**
- **Budget/Financial Committee**
- **Master Plans Committee**

Or possible direction to staff on the use of Commission workshops to address topics of concern.

Eric Crump, Park Operations Superintendent, explained this item is to discuss options of subcommittees as requested by the Commission. The topics are recommendations from staff based on input from the Commissioners.

Commissioner Chvilicek said that she and Commissioner Nadeau met with staff to discuss this topic and other possible options for Commissioners to be a more engaged Commission with Parks Operations.

In response to Commissioner Daniel regarding Commissioner Chvilicek's view on the subcommittees, Commissioner Chvilicek said they discussed more opportunities to interact with staff now that they are part of the Community Services Department (CSD). Some committee topics discussed were an Asset Management Operational Committee, Budget and Finance and Master Plan, as well as, would these discussions be in a workshop format or in regular meetings.

Commissioner Daniel said he would like to see a Commissioner represent the Park Commission during Board of County Commission (BCC) meetings as an advocate. He would also like to understand more about the finances, revenues and expenditures.

In response to Commissioner Guinn regarding staffing levels and are there workshops for budgets, Mr. Crump said yes and budgets discussions are typically started in October with hearings held in the Spring with the Board of County Commissioners.

Commissioner Nadeau said part of his concern with the new structure is where the Park Commission fits in and where they can help. This Commission is an advisory to the BCC and staff time is precious. He does not want to burden staff with extra duties. The committees would be ADHoc committees that should not have regular meetings.

Commissioner Buckley said she is very interested in forming committees especially with regards to budgets.

Commissioner Chvilicek said depending on the structure and functions, maybe initially have a workshop for the budget in October or November. As an ADHoc Committee it does require public noticing of the workshop and suggested assigning Commissioners based on interest/passion. She agrees that it would be a benefit to Commissioners and BCC to hear from others beyond staff about how important Parks is to the community.

In response to Commissioner Nadeau regarding is this a workable plan or of value to staff, Mr. Crump said yes, it would be very valuable.

Commissioner Jung said this is a terrific idea. Senior Services Advisory Board has also taken on something similar. Now is the time to make sure that you are being heard and Parks' budget needs to be made whole again. Commissioner Jung added that as an advisory, members must remain separate and at your own volition and not the director's volition.

Commissioner Daniel motioned to start the process of looking at workshops for the upcoming Commission meeting. Second by Commissioner Sheakley. Motion carried

Commissioner Chvilicek asked Commissioners if they wanted to determine who would like to be on the Assessment Management, Operational or Master Plan committees or table for a future meeting.

In response to Commissioner Buckley regarding a Master Plan Reassessment meeting, Mr. Crump said yes, they are going through the process for the Park system of Washoe County. There are several meetings and workshops scheduled and can make these part of the Park Commission meetings.

In response to Commissioner Chvilicek regarding Commissioners who would be interested in serving in an advisory role, Commissioner Guinn said he would like to see the budget first to get an idea where monies are coming and going from and understand where Parks is on the Master Plan as well as Asset Management.

9. Consider and recommend to the Board of County Commissioners a request for sponsorship of the Great Reno Balloon Race 2013 which will be held at Rancho San Rafael Regional Park September 3-9, 2013. Options include:

- 1) Washoe County would waive park facility rental and use fees [\$5,200] in consideration of Washoe County being recognized as a Major Sponsor; or
- 2) Washoe County would have the organization pay the rental and use fees [\$5,200] and then pay the organization (GRBR) \$5,200 for a Major Sponsorship for the 2013 event; or
- 3) Washoe County would require payment of staffing costs in support of the event [\$3,600] and receive balance [\$1,600] as a corporate sponsor; or
- 4) Washoe County would consider no sponsorship opportunity of the 2013 event; and

subject to the option selected, authorize the Community Services Department Acting Director to sign the 2013 Renewal and First Amendment to Agreement

Al Rogers, Projects and Programs Division Director explained that this item is for consideration of sponsorship of the 2013 Great Reno Balloon Race. Mr. Rogers gave a presentation on the highlights, opportunities to the County and options for consideration.

In response to Commissioner Pierson regarding page 11, Renewal Agreement, Attachment A, number 16, Payment to County, has a figure of \$7,800. How does that correspond with figures Mr. Rogers presented, Mr. Rogers said that number is a holdover from the previous year's event and was the amount paid by the Great Reno Balloon Race last year.

In response to Commissioner Guinn regarding the staffing fee if waived, will the budget be augmented, Mr. Rogers said that the cost is our allocation of time that staff spends on this event or other activities in the park or other parks. There is no effect on budget positive or negative.

In response to Commissioner Guinn regarding Item 3, removal of the equipment, Mr. Rogers said in the Renewal Agreement we typically have that consideration and anything that changes can be added to ensure if no monetary exchange happens that there is still some provision to make sure they clear out at the time specified.

Commissioner Guinn added that language in the Agreement states proof of insurance is due 30 days prior to the event. We are currently less than 30 days to the event and this should to be reflected in the Renewal.

In response to Commissioner Buckley regarding the difference in fees from the previous year, Mr. Rogers said some of the provisions used to determine fees are reviewed each year. In the past the May Museum and Arboretum were included in the fee structure. Each year staff reviews what impact and where that impact or use was then determines if those areas should be included in the fees.

In response to Commissioner Buckley regarding if the Commission decided to accept payment where does the money go - to Parks or the General Fund and sponsorship of this event would not affect Parks budget, Mr. Rogers said the fees would go into the General Fund with the

exception of fees received for the May Center. In the past any revenue or projections not met are not tied back to any expense or budget spent by the Parks Department.

Commissioner Buckley added that in the past she has expressed concern over the number of entities that use Parks' facilities for free because they are affiliated with the County. With the budget cuts she feels if Parks can generate money they should be able to show BCC that they are generating money. Commissioner Buckley has mixed feelings about sponsorships though this is a great event. She understands if it was a corporation sponsoring for advertisement, but doesn't know if the County really needs to advertise or not.

In response to Commissioner Nadeau regarding if the fee was waived and the County sponsored would it be Washoe County on the side of the balloon and not Washoe County Parks, Mr. Rogers yes, it would be Washoe County as the sponsor.

Commissioner Nadeau added that the Great Reno Balloon Race does showcase the value and beauty that Rancho San Rafael Regional Park brings to the community and that is a benefit.

Commissioner Chvilicek said she has also gone back and forth but having the exposure through a sponsorship highlights Rancho as a regional park and is a benefit to the community.

Commissioner Jung said the park is now part of her district and was part of Commissioner Weber's. They brought this to the Parks Department as one of the discussions was on improvements to the park in exchange for the sponsorship. This is at a County Park but we've never been a sponsor for this event. City of Reno has been a sponsor but Washoe County hasn't, and it is our park. Mr. Copeland with the Great Reno Balloon Race approached her when he took over as they had no money and would have been run out of town. It would be a tremendous loss for a County that bills itself as the Special Events Capital of the World if the Balloon Races wasn't able run.

Mr. Rogers said there was discussion and for the 2013 season they are looking at it as a start that we can build on. With the timing we felt this was the package for 2013 and will look in subsequent years for possible improvements.

Mr. Rogers added that the Special Event Coalition is challenging the entities, Washoe County, cities etc. to think out of the box on how we can proceed with special events. This sponsorship would be the first step to looking at how we can help the community flourish and stay alive versus always being on the end of the string. With the Great Reno Balloon Race and Rancho San Rafael it is a very symbiotic relationship where they go hand and hand.

Commissioner Chvilicek said that there are special events that are huge revenue generators and then special events that function in a true nonprofit status. There is a huge community impact.

In response to Commissioner Nadeau regarding would it be appropriate to request staff to start working with Great Reno Balloon Races to look at opportunities to collaborate, Deputy District Attorney Leslie Admirand said we are working with a draft of the agreement at this time so there is nothing final. We did add as part of the recommendation to have the Community Services Director have the authority to sign the agreement in case there were additional

changes based on this Commission's decision moving forward. This would give the Director the ability to change the terms of the agreement.

Commissioner Nadeau said he believes some type of collaboration working together would work as it has in other areas of the park.

Commissioner Daniel added that he spoke with a staff member who feels it would be the wrong decision to waive the fees. This individual's concern is that it would affect the bottom line, losing revenue that cannot be lost given the cuts Parks has had. Commissioner Daniel said the fact is the revenue goes into the General Fund and has no direct impact on Parks funding. He feels the individual is more concerned with reduced staffing and it all comes back to concerns and stress over lack of staffing.

Motion by Commissioner Guinn to waive fees in consideration as a major sponsor and add a caveat that staff starts working on improvement for future events. Second by Commissioner Daniel.

In response to Commissioner Buckley regarding the type of improvements, Mr. Rogers said it would be something to enhance the park for community use.

Motion carried

10. Presentation on "Park or Program of the Month" featuring the Wilbur D. May Museum.

Eric Crump, Operations Superintendent, explained that at every meeting Parks will highlight a park for the Commissioners. If Commissioners would like a specific park highlighted to contact staff.

Samantha Szesciorka, Assistant Curator gave a presentation on the Wilbur D. May Museum.

11. Parks Reports

Eric Crump, Operations Superintendent highlighted reports.

In response to Commissioner Chvilicek regarding the TMWA waterline mitigation at Betsy Caughlin Donnelly Park, Mr. Crump said they did use the 50 foot easement for staging of most of their equipment as it was their easy connection between Mayberry and Caughlin Parkway. They are required to and agreed to back fill over the water line.

In response to Commissioner Nadeau regarding increase in numbers on the Volunteer Report, Mr. Crump said we've been utilizing Job Corp interns for at least two years and Volunteer Coordinator Denise Evans is working hard on the Adopt-A-Park. There are also several local organizations that are paying their employees to go out and volunteer.

Commissioner Buckley said though she has not golfed lately she does have friends who have on the courses and they were complementing Sierra Sage. Washoe Golf course is not at the same standard.

Mr. Crump said that the contractor at Sierra Sage is doing a great job with the course and based on what he has heard it is in the best condition it has been in a long time. They are

doing some great marketing and programs. Washoe Golf is 6% down in a year and it's very alarming. Some of that business may have gone to Sierra Sage. He has not heard that Washoe is in poor shape and it's very hard to determine why they are down from last year. Parks will be putting together an end-of-year report and he can better address then why they are down from the previous year.

Cheryl Surface, Park Planner highlighted the Planning Report.

12. Commissioners Comments

Commissioner Chvilicek would like an update on Hidden Valley Park specifically with regards to Marge Frandsen's concern with the horses and horse manure. She would also like an update on hours of operations for the Parks Administration office.

Commissioner Guinn would like to see a standard procedure for dealing with horse manure and how the Department currently deals with this.

Commissioner Daniel said he is interested in creating a Tax District for Washoe County. He would like to invite Assemblyman David Bobzien to talk about this. It's another way to fund Parks, little more stable and he'd like to know more about this opportunity.

Commissioner Sheakley said he has spent a lot of time at Washoe Golf Course playing. There are new carts and the cart roadway has a lot of holes. He would like to know if they can be repaved or asphalt added into the holes.

13. Public Comments

No public comment

14. Adjournment

Chairman Chvilicek adjourned the meeting at 4:07 p.m.

Respectfully Submitted,
Joanna Schultz