

**Genoa Town Advisory Board
Regular Meeting Minutes December 1, 2009**

MEMBERS PRESENT

Clerk Dave Whitgob, acting as Chair, Member Greg Pace, Member Jenn King and Member Karen Holmes. Chair Brian Williams was absent.

Also present was Town Manager, Sheryl Gonzales.

CALL TO ORDER

Clerk Whitgob called the meeting to order at 7:02 P.M.

PLEDGE TO ALLEGIANCE

The Pledge of Allegiance was led by Sue Knight.

APPROVAL OF AGENDA

Action Item

Member Pace moved to approve the agenda. Motion seconded by Member Holmes and approved unanimously.

APPROVAL OF MINUTES

Action Item

Member Holmes moved to approve the Minutes of the Regular Meeting of November 3, 2009. Motion seconded by Member King. Motion passed unanimously.

Member Holmes moved to approve the Minutes of the Special Meeting of November 19, 2009. Motion seconded by Member Pace. Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

ANNOUNCEMENTS AND CORRESPONDENCE:

1. Sheryl Gonzales gave a Town Manager's report:
 - Included in the agenda packet is a letter from Town Engineer Tim Russell sent to Nevada Division of Water Resources regarding the pending water application for water at the Town Park.
 - Halloween final accounting - Thank you Jenn King for a fabulous event and for keeping expenditures under the budgeted amount of \$800. Total expenses were \$689.26 and \$170 in revenue was generated.
 - The Candy Dance volunteer recognition dinner was held November 8th and was a great success. Approximately 100 people attended. Thank you to Town Board members for serving and thanking volunteers. A plaque was given to Marian Vassar for ten years as Chair of candy making. She was very appreciative.
 - Christmas in Genoa is this weekend beginning Friday, December 4th. Sue Knight said this Friday will be the traditional caroling at the Church, led by her and Lynn Spear, held from 5 to 6PM. After the Church caroling activity, everyone will go over to the

Christmas Tree, decorated by Keith Corban and Bill Hutchison, the tree will be lit and Santa Claus will appear. Sean St. Peter will serve hot chocolate and cookies at the tree lighting.

- Sue Knight said Christmas in the Sierra will be two shows, 5PM and 8PM. Tickets are selling out very quickly. We are doing assigned seating again. This began last year and prevents waiting in line in the cold. The dinner will include chili and baked potato and will be 6:30 PM to 7:30 PM. This year the Town will be running the bar.
- Breakfast with Santa will be this Saturday. We will be decorating the Town meeting room and are looking for volunteers to help decorate, serve, take tickets and clean up. There will be two shifts – 7:30 AM to 9:30 AM and 9:30 AM to 11:30 AM. Anyone on the Board who would be able to help is greatly appreciated.
- Many thanks to Keith and Suzanne Corban, and Bill Hutchison who can always be counted on to show up and hang Christmas lights throughout the Town. They did a great job. Bill Aten and Brian MacNeil also helped in hanging lights.
- The winter newsletter went out just before Thanksgiving. Jenn Hollister did a fabulous job, we have been getting many compliments. She set up the advertising program, sold advertising and built the ads. Almost every business in town put an ad in this newsletter. We are very thankful to her. The next newsletter will be end of February, beginning of March.
- Dave Whitgob reported on the New Year's eve event. We are putting together a Genoa New Year's Eve party. This will be a West coast New Year's Eve going until midnight, formal attire – not black tie, we also encourage people to select a particular era of dress if they wish. We can accommodate 150 people and will be catered by Ron Benedetto. There will be a disc jockey. Initially tickets will be open to Genoa residents and after a time then to others.
- We received 71 applications for the Office Assistant II position. Interviews will be scheduled the week of December 14th and we hope to fill the position by the beginning of the year.
- I will out of the office December 8th returning on the 10th. I will be attending the Cowboy Christmas in Las Vegas to invite artists to be in the Genoa Cowboy Poetry and Music Festival, Arts Gallery.
- This Saturday, the Town will be selling candy at the Douglas High School Christmas craft show. Billie Rightmire and Rosalie Saunders will be there to sell the candy.
- Roberta Mendonca from GO21 was introduced. She would like to be on the agenda for next month. Ms. Mendonca said their issue is public policy for transportations, specifically freight rail. She would like to speak about a measure at the Federal level that would invest money in our freight rail system.

CONSENT CALENDAR

Member King moved to approve the Consent Calendar. Motion seconded by Member Holmes. Motion passed unanimously.

2. Approve the Comptroller's Report/Budget Performance Report for October 2009.
3. Approve the Town Engineer contract for February 2010 to February 2011.

ADMINISTRATIVE AGENDA

4. Discussion and possible action on Douglas County Resolution No. 2009R-095 to augment the Town of Genoa 2009-10 fiscal year budget.

Sheryl Gonzales said this item was presented at the November Board meeting regarding a greater than anticipated ending fund balance and how that would augment the budget in terms of having a greater than anticipated opening fund balance in the Town's 620 and 624 accounts. There was a lesser than anticipated fund balance in the 622 account of \$6,098 because funds had been earmarked for the undergrounding of utilities and street lights. \$20,000 had been identified in the 2009-10 fiscal budget to be utilized towards that project. \$6,098 was spent in the 2008-09 budget, so that has to be deducted from the 2009-10 budget project amount.

Ms. Gonzales reviewed the process of the augmentation which will adjust the FY 09-10 Opening Fund Balance and Expenditures. It is being recommended to apply \$13,558 to the Town's Candy Dance expenditure account, #620-931-563-813 and to apply \$42,896 to the Capital Projects account, #624-934-562-000.

Ms. Gonzales said it is being recommended that the Board approve this augmentation. If approved, signatures of the Board will be required. The augmentation request will go before the County Commission.

There was Board discussion regarding the amounts and utilization of these funds.

Member Holmes moved to approve Douglas County Resolution No. 2009R-095 to augment the Town of Genoa 2009-10 fiscal year budget. Motion seconded by Member King. Motion passed unanimously.

5. Update on the Carson Street Drainage project.

Sheryl Gonzales reviewed the background of the Carson Street Drainage project beginning in 1996. In 1996, three drainage routes were recommended for routing of storm flows. One route, Nixon Street to Genoa Lane was completed in 2001. The next phase, Carson Street Drainage project, began in 2005 but was not completed nor operable. The completion of this project will make the drainage system in this area functional and include a storm drain to connect and run the remainder of the distance to discharge at or near Genoa Creek. Funds for this project will come from the Town budget, \$50,000; County Redevelopment Funds, \$25,000; and NDOT grant, \$45,000, which is more than what was requested. We hope to receive the agreement from NDOT soon. Tim Russell, Town Engineer, has completed drawings and obtained most of the necessary permits.

Tim Russell reviewed the project. Easements have been signed by property owners, Billie Rightmire and Judy Brierly. The County has approved and has no problems with the design for that portion of the project across the frontage of Ms. Rightmire's and Ms. Brierly's properties. From that point forward, we will be dealing with Ranch One property. The County

Engineer, Mahmood Azad, has been working on the Town's behalf to coordinate an agreement that will work for Ranch One owners. Ranch One is working with Douglas County to identify an acceptable location and whatever treatment is necessary, and whatever easement is necessary. We will be meeting with Ranch One and Mr. Azad to change the routing of the discharge once it gets to the end of Mrs. Rightmire's property. Instead of continuing on Foothill Road, they are proposing that it be taken east along an existing irrigation channel and somehow discharge below and onto Ranch One property. We will discuss concerns about where the stormwater will go after treatment and to make sure everyone is on the same page.

Mr. Russell continued that the basic plan costs are probably very similar to the plans of going down Foothill Road. There may be additional improvements to be made downstream that would increase the cost. The change will require re-designing and acquiring additional easements. We hope to have a better idea of costs after the meeting.

Sheryl Gonzales reviewed a map of the project. What the County is trying to incorporate with this project is a long-term, stormwater master plan for the Valley. The County has a specific vision of how all the water is drained into the Valley so as not to negatively affect ranch land, as well as being naturally treated rather than with costly systems. The County may want to use this as a benchmark for the rest of the valley as how they direct the water and naturally treat it. We want to make sure there are no long-term impacts on the Town, and that the Town is not getting enrolled into some long term maintenance costs on this property, and, if we are, is it feasible for the Town to absorb.

Member Pace commented it would seem to be simpler to go with the natural flow through Genoa Creek. If additional costs are incurred because of the changes, could we go back and run the water down Genoa Creek by way of Junction Alley? If the County wants this long-term plan, they should fund it. Mr. Russell felt this is something that should be discussed with the County.

The Board discussed the option of directing water down Junction Alley. The time line of this project was also discussed.

No action taken.

6. Update on the 1st Annual Cowboy Poetry and Music Festival co-sponsored by the Town of Genoa and the Carson Valley Arts Council.

Sheryl Gonzales reported on this event. There is tremendous volunteer support and interest from organizations and Towns in the valley. We are receiving lots of calls for tickets which should be available within 4 to 6 weeks.

Ms. Gonzales reviewed highlights of what is taking place within the committees. Publicity – ads will now be showing up in various publications. Nevada Magazine is doing a featured article on the Cowboy Poetry and Music Festival, which should be in the February issue. Horse Tales will be constantly running ads. Ads will be in several very high-end magazines.

The committee is working on having a billboard south of Carson City. The website is up and all of the performers refer to the event on their individual websites.

There will be a kick-off event in January. At that event, tickets and posters will be on sale. We have completed a sponsorship program and hope to have a title sponsor in place at that time.

The budget committee is finalizing a budget.

The Town is in charge of volunteers, food, art, and logistics. There have been several meetings.

Ms. Gonzales discussed participation of the businesses in town.

Sue Knight reviewed the entertainment and workshops planned for the event. There is great enthusiasm being generated by tourism groups and the cowboy culture.

Sheryl Gonzales and Sue Knight discussed proposed ticket prices for events and workshops.

There was a discussion regarding the logistics of the event. Participation by Board members on committees, at workshops, or any other activity, would be greatly appreciated.

No action taken.

ADJOURNMENT

Member King moved to adjourn the meeting at 8:10 PM. Motion seconded by Member Holmes. Motion passed unanimously.

Respectfully submitted
Kris Wilkison