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SPECIAL MEETING MINUTES OF THE DOUGLAS COUNTY PARKS & RECREATION COMMISSION

Special meeting minutes of the Douglas County Parks & Recreation Commission Special Meeting held on June 19, 2018 at the Douglas County Community & Senior Center, 1329 Waterloo Lane, Gardnerville, NV 89410.

I. Opening: The meeting was called to order by Chairman Gary Dove at 6:03 PM.

The Pledge of Allegiance was recited by Chairman Dove.

Commission Members present: Gary Dove, Brenda Robertson, Karen Chessell representing Douglas County School Board, Kelly Gardner, Cherise Smith and Craig Burnside.

Commission Member absent: Adam Lewandowski

County Board of Commissioners present: None.

Staff Members Present: Scott Morgan, Brian Fitzgerald, Peter Knight, Liz Baumgartner and Ryan Stanton.

II. Approval of the agenda for the special meeting of June 19, 2018.

Commissioner Burnside made a motion to approve the special meeting agenda for June 19, 2018.

Commissioner Gardner seconded the motion.

The votes were:

Ayes: Dove, Robertson, Chessell, Gardner, Smith, Burnside

Nays: None

Absent: Lewandowski

III. Approval of the previous meeting minutes of June 5, 2018.

No action was taken on the approval of the previous minutes.

IV. Public Comment

More than just fun and games!

There was no public comment.

V. Administrative Agenda

- a) Discussion and Possible Action: Review of changes in the Douglas County Programs & Facilities Manual regarding Topaz Lake Campground Self Pay Program.

Director Morgan reviewed the various changes contained within the Douglas County Parks and Recreation Department Programs & Facilities Manual, including:

- Section 205 - modifying the refund policy specific to Topaz Lake Park allowing for refunds to happen eight days or more in advance of a reservation.
- Section 207 - Payment of Deposit and Fees - requiring that camping charges must be paid at the time of reservation.

Commissioner Burnside suggested using the word “fees” rather than “charges” for consistency.

Director Morgan reviewed the various language changes in Section 213, outlining which fees can be paid by credit and debit cards onsite and which fees have to be paid at the Parks Division office.

Discussion took place to modify the language that states “from the Friday before Memorial Day to Labor Day all weekend reservations must include a Friday and Saturday night stay.” Also no group reservations would be taken and the group camping area would be turned into individual campsites.

Director Morgan reviewed the changes to Section 213, Miscellaneous Changes, to add “Code of Conduct” to Rules of Use.

In Section 307, Financial Assistance and Discounts, language was added stating that “Social Services serving” could recommend “Waiver of Fees or Charges”.

Lastly, Section 312, Program Promotion, language to add “in support of fundraisers for local nonprofit organizations” will be included.

Commissioner Burnside made a motion to approve the changes to the Douglas County Programs & Facilities Manual regarding Topaz Lake Campground Self Pay Program and other minor changes throughout the document as amended.

The motion was seconded by Commissioner Smith.

The votes were:

Ayes: Dove, Robertson, Chessell, Gardner, Smith, and Burnside.

Nays: None.

Absent: Lewandowski.

VI. Public Comment

Assistant Director Fitzgerald discussed end of year activities and staffing within the department.

Commissioner Chessell talked about Douglas High, ASPIRE, and Whittell High School graduations, that Pau-Wa-Lu will have a new principal and advised that lunch prices in the School District are going up.

Chairman Dove informed everyone that he will be absent for the August meeting. He invited the Parks and Recreation Commission to the September flag pole ceremony.

Commissioner Burnside suggested the Chairman direct staff to hold the next meeting at the Zephyr Cove Tennis Courts in order to allow a tour of those facilities.

VII. Adjournment

At this time hearing no other business, Chairman Dove adjourned the meeting at 6:40 PM.