

PAHRUMP TOWN BOARD AGENDA

Harley Kulkin Chair	Bill Dolan Vice-Chair	Tom Waters Clerk	Robert Adams Member	Amy Riches Member
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NOTICE TO MEMBERS OF THE AUDIENCE

The Pahrump Town Board meets the second and fourth Tuesday of each month at 7:00 PM in the Nye County Building, 2100 E. Walt Williams Drive. Agendas are available at the Town Office on the Thursday prior to each Board meeting and are posted on the Town website at www.pahrumpnv.org

BOARD MEMBER	PHONE	EMAIL	TERM EXPIRES DECEMBER 31
Harley Kulkin	727-1525	hkulkin@pahrumpnv.org	2014
Bill Dolan	910-1617	bdolan@pahrumpnv.org	2016
Dr. Tom Waters	764-0949	twaters@pahrumpnv.org	2014
Robert Adams	910-1965	radams@pahrumpnv.org	2014
Amy Riches	764-0751	ariches@pahrumpnv.org	2016

NOTE: Town Board agendas will be posted online at www.pahrumpnv.org.

There may be a quorum of Pahrump Advisory Board members present at Town Board meetings.

TOWN OF PAHRUMP MISSION STATEMENT

“Our mission is to balance our history as a rural community with our need to provide appropriate and sustainable services to our citizens and those who visit our community. We will do this by demonstrating honest, responsive leadership and partnering, when appropriate, to augment our resources.”

SPECIAL NOTE: Any member of the public who is disabled and requires accommodation, assistance or a wireless microphone at this meeting is requested to notify the Pahrump Town Office in writing or call 775-727-5107, prior to the meeting. Assisted listening device is available at Town Board Meetings upon request with 24 hour advance notice.

"Audience members and speakers may not use provocative, rude, obnoxious, abusive, inflammatory, slanderous, or offensive comments. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats or other disruptive behavior will be warned by the Chair that his or her behavior is unacceptable. If after receiving a warning, any person persists in disrupting the meeting, the Chair shall order that person to leave and may utilize law enforcement to enforce that order. These rules are specifically permitted under Nevada Open Meeting Law and do not violate anyone's constitutional rights."

Granicus Instructions: Please find a video of our Pahrump Town Board meetings at the following URL link:

http://nyecounty.granicus.com/MediaPlayer.php?view_id=3&clip_id=330

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.
March 12, 2013
AGENDA**

- 1. Call to Order, Moment of Silence, and Pledge of Allegiance.**
- 2. Discussion and Possible Decision** regarding Moving the Order of or Deleting an Agenda Item(s). (For Possible Action)
- 3. Presentation and Possible Town Board Proclamation** for *Inspirations, a New Senior Living Facility* at 1554 S. Java Ave, by Ms. Carrie Delaney and Ms. Tonya Brum. (For Possible Action)
- 4. Presentation** of a Plaque to Mr. Alex Hornbuckle for finishing 2nd at the 4H National Finals in the Light Weight Division Market Category. (Non-Action Item)
- 5. Announcements** (Non-Action Item)
- 6. Public/Board/Staff Comment:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item)
- 7. Discussion and Possible Decision** Consent agenda items: (For Possible Action)
 - a. For Possible Action – Approval of Town Vouchers.
 - b. For Possible Action – Approval of Town Board meeting minutes for February 26, 2013.
 - c. For Possible Action – Approval of Accepting Mr. Don Rust to the Convention Center/Civic Center Advisory Board.
 - d. For Possible Action – Approval of Pahrump Tourism and Convention Council Advisory Board recommendation to the Pahrump Town Board to send a letter to Nye County Commission regarding trails designations.
- 8. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 9. Discussion and Possible Decision** to Approve a Scope of Work for GC Wallace to provide Construction Documents, Pre-bid Services and Construction Services for the Fairgrounds Park Fence Construction in an Amount Not to Exceed \$14,360; payable from the Fairgrounds Room Tax Fund and Park Impact Fees. (For Possible Action)
- 10. Discussion and Possible Decision** to Approve Resolution 2013-02, A Resolution Designating Daniel C. McArthur Ltd., as the Town's External Auditor for the Fiscal Year 2012-2013 and Approving the Proposed Audit Engagement Letter. (For Possible Action)
- 11. Discussion and Possible Decision** to Approve Staff Placing a Request for Proposal (RFP) in the local and regional newspapers for the Design and Building of a Modular Living Quarters for the Pahrump Valley Fire and Rescue Service to Replace the Current Living Quarters at Station 3 Located at Kellogg Street and Squaw Valley. (For Possible Action).

12. Future Meetings/Workshops: Date, Time and Location (Non-Action Item)

a. **Town Board Retreat:** March 29, 2013 @ 9:00 a.m. Mt. Crest Community Center

13. Public/Board/Staff Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3).
(Non-Action Item)

14. Adjournment

A quorum of Advisory Board members may be present at any Town Board meeting but they will not take any formal action.

Any member of the public, who wishes to speak during public comment on any item, will be limited to three (03) minutes. Items may be taken out of order. Items may be combined. Items may be pulled or removed from the agenda at any time.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Pahrump Town Office in writing, or call 775-727-5107 prior to the meeting. Assisted listening devices are available at Town board meetings upon request.

This notice and agenda has been posted on or before 9:00 a.m. on the third working day before the meeting at the following locations:
PAHRUMP TOWN OFFICE, COMMUNITY CENTER, TOWN ANNEX, COUNTY COMPLEX, and CHAMBER OF COMMERCE

Experience Inspirations Senior Living!

INSPIRATIONS



SENIOR LIVING

IN THE PAHRUMP VALLEY

What is Assisted Living?

Defined as housing for elderly where assistance with daily living is provided.

Examples:

- Meals
- Housekeeping
- Medication Management
- Bathing & Dressing
- Escort Services
- Socialization
- Transportation
- Status checks

INSPIRATIONS



What is Memory Care?

Self-contained neighborhood in a retirement community or stand alone community specially designed to serve residents with Alzheimer's disease or other memory related diseases.

INSPIRATIONS



Facts about Inspirations

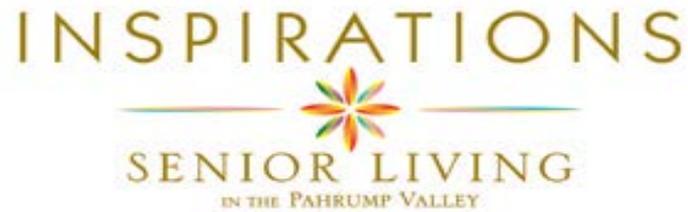
Inspirations Senior Living features functional floor plan options with amenities and services tailored to seniors, including its award-winning dining by design program to the person-centered Memory Care program. Upon completion there will be 72 independent, assisted living, and memory care apartments, including studio and one-bedroom suites ranging from 336 square feet to more than 500 square feet. Apartments will feature walk-in showers, emergency pendants/call system, individual heat and air control, kitchenettes, high ceilings, ceiling fans and installed lighting.

INSPIRATIONS



Benefits to Pahrump

Inspirations Senior Living will bring over 50 new jobs to the Pahrump Valley once it is completed. These jobs will include caregivers, food service, housekeepers, maintenance, as well as multiple manager positions.

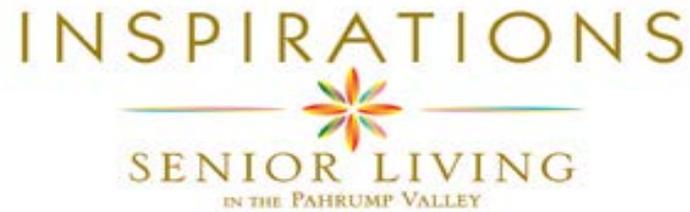


Partnerships

Inspirations Senior Living has partnered with Nye Communities Coalition.

- Providing volunteer staffing through their Youth Werks program
- Career Connections has assisted with the following:
 - Prescreening of all candidates for employment
 - Job Fair
 - Assistance with uniforms
 - Assistance with training
 - Provided physicals and drug screenings
- Nye Communities Coalition – Education
- University of Nevada Cooperative Extension – Education

With a goal to build further relationships throughout Pahrump!



What makes us different

Inspirations is Pahrump's first resort style senior living community, genuinely representing what seniors today are looking for when it comes to housing. The community promotes a life of vigor and balanced living through its activities as well as events focused on personal health and growth

Inspirations residents will enjoy stimulating activities that provide social, educational, and recreational opportunities including exercise programs (e.g., yoga, Pilates, dancing, walking groups, tai chi), art classes (from painting to pottery-making), educational seminars, movies, social hours, card games, flower arranging classes, Wii activities (e.g., bowling leagues, golf, exercise classes), Men's and Women's Clubs, family nights, and off site excursions (e.g., museums, shows, scenic drives, dining out).

INSPIRATIONS



What's included in cost?

Instead of paying different bills each month pay once!

Included in monthly rent:

- 3 Meals a day in Restaurant
- Weekly housekeeping & Laundry
 - Scheduled Transportation
 - All Utilities (except phone)
 - Full Activity Calendar
 - 24 hour Assistance
 - Emergency Call System

INSPIRATIONS



Generations Memory Care

Person-Centered care is the cornerstone of our Generations Memory Care program. Our whole team is specially trained to focus on the strengths and needs of each person in our care. Resident preferences, personal accomplishments, family ties, and changes that come with memory loss are all embraced in our person-centered care way of taking care of your loved one.

The Four Components:

- Daily Program
- Dining Program
- Staffing and Training Standards
- Physical Environment Modifications

INSPIRATIONS



Puradigm Air Filtrations

Air quality is important to all Nevada residents. Inspirations Senior Living has taken the extra step to ensure the best for its residents by installing Puradigm Air Technology throughout the entire community which will improve air quality for residents, staff, and those visiting the community. Inspirations Senior Living is the first assisted living community in Nevada to offer this air technology system.

FEATURES & BENEFITS

- Reduces contaminants such as mold, bacteria and viruses in the air and on surfaces within the community.
 - Helps eliminate odors at the source - doesn't just cover them up
- Provides a fresh indoor environment, even when windows are closed for energy efficiency

INSPIRATIONS



Grand Opening Event!

March 23rd, 2013

11:30am – 2:30pm

1554 S. Java Ave

Corner of Pahrump Valley Blvd & Honeysuckle

PROCLAMATION

WHEREAS, Inspirations Senior Living represents what today's seniors seek when it comes to housing. True to its name, the community promotes a life of vigor and balanced living through activities and events focused on personal health and growth for enjoyment and meeting new friends; and

WHEREAS, Inspirations Senior Living offers fully appointed living accommodations where residents maintain their independence while also receiving varied assisted living services when needed; and

WHEREAS, Inspirations Senior Living offers Generations Memory Care, the pioneering memory-care program developed by leading gerontologists for residents with memory issues who live in a specialized environment that supports the individual, physical, emotional, and spiritual needs of our residents; and

WHEREAS, Inspirations Senior Living features 72 independent, assisted living and memory care apartments, amenities and services tailored to seniors, with housekeeping and salon services, movie theater, wellness center, scheduled transportation, library/computer lounge, outdoor areas, and an award-winning Dining by Design program; and

WHEREAS, Inspirations Senior Living is the first community of its kind in Nevada to offer the cutting-edge Puradigm Air Technology. With its proactive air and surface purification system, the new technology ensures the healthiest environment for residents, staff and visitors; and

WHEREAS, Inspirations Senior Living provides residents with a full schedule of social, educational and recreational opportunities, including exercise programs, art classes, educational seminars, movies, social hours, card games, Wii activities, men's and women's clubs, family nights, and offsite excursions; and

WHEREAS, Inspirations Senior Living has provided a \$7.2 million investment to the Pahrump community with the 3.41 acre, 49,455-square-foot, two-story development, and created 50 new jobs and more than 150 construction-related jobs; and

WHEREAS, Inspirations Senior Living is managed by Integral Senior Living and has been developed and designed by the highly regarded team of Pahrump Land Development LLC, Douglas Pancake Architects and Edwards Homes.

NOW, THEREFORE LET IT BE RESOLVED, we, the Pahrump Town Board, on behalf of the Town of Pahrump and citizens of Pahrump, do hereby recognize and support the efforts and accomplishments of Inspirations Senior Living.

Dated this 12th day of March, 2013

Harley Kulkin, Chairman

Bill Dolan, Vice Chair

Dr. Tom Waters, Clerk

Robert Adams

Amy Riches

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Presentation of a Plaque to Mr. Alex Hornbuckle for finishing 2nd at the 4H National
Finals in the Light Weight Division Market Category.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u>	<u><i>Pahrump Town Board</i></u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

Announcements

March 12th, 2013

- The following advisory boards are currently scheduled to meet in the 'A' Room of the Bob Ruud Community Center:

- Community Center/Civic Center Advisory Board on April 3rd at 5:00pm
- Parks & Recreation Advisory Board on March 20th at 6:30pm
- Veterans' Memorial Advisory Board on March 21st at 6:00pm

- The following advisory boards are currently scheduled to meet in Town Annex:

- Nuclear Waste and Environmental Advisory Board on March 1st at 1:00pm
- Public Lands Advisory Board on April 2nd at 7:00pm
- PTCC on April 4th at 8:00am
- Youth Advisory Board on March 13th at 2:30pm
- Arena Advisory Board on March 14th at 7:00pm

- The Social Security Administration will be in the 'A' and 'B' Rooms of the Bob Ruud Community Center on March 26th from 9am-11am.

- Free Tax Assistance is once again available by Fern Payne. Anyone interested may contact her directly at 727.4258

AGENDA ITEM REQUEST

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<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Public/Board/Staff Comment

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Citizens, Town Board, & Staff

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Approval of Town Vouchers

CONSENT AGENDA Item 7a

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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**PAHRUMP TOWN BOARD MEETING
NYE COUNTY ADMINISTRATIVE COMPLEX
2100 E WALT WILLIAMS DRIVE
TUESDAY – 7:00 P.M.
February 26, 2013
Minutes**

PRESENT:

Town Board:

Harley Kulkin
Bill Dolan
Amy Riches
Dr. Tom Waters
Robert Adams

Staff:

Bill Kohbarger, Town Manager
Bret Meich, Legal Counsel
Michael Sullivan, Finance Director
Matt Luis, Buildings & Grounds Manager
Scott Lewis, Fire Chief
Samantha Carns, Executive Assistant
Stephanie Massimino, Business License Technician

1. Call to Order, Moment of Silence, and Pledge of Allegiance.

Harley Kulkin called the meeting to order.
Dr. Tom Waters lead the moment of silence and Pledge of Allegiance.

2. Discussion and Possible Decision regarding Moving the Order of or Deleting an Agenda Item(s).

Mr. Bill Dolan requested to move item 12 to item 5a.
Dr. Waters stated that he had asked to have an item on this meeting's agenda however had since requested it be held off the agenda indefinitely.
Mrs. Riches requested item 6c discussed separately.
Item 6c was then pulled due of improper verbiage.

3. Presentation by Mrs. Wendy Barnett, Regional Director, West Utilities, Inc. on their Integrated Resource Plan.

Wendy Barnett from Utilities Inc. presented the benefits of Integrated Resource Plans.

4. Announcements

Announcements were read by Dr. Waters.
Prostate Cancer support groups meet the fourth Thursday of the month at hospital training room at 6:00p.m.

Boy Scouts are selling coupon packets for tickets for \$5 for the Scouts to go to camp. Call 253-9423 for any questions.

John Pawlak announced a stand down service for all veterans at Cashman Center. He said those interested could contact Westcare at 751-6990 for further information.

5. Public/Board/Staff Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3).

Public comment was heard.

- 5a. Discussion and Possible Decision on approving the 2013 Town Board Goals and Objectives.
(was item 12)

Mr. Dolan said he was pulling item “d” of his personal Goals and Objectives. He requested that Mr. Robert Adams Goals & Objectives be stricken from the 2013 Town Goals & Objectives due to the fact that they are statements.

Mr. Adams said he felt requesting the backup be done by Thursday morning at nine a.m. was a Goals & Objectives initiative.

Dr. Waters agreed with items 31, 32, 33 of the 2013 Town Goals & Objectives. He stated item C cannot happen because of NRS rules. He went on to agree with Mr. Dolan’s comments about Mr. Adams’ Goals & Objectives. He further stated that the Town Backup took till Friday due to the fact that Agendas were usually unconfirmed until Wednesday night which only leaves Thursday for the backup to be completed.

Mr. Adams requested to pull item b from his personal Goals & Objectives.

Mr. Dolan motioned that Mr. Adams Goals & Objectives be struck from 2013 Town Goals & Objectives, item d from his personal Goals & Objectives and item i written as completely stated as it was in his previous Goals & Objectives, and that Vicky Parker’s Goals and Objectives item 1, Carolene Endersby’s Goals and Objectives items 1, 7, 12, 16, 21, 24, Tom Waters’ Goals & Objectives item 8, and Harley Kulkin’s Goals & Objectives item 5 be removed because they are accepted as “completed” by the Town Board.

Mrs. Riches seconded.

Motioned carried, 5-0.

6. Discussion and Possible Decision Consent agenda items:

a. *For Possible Action – Approval of Town Vouchers.*

b. *For Possible Action – Approval of Town Board meeting minutes for February 12, 2013.*

c. *For Possible Action – Approval of a Cost of Living Rate Adjustment of +2.1% for Pahrump Valley Disposal pursuant to PTO 43 Section 43.270(B).*

d. *For Possible Action – Approval of Accepting Mr. Arthur H. Schalk and Mr. Nicholas Salvato to the Parks and Recreation Advisory Board.*

Dr. Waters motioned to approve consent agenda items 6.a, b. & c. with changes to the minutes.

Mr. Dolan seconded.

Motion carried, 5-0.

7. Advisory Board Reports from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards.

Dr. Waters requested the community to come to the Youth Advisory Board meetings which are the second Wednesday of every month at 2:30 PM.

8. Discussion and Possible Decision to approve an event permit for Mr. Dirk Schmidhofer to conduct an event on Town-owned property including but not limited to the newly-created Fairgrounds site.

Dick Schmidhofer presented a PowerPoint about Burning Man events and requested to use the Pahrump Town Fairgrounds from May 17th to June 3rd.

Mr. Dolan questioned what the cost to produce Burning Man was.

Mr. Schmidhofer answered it cost approximately twelve thousand dollars.

Mr. Dolan asked if Mr. Schmidhofer had discussed this event with the Town Manager and/or the Buildings and Grounds Advisory board for their opinions.

Mr. Schmidhofer explained he had discussed everything with Mr. Kulkin but he would be willing to contact Mr. Kohbarger and the advisory board too.

Mr. Dolan stated he appreciated bringing the event to the Town because of the possible revenue but he would prefer to see a contract with Burning Man guaranteeing no damage to the Fairgrounds, and that he believed Burning Man should pay a fee for the use of the property.

Mr. Adams questioned if there would be any cost on behalf of the Town for the cleanup after the event.

Mr. Schmidhofer stated that the organization was self-sufficient so the Town would not incur a fee.

Mr. Adams asked about a bond for the event so if anything happened to the Fairgrounds repairs would be covered.

Mr. Schmidhofer said the organization has insurance for the event for those precautions.

Dr. Waters questioned how the donations from the profits of the Burning Man event were divided to charities.

Mr. Schmidhofer said that once everything was completed and all the bills for the event were paid then the Burning Man organization would evaluate how much they would be able to donate to each charity.

Mr. Kulkin explained the reason Mr. Schmidhofer was unable to go to the Parks & Recreation Advisory Board was due to a time constraint and that Mr. Kulkin had been informing Mr. Kohbarger of the conversations he and Mr. Schmidhofer were having. Mr. Kulkin questioned if the Fire Chief had any issue with the event.

Fire Chief Scott Lewis stated that he did not find an issue with the event, and that the Burning Man organization had a clear idea on how to safely produce the event. He stated he just learned of this item today at 4:00 PM.

Public comment was heard.

Mr. Adams motioned to direct staff to work with Mr. Schmidhofer to develop a contract and bring the contract back for approval.

Dr. Waters seconded.

Motion carried, 5-0.

9. Discussion and Possible Decision to Approve Dedicating/Renaming Ian Deutch Fields #1 & #2 to the Ron Floyd Memorial Fields.

Matt Luis stated the Floyds were always involved in the Town's progression and the parks in the Town. He said they had made several donations through the years and that Ron Floyd should be

honored by renaming fields #1 and #2 to the Ron Floyd Memorial Fields. March 23rd at 9:00 am the Pahrump Little League would be having a member of the Floyd family throw out the first pitch.

Mr. Kohbarger reiterated that the park name would stay Ian Deutch Park, only fields 1 and 2 names would change.

Dr. Waters and Mrs. Riches both agreed this would be a good idea.

Dr. Waters motioned to dedicate/rename fields #1 and #2 at Ian Deutch Park to the Ron Floyd Memorial fields.

Mr. Adams seconded.

Motioned carried, 5-0.

10. Discussion and Possible Decision on A Request from Nevada Western Heritage Foundation to Waive Arena Registration Fees for their March 30th & 31st, 2013 Event.

Don (Buckeye) Hothem requested that the Town Board waive all arena fees for the Nevada Western Heritage Foundation's event on March 29th, 30th, and 31st.

Dr. Waters stated he did feel it was best to go with the Arena Advisory Board recommendation of waving 30% of the arena fees for the event because we need to support the experts on the Advisory Boards.

Mrs. Riches asked what Nevada Western Heritage Foundation did with the profits from this event. She also stated that no 501c should be charged for the use of Town land.

Mr. Hothem stated Nevada Western Heritage Foundation makes three thousand dollars and because the foundation is a 501c all profits would be spend on programs to better the community.

Mr. Dolan questioned about the policy of waving 30% of fees for events scheduled this year.

Mr. Tibbits said that this year they are waving 30% of all arena fees for all events scheduled this year, and that next year they would no longer waive fees for anyone.

Mr. Dolan reiterated that he did not feel it was best to go against the Arena Advisory Board's advice of 30% fee waiver, however that if Nevada Western Heritage Foundation would be willing to schedule a second three day event then he would be willing to waive two hundred dollars of the arena fees.

Mr. Kohbarger stated that the advice of the Arena Board of waiving 30% of the Arena Fees for this event was a fair idea.

Mr. Kulkin said he also agreed with the Arena Advisory Board

Mrs. Riches questioned where the fees received for the arena were spent.

Mr. Robert Tibbits said the cost were to maintain the arena.

Mr. Luis said the fees also covered the arena upkeep including the equipment and the man hours.

Public comment was heard.

Mr. Dolan motioned for the three day event of Nevada Western Heritage event to waive 200 dollars of the Arena fees.

Riches seconded.

Motion failed, 2-3 with Mr. Kulkin, Mr. Adams, and Dr. Waters voting nay.

11. Discussion and Possible Decision on Placing New Fairgrounds Signs on the Fairgrounds property along Hwy 160 and on Gamebird at the Entrance of Fox Avenue.

Mr. Dolan stated that he would like to see new signs placed on the already placed poles about the Fairgrounds be placed out on Hwy 160. He wanted a sign placed at Fox and Gamebird so people driving can have a clear idea where the Fairgrounds are located.

Dr. Waters and Mr. Adams both concurred with Mr. Dolan's comments.

Mr. Kulkin said he would also prefer a sign located at Gamebird and Hwy 160 also.

Mr. Dolan motioned to direct staff to draw up plans for signs on poles on Hwy 160, with a small sign on Gamebird at Fox, and to contact NDOT to see if they would be willing to put up a sign at Gamebird and Hwy 160.

Dr. Waters seconded.

Motion carried, 5-0.

12. Discussion and Possible Decision on approving the 2013 Town Board Goals and Objectives.
(heard as item 5a)

13. Discussion and Possible Decision to Approve Entering into an Agreement with Mr. Chris Tellis to Pay for 50% of Engineering Services provided by GC Wallace for an Indoor Swimming Pool Study.

Christopher Tellis said he loved the Town of Pahrump and thought it is a wonderful community. He went on to say he thought his facility behind the Red Apple Fireworks on Hwy 160 would be a wonderful place for an indoor pool and that he would be willing to pay half the cost for a study to decide where would be the best place for an indoor pool.

Dr. Waters questioned Mr. Kohbarger about the price of the May 20, 2012 proposal.

Mr. Kohbarger stated the price of the study had gone up to \$15,960 from \$13,000, and the price increased was due to the rates of the Architects going up and because the size of the study became clearer.

Dr. Waters said the study would not only look into using Mr. Tellis building but all buildings in the Town that would be feasible.

Mr. Adams questioned how much the retro fees would cost.

Mr. Tellis said estimates were between 25,000-30,000 dollars.

Mrs. Riches stated she did not like the idea of entering a partnership with a private person. She felt the indoor pool should be located close to the Fire Department and on Town Property. She also felt the Town should not enter an agreement for the pool because it could be a liability for the Town. Mrs. Riches also questioned if the Town had to use an existing building and why the Town just did not build one from the ground up.

Mr. Dolan said he wanted to see a contract before the Town agreed to pay anything.

Mr. Kulkin said he wanted the study to cover several things so that the money spent was able to accommodate the Town for development of an indoor pool no matter what building was used. He said he wanted a clearer explanation of what the Town is specially paying for in the study because he did not approve of the Town's money spent on Mr. Tellis' building directly.

Mr. Dolan clarified the funds would be from the Tourism fund.

Dr. Waters said the agenda item did not require a specific building being studied and that the studied could be used for any building.

Mr. Dolan motioned to table the item.

Mrs. Riches seconded.

Motion tabled, 4-1 with Dr. Waters as nay.

14. Discussion and Possible Decision to request Nye County to Partner with the Town for providing water, power and RV/restroom sewage disposal at the fairgrounds recently completed project area.

Mr. Kohbarger stated that because nothing has been specifically agreed upon between the Town and County he could not give the board a clear indication of what has been spoken about. He requested item 14 be tabled indefinitely so that he and the other members of Town staff and County staff be able to work out an agreement without a deadline.

Mr. Lacy clarified nothing was built pertaining to water because the plans for the Fairgrounds developmental plans had not been set therefore the pump could not be installed yet.

Mr. Dolan said that because both Town and Nye County staff were both asking for this item to be tabled, it should be tabled.

Mr. Adams motioned to table item 14 and directed Town Manger to bring the first of quarterly reports for the May 28th Town Board meeting.

Dr. Waters seconded.

Motion tabled, 5-0.

15. Future Meetings/Workshops: Date, Time and Location

a. Town Board Retreat: March 29, 2013 @ 9:00 a.m. Mt. Crest Community Center

16. Public/Board/Staff Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3).

Public comment was heard. There were no Board or Staff comments.

17. Town Manager's Report

No comments.

18. Adjournment

Meeting adjourned at 11:38 p.m.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 03/12/13
--	--

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of Appointing Mr. Don Rust to the Pahrump Convention Center/Civic Center Advisory Board.

Consent Agenda Item 7c.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

See attached a copy of Mr. Rust's application.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

Pahrump Town Board

Print Name

Pahrump Town Board

Signature

400 N. Hwy 160

Mailing Address

(775) 727-5107

Telephone Number

7c

PLEASE READ BACK OF APPLICATION BEFORE COMPLETING

Town Advisory Board (TAB) Application

Name of Board: Community Center / Civic Center

Applicant Name: TONY FRUST

Home Address: [REDACTED]

Mailing Address: HOME City: _____ Zip: _____

Home Phone: [REDACTED]

Work #: NONE Preferred # for Public Use: HOME

E-Mail Address: frust@att.net

Please provide a brief description of your qualifications, experience, or interests that would be considered an asset to this Advisory Board:

*see resume attached
elected town board member 2006 & 2007*

Are you currently employed by a public entity? Yes ___ No If yes, which entity? _____

I have attached my resume/letter of interest: Yes No ___

I certify that I am a QUALIFIED ELECTOR, that my primary RESIDENCE is WITHIN THE BOUNDARIES of the Town Advisory Board area to which I am applying, and that the information provided is true and accurate to the best of my knowledge.

Tony Frust _____
Signature Date

The Pahrump Town Manager will receive and have all applications placed on the Pahrump Town Board's Agenda. You may mail or deliver this application to the Pahrump Town Manager's Office, Pahrump Town Office at the following address:

Pahrump Town Manager
400 North Highway 160
Pahrump, Nevada 89060

(This document becomes a public record once it has been received by the Town of Pahrump.)

RESUME'

DONALD E. RUST [REDACTED]

PROFILE

More than 30 years work experience in accounting, bookkeeping, budget process, procurement and logistics. Know how and when to monitor progress, acceptability, quality and adherence to standards when dealing with Contractors and their representatives.

EXPERIENCE

Lunchroom Aide, @ Hines Elementary School

Maintain safety and order on elementary school playground for students Kindergarten through 5th Grade for two hours daily when school is in session.

Classroom Aide, Library Aide @ various elementary schools and middle school [8 1/8 yrs]

Assisted wheelchair student in bathroom and classroom, assisted teachers at all grade levels from Kindergarten through 8th grade. Managed elementary school library including holding library classes for grades Kindergarten through 5th Grade

Bookkeeper @ KPVM-TV 41 [1 yr]

Performed daily bookkeeping tasks including accounts receivable, accounts payable, inventory management, procurement, invoicing, payroll, timekeeping using Quickbooks Pro. Part time work daily.

Business Manager of Death Valley Natural History Association [7 1/2 yrs]

Responsible for management of \$2 million dollar budget including banking, bookkeeping, payroll, employee reviews of 7 bookstore clerks @ 5 different bookstores including Death Valley National Park and Mojave National Preserve. Additionally responsible for logistics [inventory management, procurement of bookstore stock, warehouse management], making all arrangements to two Board of Directors meetings per year at various sites in California.

Logistics Analyst Advisor to Kuwait Air Force [2 1/2 yrs]

Provide continuing logistics advice, training and assistance to Kuwait Air Force/Air Defence in Kuwait. Train KAF/AD Officers/enlisted and civilians in data entry and use of an automated online inventory management system critical to defence of Kuwait.

Deputy Project Manager in Kuwait [4 yrs]

US Navy civilian GS-14 in-country [Kuwait] Project Manager for installation and implementation of a \$200 million computer/communications system for Kuwait Ministry of Defence and Kuwait Air Force/Air Defence. Included briefings to Major General of KAF/AD in charge of FMS [Foreign Military Sales] and Logistics plus the US Ambassador to Kuwait on a continuing basis. Also responsible for monitoring contracts and contractor efforts in Kuwait for AT&T, Martin-Marietta, US Army Corps of Engineers plus several subcontractors.

Supply Systems/Logistics Analyst - US Navy civilian [25 yrs]

Analysis of manual logistics and design of computer systems for automation of data entry, retention and statistical verification of logistics functions within the US Navy world-wide.

EDUCATION

Iowa State University, Ames, Iowa 4.5 yrs

University of Minnesota, Minneapolis, Minnesota (14 credits)

SKILLS

Verbal and writing skills in preparing reports to authorities needing information, presenting such information in briefings and to other interested parties authorized to know such information.

Computer system knowledge including software and hardware plus networking.

Office equipment maintenance including printers, fax machines, copying machines, etc.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 03/12/13
--	--

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Approval of Pahrump Tourism and Convention Council Advisory Board recommendation to the Pahrump Town Board to send a letter to Nye County Commission regarding trails trails designations. CONSENT AGENDA Item 7d

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

See attached a copy of a Town Manager/Finance Director memo, maps, and Authority of BoCC

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 3-12-2013

TO: Town Board

FROM: William A. Kohbarger, Pahrump Town Manager
Kelli Buffi, Chairperson, Pahrump Tourism & Convention Council
Arlette Ledbetter, Tourism Coordinator
Samantha Carns, Executive Assistant

DATE: March 12, 2013

RE: PTCC Recommendation to the Town Board to request that the Boulder County Commissioners Designate County Roads for Off-Highway Vehicle Use.

1.) Background

Town Board member Robert Adams previously served as a member of the Nevada Commission on Off-Highway Vehicles (OHV.) One of the Commission's projects is the creation of a regional system of OHV trails extending across the State of Nevada, including routes over the Spring Mountains from Clark County. Nye County is a key component of that system in southern Nevada, and the current goal is to establish a pilot program of OHV routes per the attached map. A similar OHV program has been successfully operating in the City of Mesquite.

The PTCC reviewed this proposal at their March 7th meeting, and has recommended the Town Board submit to the BOCC a request to consider the designation of their existing roadways for use by OHV's. Under NRS 490-100 the Commissioners can designate their existing roadways as OHV lanes to accommodate access to local businesses. Several States have implemented this program and it successfully opens access to the community's commercial centers for visiting OHV enthusiasts to drive their vehicles for meals, fuel, groceries, and entertainment venues.

The PTCC has identified the development of a trails system as part of the long term mission of increasing tourism and room night stays in Pahrump. The PTCC has initiated a marketing program promoting Nye County and Pahrump as the trails adventure destination.

We believe that the County and Town can develop a partnership in the area of trail planning and implementation. We look forward working with the BOCC, the Nye County Planning and Community Planning Departments, local properties who support the Room Tax Fund, as part of a long term effort to map and implement future trails initiatives for the economic development of the community.

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 3-12-2013

2.) Fiscal Impact

No budgetary impact to either the Tourism Room Tax or the General Funds.

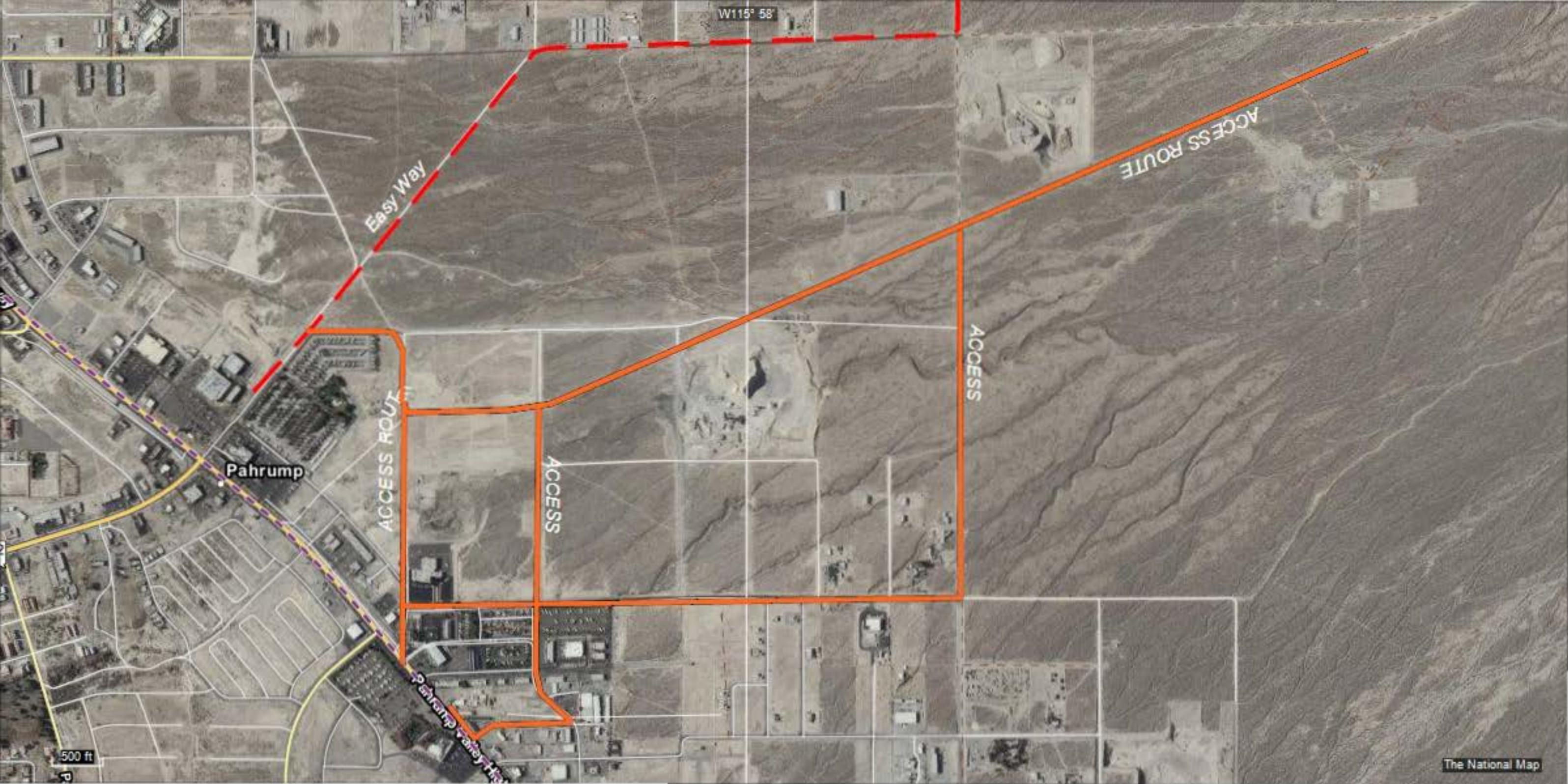
3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to accept the recommendation from the PTCC and directs the Town Manager to draft a letter to the BOCC requesting that they designate their existing roadways for use by Off Highway Vehicles.*

If you have any additional questions, we would be happy to answer them.

Attachment A– Proposed OHV Designations

Attachment B – NRS Reference



W115° 58'

Easy Way

ACCESS ROUTE

Pahrump

ACCESS ROUTE

ACCESS

ACCESS

500 ft

The National Map

AUTHORITY OF BOCC TO DESIGNATE ROADWAYS FOR OHV TRAVEL

NRS 490.100 Authority of city or county to designate portion of highway for off-highway vehicle use; approval of Department of Transportation regarding state highways; interstate highways excluded; supervision of certain minors; limitation on purpose of use.

1. Except as otherwise provided in subsection 2, a city or county may designate any portion of a highway within the city or county as permissible for the operation of off-highway vehicles for the purpose of allowing off-highway vehicles to reach a private or public area that is open for use by off-highway vehicles. If a city or county designates any portion of a state highway as permissible for the operation of off-highway vehicles pursuant to this subsection, the city or county must obtain approval for the designation from the Department of Transportation. The Department of Transportation shall issue a timely decision concerning the request for approval and must not unreasonably deny the request.

2. The highway designated for operation of off-highway vehicles pursuant to subsection 1 may not consist of any portion of an interstate highway.

3. If a city or county designates a highway for the operation of off-highway vehicles, the city or county may adopt an ordinance requiring a person who is less than 16 years of age and who is operating the off-highway vehicle on a designated highway to be under the direct visual supervision of a person who is at least 18 years of age.

4. A person operating an off-highway vehicle on a highway designated for operation of off-highway vehicles pursuant to subsection 1 may not operate the off-highway vehicle on the highway for any purpose other than to travel to or from the private or public area as described in subsection 1.

(Added to NRS by 2005, 2027; A 2009, 3103; 2011, 293)

Links to OHV tourism in other communities:

http://www.marysvale.org/paiute_trail/contents.html,

Link to Nevada Commission on Off Highway Vehicles: <http://nvohv.com/>

Town of Pahrump Advisory Board Meeting Schedule

Current as of March 2013

<u>1st Monday</u>	<u>1st Tuesday</u> Public Lands Advisory Board <i>Mr. Adams</i> <i>Annex</i> <i>6:30pm</i>	<u>1st Wednesday</u> Civic Center Advisory Board <i>Mrs. Riches</i> <i>Community Center</i> <i>Room 'A' 5:00pm</i>	<u>1st Thursday</u> Tourism Convention Counsel <i>Mr. Adams</i> <i>Community Center</i> <i>Room 'A' 8:00am</i>	<u>1st Friday</u> Nuclear Waste & Environ. AB <i>Mrs. Riches</i> <i>Annex</i> <i>1:00pm</i>
<u>2nd Monday</u>	<u>2nd Tuesday</u> Town Board Meeting <i>County Chamber 7pm</i>	<u>2nd Wednesday</u> Youth Advisory Board <i>Dr. Waters</i> <i>Annex</i> <i>2:30pm</i>	<u>2nd Thursday</u> Arena Advisory Board <i>Mr. Dolan</i> <i>Community Center</i> <i>Annex 7:00pm</i>	<u>2nd Friday</u>
<u>3rd Monday</u>	<u>3rd Tuesday</u>	<u>3rd Wednesday</u> Parks & Recs Advisory Board <i>Mr. Dolan</i> <i>Community Center</i> <i>Room 'A' 6:30pm</i>	<u>3rd Thursday</u> Veteran's Mem. Advisory Board <i>Dr. Waters</i> <i>Community Center</i> <i>Room 'A' 6pm</i>	<u>3rd Friday</u>
<u>4th Monday</u>	<u>4th Tuesday</u> Town Board Meeting <i>County Chamber 7pm</i>	<u>4th Wednesday</u>	<u>4th Thursday</u>	<u>4th Friday</u>



AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Discussion and Possible Decision to Approve a Scope of Work for GC Wallace to provide Construction Documents, Pre-bid Services and Construction Services for the Fairground Park Fence Construction in an Amount Not to Exceed \$14,360; payable from the Fairgrounds Room Tax Fund and Park Impact Fees.

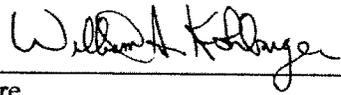
If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
See attached GC Wallace proposal, Tortoise Fence Specs and Town Manager/B&G Manager memo.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Mr. Luis, Town B&G Manager

SPONSORED BY:

<u>William A. Kohbarger, Town Manager</u> Print Name	<u></u> Signature
<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107 ext. 305</u> Telephone Number

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 03/12/2013

TO: Town Board

FROM: William A. Kohbarger, Pahrump Town Manager
Matt Luis, Buildings & Grounds Manager

DATE: March 7, 2013

RE: **Discussion and Possible Decision** to Approve a Scope of Work for GC Wallace to provide Construction Documents, Pre-bid Services and Construction Services for the Fairgrounds Park Fence Construction in an Amount Not to Exceed \$14,360; payable from the Fairgrounds Room Tax Fund and Park Impact Fees. (For Possible Action)

1.) Background

The Town has completed the grading of 27-acres and paving of the 308-spot Parking Lot on the fairgrounds property. The next step pursuant to Federal guidelines (Fish & Wildlife/BLM) is to place a Tortoise fence around the completed phase.

The Town staff upon reviewing this project would also like to erect a regular 6' high chain link fence around the facility for security purposes.

The first step to placing the fences is for Engineering to provide construction documents, pre-bid services and construction services. Therefore, Town staff contacted GC Wallace and requested a proposal to move forth with placing both a Tortoise Fence and a regular 6' high chain link fence around the 27-acre facility.

G.C. Wallace supplied the Town staff with an engagement proposal which led to staff placing same on the Town Board agenda. (See attached proposal)

2.) Fiscal Impact

This proposal came in at an Amount Not to Exceed \$14,360; payable from the Fairgrounds Room Tax Fund and Park Impact Fees. There currently are sufficient funds available and budgeted in the Fairgrounds Room Tax and Parks Impact Fee Funds.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to Approve a Scope of Work for GC Wallace to provide Construction Documents, Pre-bid Services and Construction Services for the Fairgrounds Park Fence Construction in an Amount Not to Exceed \$14,360; payable from the Fairgrounds Room Tax Fund and Park Impact Fees* for the following reason(s):

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 03/12/2013

1. The Town is mandated by Federal Law to place the Tortoise Fence around the property in question.
2. The Town staff is respectfully requesting to place a 6' high chain link fence around the property in question for security purposes.

If you have any additional questions, I would be happy to answer them.



G. C. WALLACE COMPANIES
ENGINEERS | PLANNERS | SURVEYORS

G. C. WALLACE, INC.
G. C. WALLACE OF CALIFORNIA, INC.
G. C. WALLACE HOLDINGS, INC.

Writer's Contact Information:

Derick D.J Yoro, PE, LEED AP
Vice President
702.804.2143
dyoro@gcwallace.com

398-A351-005I

March 4, 2013

Mr. William A. Kohbarger
Town Manager
Town of Pahrump
400 N. Highway 160
Pahrump, NV 89060

Re: Town of Pahrump – Fairgrounds Park Fence Construction Administration Services

Dear Mr. Kohbarger:

In accordance with your request, G. C. Wallace, Inc. (GCW) is pleased to provide this proposal for Professional Engineering Services for the subject project. GCW's services will be performed on a Salary Multiplier basis as specified in our contract that was approved by your Board on July 14, 2009.

The specific scope of work for this project is as follows:

1. Construction Documents

- a. *Project Manual* – GCW will prepare 100% Submittal Documents, Bidding Documents, Addenda (as necessary), and Construction Contract Documents.

We propose to provide the services described in Item No. 1 on a Salary Cost basis with an estimated budget of \$3,840.00.

2. Pre-bid Services

- a. *Coordination* – Provide coordination with the Nye County Building and Safety Department and Nye County Department of Planning, as required. Prepare project Advertisement for Bids and coordinate publishing with Pahrump Valley Times and Las Vegas Review Journal.
- b. *Pre-bid Meeting* – Conduct pre-bid meeting, provide technical assistance as necessary.
- c. *Bid Opening* – Assist the Town of Pahrump at the Bid Opening, prepare Bid Abstract, analyze all responsive and responsible bids, provide Engineer's Recommendation, and prepare Notice to Proceed.

We propose to provide the services described in Item No. 2 on a Salary Cost basis with an estimated budget of \$2,520.00.

3. Construction Management

- a. *Progress Meetings* – Preconstruction and closeout meetings (total of 2 meetings).
- b. *Site Inspections* – weekly site inspections (2 total).
- c. *Weekly progress reports* – Via email (2 total).
- d. Pre-construction Schedule (1 each).
- e. Project Timeline w/ major milestones (1 each).
- f. Change Order Review (assume 1 each).

- g. Request for Information (assume 2 each).
- h. Technical Submittal Review (assume 1 each).
- i. Pay Application Review (assume 1 each).
- j. Construction Schedule Review (assume 4 hours).
- k. Final Report (assume 1 each).

We propose to provide the services described in Item No. 3 on a Salary Cost basis with an estimated budget of \$7,200.00.

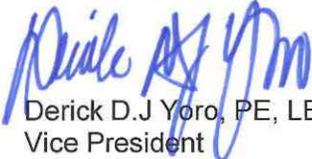
The fee for any Additional Services that may be requested by Client will either be negotiated and an addendum issued prior to commencement of said Additional Services or by mutual agreement, will be invoiced on a Salary Cost basis in accordance with the contract accepted by the Pahrump Town Board on July 14, 2009. Reimbursables will be a direct cost estimated to be **\$800.00** for reproduction of drawings, postage, shipping charges, mileage and other out-of-pocket expenses. These items will be invoiced at our actual costs.

If this proposal meets with your approval and reflects your understanding of the scope of work requested of GCW, please indicate your acceptance by signing the Letter of Authorization (provided under separate cover) and return an executed copy to this office. Receipt of the signed Letter of Authorization will serve as notice to proceed.

We would be happy to discuss any questions or clarifications you may require regarding this proposal. We look forward to working with you on this project.

Cordially,

G. C. WALLACE, INC.



Derick D.J Yoro, PE, LEED AP
Vice President

c: Business Office, GCW

EXHIBIT A
LETTER OF AUTHORIZATION

BETWEEN

PAHRUMP TOWN BOARD
(Hereinafter "CLIENT")
400 N. Hwy 160
Pahrump, NV 89060

AND

G. C. WALLACE, INC.
(Hereinafter "GCW")
1555 S. Rainbow Boulevard
Las Vegas, Nevada 89146

This Letter of Authorization, made and entered into on this 4th day of March, 2013, by and between CLIENT ("CLIENT"), and G. C. Wallace, Inc., a Nevada corporation ("GCW"), adds to, modifies or otherwise amends that certain Agreement for Professional Services between CLIENT and GCW, approved by the Town Board on July 14, 2009 (the "Agreement"), with regard to the Services, fees, basis of payment, schedule for performance, provision for additional services, or other such matters set forth below:

CLIENT Project Number or Description:
GCW Proposal, Project Number or Description: 398-A351-005I

As prepared and submitted by Derick Yoro, PE, LEED AP

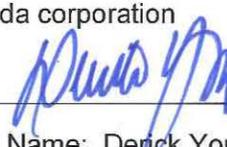
Except as specifically amended by this Letter of Authorization, all the terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Letter of Authorization to be executed on the date and year first written above.

PAHRUMP TOWN BOARD

G. C. WALLACE, INC.,
a Nevada corporation

By: _____

By:  _____

Printed Name: _____

Printed Name: Derick Yoro, PE, LEED AP

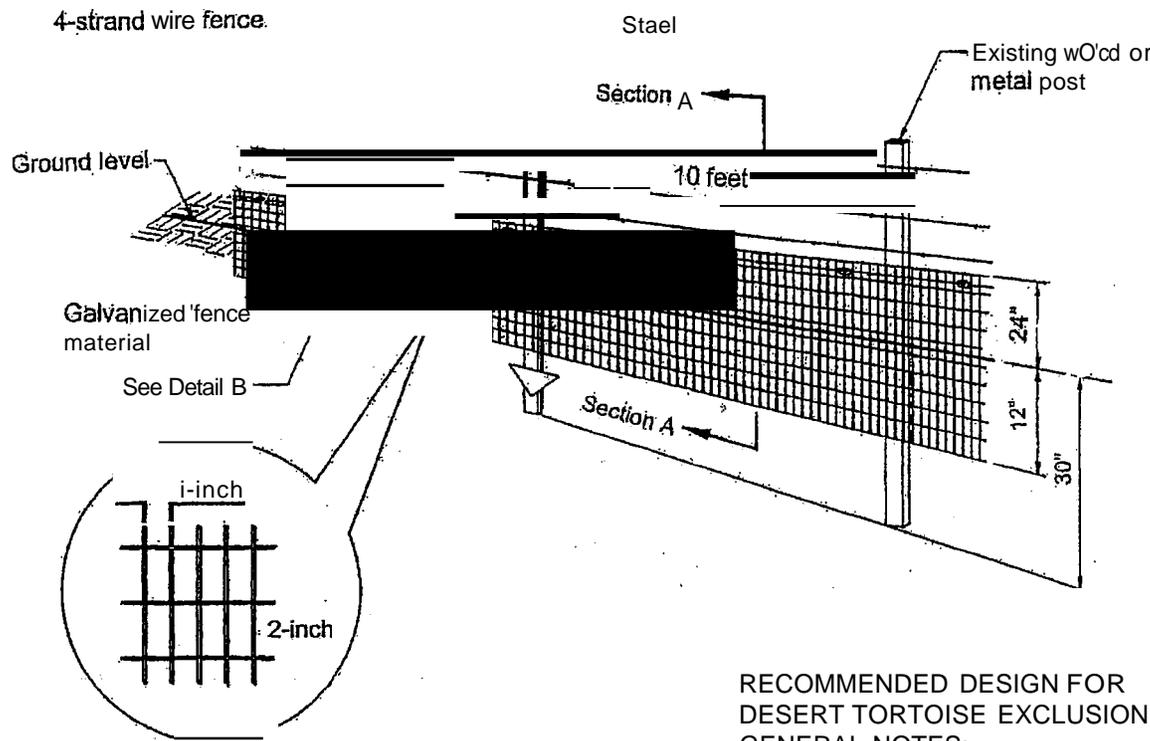
Title: _____

Title: Vice President

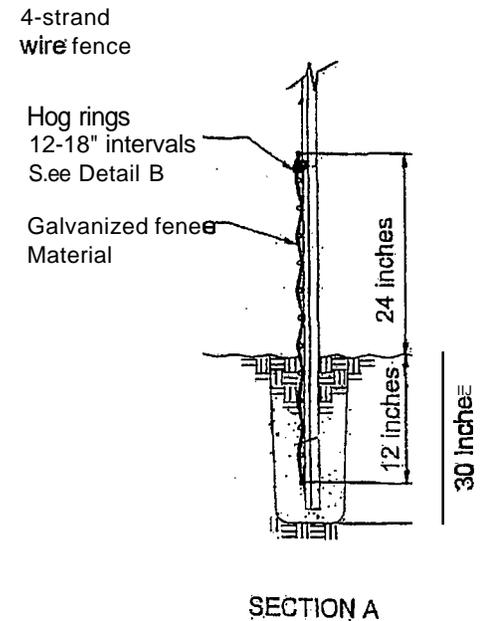
Date: _____

Date: March 4, 2013

DESERT TORTOISE EXCLUSION FENCE (2005)

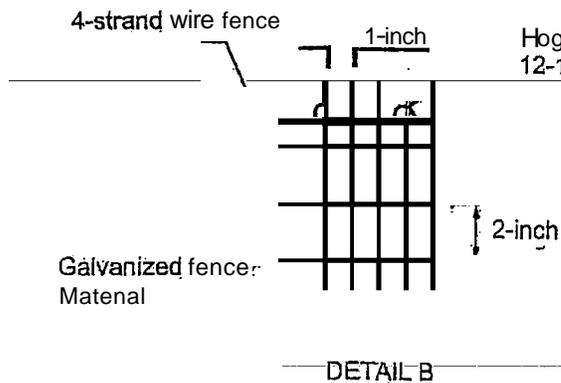


DETAIL A



RECOMMENDED DESIGN FOR DESERT TORTOISE EXCLUSION FENCE GENERAL NOTES:

1. Ensure that fence posts and materials conform to the standards approved by the U.S. Fish and Wildlife Service.
2. Ensure that the height above ground level is no less than 18 inches and no higher than 24 inches.
3. Ensure that the depth of fence material below ground level is about 12 inches but no less than 6 inches. (See SECTION A above)
4. Install additional steel posts when between existing fence posts exceed 10 feet.
5. Attach fence material to existing fence or wire using hog rings at 12-inch intervals.
6. Fasten fence material to posts with 3 tie wires with a wire near the top, bottom, and center of the fence material.
7. Backfill trenches with excavated material and compact the material.
8. Attach fence material to all gates. Ensure that clearance at base of gate achieves zero ground clearance.
9. Substitute smooth wire for barbed wire if additional support wires are necessary.
10. The number placement of support wires may be modified to allow sheep and deer to pass safely.
11. Erosion at the edge of the fence material where the fence crosses washes may occur and requires appropriate and timely monitoring and repair.
12. Tie the fence into existing culverts and cattleguards when determined necessary to allow desert tortoise passage underneath roadways.



MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 03-12-2013

TO: Town Board

FROM: William Kohbarger, Town Manager
Michael Sullivan, Finance Director

DATE: March 12, 2013

RE: Discussion and Possible Decision of Resolution 2013-02, designating Daniel C. McArthur as the Town of Pahrump external auditor for Fiscal Year 2012-13 and approving his Engagement Letter dated March 1, 2013.

1.) Background

Each year the Town Board is required by the Nevada Department of Taxation to designate who will serve as the external auditor for the current fiscal year. Dan McArthur has served as the Town's external auditor since 1995, and has done an outstanding job assisting the Town each year.

By statute, our books of original entry are maintained by Nye County and since Dan McArthur also serves as the County's external auditor, it has been advantageous to utilize his services for both efficiency and cost reasons.

His fee per the attached engagement letter will be \$23,849. This is a slight \$665 increase from FY12 audit fee. We believe his experience and continuity are valued by both the staff and Town Board, and recommend his re-appointment for Fiscal Year 2012-2013.

However, staff is requesting a not to exceed amount of \$26,000 to provide contingency funds if needed. There may be emerging or unforeseen issues in the current fiscal year which the management team may request be reviewed to assist us in improving our internal controls; security needs in a quickly changing cyberspace; or implementation of future software modules.

2.) Fiscal Impact

There currently are sufficient funds available and budgeted in the General Fund for the FY13 external audit.

3.) Town Manager Recommendation and Board Action Requested

The Town Manager recommends that the Town Board *move to approve, by the attached Resolution 2013-02, the designation of Daniel C. McArthur as the Town's external auditor for Fiscal Year 2012-13; and that the Town Board further directs the Town Manager to file this Resolution with the Department of Taxation and execute the engagement letter agreement as outlined in an amount not to exceed \$26,000.*

If you have any additional questions, I would be happy to answer them.

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 03-12-2013

(ATTACHMENT A – RESOLUTION NO. 2013-02)

MEMO
TOWN OF PAHRUMP
TOWN BOARD MEETING AGENDA ITEM
MEETING DATE: 03-12-2013

**(ATTACHMENT B – ENGAGEMENT LETTER FOR DANIEL C. MCARTHUR,
LTD FOR FY13 AUDIT.)**

RESOLUTION 2013-02

PAHRUMP TOWN BOARD

A RESOLUTION DESIGNATING DANIEL C. MCARTHUR LTD. AS THE TOWN'S EXTERNAL AUDITOR FOR THE FISCAL YEAR 2012-2013 AND APPROVING THE PROPOSED AUDIT ENGAGEMENT LETTER.

WHEREAS, the Town is required annually by the Nevada Department of Taxation to designate an external auditor to prepare and submit an independent audit of its financial statements; and

WHEREAS, the Certified Public Accounting firm of Daniel C. McArthur, Ltd. has proposed to conduct that audit in accordance with generally accepted accounting and auditing standards and practices, and to render an opinion as to the presentation of the Town's financial statements pursuant to an engagement letter dated March 01, 2013 and which is attached and made part of this resolution by reference; and

WHEREAS, the fee and expenses for the audit services outlined and proposed is an amount not to exceed \$26,000; now

THEREFORE, BE IT RESOLVED:

SECTION 1. The Town Board of Pahrump approves the designation and appointment of the Certified Public Accounting firm Daniel C. McArthur, Ltd. as the Town external auditor for the fiscal year 2012-2013.

SECTION 2. Additionally the Town Board of Pahrump accepts and approves the terms and fees per the Audit Engagement Letter of Daniel C. McArthur, Ltd. dated March 01, 2013.

Motion proposed by Town Board Member:

Motion seconded by Town Board Member:

Vote: Ayes:
 Nays:
 Absent:

Approved on the 12th day of March, 2013

Harley Kulkin, Chairman
Pahrump Town Board

Dr. Tom Waters, Clerk
Pahrump Town Board

DANIEL C. McARTHUR, LTD.

Certified Public Accountant

Quail Park III • 501 So. Rancho Dr., Ste. E-30 • Las Vegas, NV 89106 • (702) 385-1899 • FAX (702) 385-9619

March 1, 2013

Town of Pahrump
400 North, Highway 160
Pahrump, NV 89048

I am pleased to confirm my understanding of the services I am to provide Town of Pahrump (the Town) for the year ended June 30, 2013. I will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Town as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 1) Other Post Employment Benefit Schedule of Funding Progress.

I have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining and individual fund statements and schedule of financial statements.

Audit Objective

The objective of my audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures I consider necessary to enable us to express such opinions. If my opinions on the financial statements are other than unqualified (unmodified), I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual (Mike Sullivan), with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes my report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by us for testing.

I expect to begin my audit on approximately July 1, 2013 and to issue my reports no later than November 30, 2013. Daniel C. McArthur is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my gross fee, including expenses will not exceed \$23,849. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to the Town of Pahrump and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let us know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

DANIEL C. MCARTHUR, LTD.



Daniel C. McArthur

Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of The Town of Pahrump.

By: _____

Title: _____

Date: _____

Pahrump Valley Fire-Rescue Services

Administrative Offices

300 North Highway 160

Pahrump, Nevada 89060

(775) 727-5658 fax: (775) 727-7896

Scott F. Lewis, Fire Chief

MEMORANDUM

Date: February 20, 2013
To: Bill Kohbarger
Town Manager
From: Scott F. Lewis
Fire Chief
Subject: Fire Station 3 Proposal

.....
I request permission to seek bids for the replacement of the dilapidated double-wide, manufactured trailer located at Fire Station #3.

Proposal Summary:

In an on-going effort to provide the best fire and EMS service possible, the time has come to replace the existing 18 year old trailer with a new modular structure designed specifically to meet our operational objectives.

Statement of Need:

Fire Station #3 is located at 3650 E. Kellogg Road and consists of two (2) unattached structures. The steel apparatus building was constructed in 1989 and the used 1995 manufactured trailer was placed onto the property in February 2001.

The trailer had originally served Nye County as a modular court room with adjoining offices. In February of 2001, the trailer was transported from the Nye County Road Department to the Kellogg location for housing of BLM seasonal firefighters.

In 2005, the structure was occupied by PVFRS career firefighters, who occupy the station 24-hours.

The 18 year old trailer is in poor condition and requires frequent maintenance. Areas of immediate concern include an "open" foundation with exposed supports and utilities, a severely degraded roof, and a deteriorated frame (see attachments).

In 2005 and 2011, town representatives met with a Las Vegas firm to determine the feasibility of erecting a new "site-built" fire station to replace both Station 3 structures.

The expected costs to complete the project soared to over two million dollars. The projected costs included:

- Site Preparation
- Permit, Design, and Administrative Fees
- Building Materials
- Labor Fees
- Fire Code Compliance
- Associated County Compliance Fees

The prohibitive expenses prompted us to rethink the project core objective which was the immediate need to provide adequate and safe living quarters for the on-duty crews.

Therefore, we devised a plan for all department members to have the opportunity to draft a conceptual blueprint of the interior layout for the proposed Station 3 modular structure. Their collaborative effort resulted in a functional arrangement of the interior space designed specifically to maximize our operational objectives while lowering associated operating costs.

Expenses:

The proposed structure shall occupy the same “foot print” as the current structure, thus eliminating additional fees.

It is anticipated that the outlay required for the purchase, transportation, and installation shall not exceed \$150,000.

Funding is available under General Fund Capital Improvement.

Schedule:

Our goal is to complete the project within 60 days after TB approval and subsequent bid award.

We anticipate no cessation of Station 3 service as the old structure will simply be moved off to the side (with utilities extended) as the new structure is placed and connected.

Conclusion:

I request support for my recommendation to seek bids to replace the 1995 double-wide, manufactured structure with a new double-wide modular structure at Fire Station 3.

I am available for any questions.

Attachments:

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Future Meetings/Workshops: Date, Time and Location

a. Town Board Retreat: March 29, 2013@ 9:00 a.m. Mt. Crest Community Center

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u>	<u><i>Pahrump Town Board</i></u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Public/Board/Staff Comment

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Citizens, Town Board, & Staff

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. five (05) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/27/2013	<u>DATE OF DESIRED BOARD MEETING</u> 3/12/2013
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CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Adjournment

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
Good Night Pahrump Citizens, Town Board, and Staff.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u><i>Pahrump Town Board</i></u> Signature
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<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
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