



Incline Village/Crystal Bay Citizen Advisory Board

Minutes of the regular meeting of the Incline Village/Crystal Bay Citizen Advisory Board held on August 26, 2024, at 5:30 P.M. Incline Village Library (845 Alder Ave. Incline Village, NV 89451)

1. CALL TO ORDER/ DETERMINATION OF QUORUM

PRESENT - Denise Davis, Roxanna Dunn, Kevin Lyons, Diane Becker, Mark Sasway

ABSENT – Chris Wood

Mark Sasway being new to the CAB board, introduced himself to the audience.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

3. GENERAL PUBLIC COMMENT

There was no public comment for this item.

4. ANNOUNCEMENTS FROM COMMISSIONER HILL

Commissioner Alexis Hill noted a very successful Lake Tahoe Summit, with Secretary Buttigieg being present. She is hoping to fund the extension of the East Shore, from Sand Harbor trail, from Sand Harbor South to Spooner Summit, this fiscal year through the State Legislature.

Alexis Hill said that it is expensive to fund the environmental analysis for the extension of the East Shore trail.

Diane Becker, CAB member, expressed disappointment that a costly trail was prioritized in the Washoe Tahoe Transportation Study over addressing resident safety concern - that while the trail may appeal to visitors and some workers, it won't benefit the broader community. Diane urged more funding for safety measures rather than non-essential projects like the trail, recognizing the limited budget available. Ms. Becker appreciated the study but feels safety should be a higher priority. Alexis Hill responds by explaining that addressing both safety improvements and trail projects must happen simultaneously. She notes that many safety recommendations from the Washoe Tahoe Transportation Plan apply to local county roads, which are harder to fund through grants compared to regional trail projects. She assures Diane that efforts are being made to pursue both priorities, and that the team is working with NDOT to prioritize improvements on Highway 28 as well. Diane Becker acknowledges the different funding sources for the projects but highlights that staff have limited time and resources. She expresses concern that, despite efforts to address safety issues, staff are overwhelmed and unable to provide clear updates. Becker urges that, as a representative, Alexis Hill should ensure that safety concerns are given appropriate attention and prioritized, given the constraints on staff capacity.

Alexis Hill explained that those issues were prioritized in the Washoe Tahoe Transportation Plan and that various projects are being prioritized through different agencies. The Tahoe Transportation District (TTD) focuses on trail extensions, while NDOT is working on Highway 28 projects. She adds that the County is prioritizing trail connections within Incline Village. Hill acknowledges the complexity of managing multiple priorities and mentions that someone will be presenting updates on these processes by the end of the year.

CAB Chair Roxanna Dunn said that she and Alexis Hill spoke about possible funding for the mobility hub (at the Incline Village Old Elementary School) which would combine housing with the transit center. She asked the name of the funding or bill. Alexis Hill responds that she could get that information to her and that was a conversation that TTD had with the Federal Transit Administration. (“FTA”).

Diane Becker raises a concern about the bifurcation of housing and transportation in planning, specifically whether environmental studies will be conducted for both components simultaneously. She emphasizes that while transportation and housing are being discussed together, the costly environmental studies might delay housing, which would be a problem. Becker hopes that these studies can be completed concurrently, avoiding delays or incomplete promises regarding housing development. Alexis Hill responds by acknowledging the concern and explains that they are working with housing partners to ensure the selected site is appropriate. She reassures Becker that environmental impact studies will be conducted as required, both federally and locally, and that they are currently navigating these discussions to ensure compliance.

Helen Neff, Incline Village resident, emphasized the importance of safety, echoing Diane Becker's concerns. She points out that when the Washoe County Tahoe Area Transportation Plan was approved in 2023, there was \$5 billion in "Safe Streets for All" grant money available. She highlights that this separate funding could have been used for safety improvements, such as better sidewalks, bike paths, and street safety measures, and regrets that the opportunity may have been missed. Neff suggests that future CAB meetings include representation from NDOT, as they control safety aspects, and notes NDOT's successful work on crosswalks on Highway 28, which lasted through the winter, unlike the County's, which require frequent repairs. She advocates for better collaboration to improve safety and efficiency.

Kathie Julian, Incline Village resident, asked if there was any discussion at the Tahoe Summit about incorporating evacuation plans into development decisions. Alexis Hill responds that while the summit didn't specifically address evacuation planning, a few speakers touched on related concerns. She mentions that efforts are underway to secure funding for an evacuation study/plan¹ specifically for Incline Village and Crystal Bay, thanks to the diligence of the Citizen Advisory Board (CAB). Hill hopes to have progress on this initiative soon for the community

5. PUBLIC SAFETY UPDATES

¹ In the transcripts the Commissioner says “site”, but the word “plan” has been inserted because there is no evacuation “site” known and the discussion was about the evacuation “plan”. It is believed the Commissioner misspoke.

SHERIFF'S OFFICE

Captain Amelia Galicia, Washoe County Sheriff's Office, provided an update on a recent incident on Boulder Court, where gunshots were reported around 2:15 p.m. Deputies quickly responded, and after a brief standoff, the suspect surrendered without any injuries. The suspect was arrested for assault with a deadly weapon and other potential charges. A shelter-in-place order was issued but later lifted.

Galicia also highlighted upcoming events, including the Incline Sheriff's Picnic on September 28. She shared Q2 crime statistics for Incline, noting that while most categories are steady, there are increases in larceny, burglary, sex offenses, and DUI arrests, with DUI enforcement being a priority to reduce traffic fatalities. She discussed jail statistics, noting a decrease in the inmate population and bookings, but a slight increase in the average length of stay due to felonious crimes like aggravated assaults.

CAB member Kevin Lyons asked how long are sentences for felonious crimes. Captain Amelia Galicia explains that the length of time an inmate stays in jail depends on the severity of the crime and whether the case goes to trial. For serious crimes like murder, individuals can be in jail for a year or more before trial. Factors like case complexity and witness availability affect the timeline. She notes that some inmates, such as federal detainees, can also have extended stays, while others may be in and out in 24 hours. There is no set timeline for felonies, as it depends on how the District Attorney's office proceeds with the case.

Roxanna Dunn asked how the newly implemented officers' patrols on e-bikes are going – what are they finding? Captain Amelia Galicia reports that the implementation of officers on e-bikes has been successful, with positive feedback from deputies. The e-bikes allow officers to access areas more quickly, especially in traffic-congested or pedestrian-heavy situations where patrol cars are slowed down. For example, the e-bikes were highly effective during Fourth of July when roads were blocked, and pedestrian traffic was high. There are concerns about the misuse of e-bikes, especially by renters and uneducated users, including teenagers. Deputies have been issuing warnings, educating users, and occasionally citing individuals for unsafe behavior, such as riding erratically and blocking traffic. Officers continue to gather data to share with relevant county departments and encourage residents to report violations.

CAB member Denise Davis asks if the Sheriff's Office still has a Memorandum of Understanding (MOU) with Nevada State Police (NSP) regarding aid from California and how the local force prioritizes patrolling State Route 28, particularly regarding parking issues. She wonders if deputies patrol regularly or respond only to complaints. Captain Galicia explains that State Route 28 falls under county jurisdiction but is primarily patrolled by NSP. While deputies can take action on traffic violations or crashes, parking enforcement is typically handled by a state trooper. However, deputies can step in if the situation demands, such as when a vehicle blocks the roadway. She

advises reporting any violations, as they may not always be visible to deputies, and if NSP cannot respond, the Sheriff's Office will handle the issue.

Captain Galicia was asked about the NSP person that was assigned to Incline Village/Crystal Bay. Captain Galicia responds there is a trooper assigned up here but she doesn't know what shift they were assigned.

Roxanna Dunn raises concerns about local kids riding e-bikes, noting that due to the hilly terrain, many kids haven't had much experience with regular bikes before switching to heavier, faster e-bikes. She suggests that specific training for middle school students is needed to teach bike safety before they reach Driver's Ed age. She shares an example of a near-miss involving a child on an e-bike and asks who is responsible for providing this training—whether it's law enforcement or county officials. Captain Galicia responds that such education typically comes from parents, as law enforcement doesn't traditionally teach bike safety. While she isn't aware of any formal bike safety programs, she agrees that parents might lack e-bike experience, which complicates the issue.

Diane Becker joins the conversation, sharing concerns about parking safety on narrow shoulders and the lack of sufficient law enforcement presence, highlighting slow response times by state troopers. She also echoes the need for better regulation of e-bike use, emphasizing that young kids on fast e-bikes pose significant safety risks. Becker mentions past efforts to address these issues with the county, which has focused more on education than enforcement, but notes the need for proper education to prevent accidents. Captain Galicia agrees that education is important, noting that many issues, including e-bike safety, underage drinking, and reckless driving, require more awareness. Captain Galicia supports educating the public on bike laws and believes the sheriff's office can play a role in spreading this information.

Incline resident Kathie Julian raises concerns about the lack of information on bicycle and walking paths for students attending expanded elementary and high schools on Kelly Dr. and McCourry Blvd. She mentions that, during a recent Board of Adjustment meeting, these issues were discussed but not adequately addressed. Julian uses this opportunity to ask if there has been any consideration of improving access to these schools, particularly for students who will rely on bike paths or walking paths once the schools are expanded. She flags this as an important issue for the community. Captain Galicia responds that she doesn't have a map of the multi-use pathways in the area in front of her and doesn't want to provide incorrect information. From her recollection, there are several pathways throughout the neighborhood that are accessible for walking, skateboarding, bicycling, and using e-bikes or scooters. However, she is unsure if these pathways specifically go by the schools mentioned by Kathie Julian and would need to look into it further.

A representative from Nevada State Parks informs the board that there is a Nevada Bicycle and Pedestrian Advisory Board under NDOT (Nevada Department of Transportation). This board, created by state legislators and appointed by the governor, focuses on promoting bicycle and pedestrian safety. The board also used to offer grant funding for related projects. The representative suggests visiting NDOT's website for more information.

North Lake Tahoe Fire Protection District representative was not in attendance for an update.

6. SAND HARBOR RESERVATION SYSTEM

Nevada State Parks representative included Tyler Kerver (Education & Information Officer), Makaila Erdody (Parks Supervisor), and Jonathan Brunjes (Deputy Administrator).

Tyler Kerver presented updates on Sand Harbor State Park's visitor management and new reservation system.² In his slide presentation, he notes that Sand Harbor, managed by the Nevada Department of Conservation and Natural Resources, is one of Nevada's 27 state parks and has seen a significant increase in visitors, with over 1.2 million in 2023. This surge has led to traffic congestion, long wait times, and overcrowding. To address these issues, a day-use reservation system was implemented on August 17, 2024. Initially, reservations are required on weekends and holidays until 10:30 a.m., with full implementation seven days a week starting in April 2025. Reservations are released in three tiers, with some spots available up to the day of arrival. The system aims to alleviate traffic and improve visitor experience. So far, feedback has been positive, with less traffic buildup and more visitors able to access the park smoothly.

Diane Becker asks if the reservation system for Sand Harbor can track individuals reserving every weekend and whether there could be limits on the number of reservations a person can make, to ensure broader public access. She mentions concerns that the system could be unfair to visitors unaware of it and suggests tracking data for a season to assess the situation. Tyler Kerver responds that the system does not cater to individuals but does track misuse, such as someone booking excessive reservations. If someone legitimately gets a reservation every weekend, they are treated like any other visitor. He mentions that most early reservations were made by visitors who found the system via online searches, indicating that non-locals were well-informed.

Diane Becker also asks about plans for ticketing on Highway 28, particularly regarding regulations and enforcement. Tyler Kerver responds that while they cannot speak for other jurisdictions, within the portion of Highway 28 that runs through the park, their park rangers are diligent about ticketing illegal parking and managing cross-traffic issues. Roxanna Dunn asks where the park's jurisdiction begins. Jonathan Brunjes (Deputy Administer, Nevada State Parks) clarifies that it runs from Rocky Point to Bonsai Rock, where the park has authority on both sides of the highway. Although ticketing is technically the responsibility of the Nevada Highway Patrol (NHP), park rangers issue citations in that area to ensure safety, as NHP is often short-staffed. The park also discourages visitors from walking in from illegally parked areas to prevent accidents.

Kevin Lyons asked whether the numbers shown in the presentation referred to cars or people, and NSP staff clarified that they count both, but the slide's numbers represented actual people. Kevin

² His PowerPoint presentation is on the Washoe County Community Services website under Incline Village/Crystal Bay CAB, August 26, 2024.)

then inquired about the number of parking spots, to which Jonathan Brunjes explained that 315 vehicles are allowed to enter the park, including those arriving via the East Shore Trail or being dropped off by East Shore Express, and the parking capacity can adjust based on the state's water level. Kevin asked for clarification on active spots, and Jonathan mentioned there are about 500-520 available spots, considering both regular parking and additional areas. He explained that visitors can still walk or bike into the park or get dropped off, even if parking reservations are full. Makaila Erdody, Park Ranger, added that park capacity is determined by the number of people, which fluctuates based on the water level. This year's high-water level led to a reduction in allowed visitors, which is why the park uses pre-filtering through reservations. The number of available spots and visitors can change year to year, depending on water levels – 315 set aside for reservations, with the remaining spots fluctuating depending on water levels.

Diane Becker asks if there are specific settings, laws, or rules that regulate how many people can safely be on the beach. She appreciates the previous explanation and expresses concern about overcrowding. Makaila Erdody responds that there are guidelines in place for Sand Harbor, which differ from those at other Tahoe beaches. Sand Harbor allows fewer people per square inch compared to other beaches to ensure safety, though Makaila does not have the exact numbers on hand but offers to provide them later.

Kevin Lyons inquires about park access in the afternoon, asking if the park re-opens for first-come, first-served visitors after 10:30 a.m. Tyler Kerver confirms that after 10:30 a.m., the park operates on a first-come, first-served basis, reopening later in the day if capacity allows. Kevin clarifies that if visitors want to arrive in the afternoon, they need to get there early in the morning to ensure a spot. Kevin also asks about signage on the highway to inform drivers when the park is full. Tyler Kerver acknowledges they are looking into adding such signs by early next year to improve public outreach and help drivers avoid unnecessary trips. Mr. Lyons continues with asking about what the safety concerns are. Makaila Erdody explains that the park has seen an increase in visitors per car, leading to more crowded beaches. Large setups like pop-up tents and full table arrangements take up additional space, obstructing visibility and creating challenges for park staff responding to emergencies, as they may have to navigate through crowded areas.

Roxanna Dunn raises two questions regarding evacuation at Sand Harbor. First, she asks if wildfire danger, particularly during red flag days with high winds, is factored into limiting the number of beach reservations, similar to how water levels affect capacity. Makaila Erdody responds that wildfire risk is not currently considered when setting visitor limits, although precautions like banning open flames and smoking are implemented during such days. Tyler Kerver adds that red flag warnings often don't appear far enough in advance to adjust reservations, which are booked seven days ahead. Roxanna suggests that worsening conditions in the future might allow for such preemptive planning. Roxanna's second question concerns the collection of contact information from beach visitors to facilitate evacuation notifications. Tyler Kerver explains that they collect contact details, including email, from visitors during the reservation process, but the idea of using mass text messaging for emergency evacuation needs further consideration. Makaila Erdody notes that the emergency alert system, such as the one people received earlier today regarding the

shooting on Alder Court, would be helpful. Commissioner Alexis Hill affirmed it was based on geographic location, meaning that anyone at Sand Harbor would receive alerts through the County's system.

CAB member Denise Davis asks two questions. First, she inquires about the safety and evacuation plan for people walking into Sand Harbor via the trail in the event of a fire on the east side. Makaila Erdody explains that the issue of evacuation and fire safety is being addressed in the Sand Harbor Master Plan, which is currently open for public comment. She acknowledges that the number of people entering by foot, bike, or shuttle exceeds what shuttles can accommodate for evacuation. Denise's second question is about how large families are charged for park entry, as her friend's family was charged per person instead of the usual flat rate. Jonathan Brunjes clarifies that for vehicle entry, staff typically charge a flat rate, but they are allowed to charge \$2 per person if the number of people in the vehicle exceeds what would equate to the \$10 flat rate. This is also how buses are charged. He hopes that staff use discretion, especially with families, but explains that the per-person charge exists to prevent misuse, such as groups of people entering separately and then loading into one vehicle.

Helen Neff raises two concerns. First, she addresses a safety issue on State Route 28 near a scenic overlook, where people frequently make illegal left turns despite the lack of a left turn option, creating a dangerous situation. She also asks where the money from parking tickets goes, to which Tyler Kerver and Jonathan Brunjes confirm it goes to the state's general fund, and the park receives no direct benefit. Helen then asks about the East Shore Express, noting that \$85,000 is paid by the state parks to the Tahoe Transportation District to run the shuttle, which brings people to the park for free. She questions whether this will change with the new reservation system. Makaila Erdody clarifies that the East Shore Express riders do not pay, and Jonathan Brunjes adds that the contract remains in place for now but will be re-evaluated when it expires. Jonathan emphasizes that shuttles are crucial to solving traffic issues, so removing the service could worsen the problem. Helen suggests that passengers on the East Shore Express should contribute financially, and Jonathan agrees. She concludes by expressing concern about the condition of the park's restrooms during her last visit and suggests that the \$85,000 used for the shuttle might be better spent on staff wages, facility repairs, or additional lifeguards.

Incline Village resident Jeff Martin asks about notifying visitors with reservations about extreme weather conditions, such as high winds, and potential fire risks. Tyler Kerver responds that while they don't currently issue such alerts, the system could be adapted for that purpose. He notes that they already use the system to alert visitors about algal bloom risks at other parks, giving them the option to cancel or keep their reservations. This process could be similarly applied at Sand Harbor in the future. Jeff then raises concerns about the lack of inspections for kayaks and other non-motorized watercraft, noting that these could more easily transport invasive species, like quagga mussels, compared to motorboats. Makaila Erdody explains that at Sand Harbor, they do ask kayakers a series of questions about where the kayak has been used recently. If the kayak has been in a high-risk body of water, they direct the visitor to an inspection station for a free check before allowing them to launch. However, Jeff feels that the Tahoe Regional Planning Agency (TRPA), which

oversees boat inspections, should enforce stricter rules and potentially implement fees for non-motorized watercraft inspections.

Incline Village resident Pamela Mahoney Tsigdinos asks about the collaboration between Nevada State Parks and other western state parks that face similar wildfire evacuation threats. She seeks to understand their level of responsibility and how the community can assist in ensuring visitor and resident safety, given the growing threat of wildfires in the region. Jonathan Brunjes responds by explaining that Nevada State Parks works with other state park agencies across the country through the National Association of State Park Directors, where they discuss common issues. They also collaborate closely with the U.S. Forest Service and Nevada Division of Forestry, which helps manage the forests by reducing fire risks through maintenance like removing fuels and thinning tree stands. Jonathan highlights that during the Caldor Fire, park rangers assisted with evacuations in South Lake Tahoe and would do the same for Incline Village if necessary. He stresses that state park rangers are first responders and would focus on evacuating people safely. He encourages the community to support programs run by the Division of Forestry and the Forest Service, especially during legislative sessions, as public support is essential for securing funding for wildfire mitigation efforts.

7. CAB TOPIC BRAINSTORM

Alexandra Wilson, Washoe County Community Outreach Coordinator, provides an overview of the topics being developed for the Citizen Advisory Board (CAB), sharing a color-coded list that tracks progress. Topics include issues raised by CAB and community members, like cellular coverage and connectivity, e-bikes, trails analysis, and the expansion of the East Shore Trail. Alexandra mentions contacts in various agencies who are helping coordinate presentations, like technology services for the connectivity discussion and the USDA for trails. Several items are still pending, such as the Dignity Index (a topic discussed at the Board of County Commissioners), the Washoe Tahoe Transportation Plan (scheduled for December 16), and microplastics and water monitoring (with UC Davis contacts to be followed up later). The Tahoe Regional Planning Agency (TRPA) is set to present its Regional Transportation Plan in September. Some completed presentations include the Broadband Initiative, Climate Action Plan, and Reno Housing Authority updates.

Roxanna Dunn points out that e-bikes remain a recurring topic and will likely need to be addressed annually until a resolution is found. She also emphasizes the importance of discussing the East Shore Trail and the Washoe-Tahoe Transportation Plan, which is scheduled for December. Roxanna asks for clarification on the scope of the Transportation Plan, and Commissioner Alexis Hill explains that it includes public safety recommendations approved by the Board of Commissioners in 2023, with updates on progress. Roxanna also notes that there is significant concern about microplastics and water quality. She is working to schedule a presentation addressing the overall water quality of the lake. Additionally, she mentions plans to bring Kelly Echevaria, Washoe County Planner, back for an update on the evacuation dashboard, which is also a high priority. Roxanna invites further input from attendees on additional topics that should be included in future CAB discussions.

Kathie Julian brings up a concern about public noticing for developments, noting that the current notice range (500 to 750 feet) under the NRS (Nevada Revised Statutes) is sometimes insufficient for broader community awareness. She provides an example of a school expansion on McCourry Blvd. where nearby residents were not notified, despite the project's potential impact on them. Kathie suggests a discussion on expanding public notice requirements and possibly advocating for changes to the NRS through local legislators. Commissioner Alexis Hill acknowledges that the topic is appropriate for the CAB and mentions that Washoe County staff are working on a Planning 101 presentation to explain the county's development process, area plans, and their connection to NRS and County Code. This will be presented at a future CAB meeting. Alexandra Wilson adds that the Planning 101 presentation is scheduled for October 2nd for another CAB meeting, with planning staff and possibly district attorney staff attending. Regarding notices, she explains that since the CABs were reinstated in 2021, a two-track system was developed, expanding notifications beyond the 750-foot requirement. Residents can sign up for email lists and receive notifications for neighborhood development meetings, which are also posted on Nextdoor and targeted to specific neighborhoods. She encourages anyone not receiving notices to contact her for sign-up assistance. Roxanna Dunn remarked that we (Incline residents) would be interested in that and encouraged folks to put that on their calendar to listen in.

Diane Becker suggests that the two topic lists discussed during the meeting be posted on the CAB website so people can review them and submit additional ideas via email to Alexandra Wilson or Roxanna. She believes this would help generate more input on topics that might not have been raised during the meeting. Diane praises the list as a good starting point. Alexandra Wilson confirms that she can add the list to the website and suggests either placing it under the individual meeting section or in the general meeting schedule.

8. NEIGHBORHOOD DEVELOPMENT HUB

Alexandra Wilson notes no recent updates for District 1 but mentioning upcoming events in District 5 (Empire rezoning) and District 2 (Sunny Hills Easement Exchange). She explains how to use the online platform to track development projects, view details like developer info, meeting dates, recordings, and submit feedback. Users can also follow a project through its approval process, accessing documents, contacting planners, and seeing final outcomes. She gives an example of an Incline project where an appeal was denied and invites questions.

Roxanna Dunn mentions that the Short-Term Rental (STR) meeting was held last fall, with changes approved by the Board in December. Alexis Hill confirms that STRs will be reviewed annually, noting new stricter code requirements, including fees and clarifying that there can only be one STR per parcel. These updates will be implemented soon. Roxanna also mentions a soccer stadium proposal in District 2 (as asked by Diane Becker), which could impact traffic in Incline Village. Alexis Hill responds that the proposal is not moving forward as the Parks Board rejected it, and the County Commissioners will not review it unless it's resubmitted. The applicant is currently not interested in pursuing the project further.

9. APPROVAL OF MINUTES FOR THE MEETINGS OF JANUARY 22, 2024 AND FEBRUARY 26 2024

Roxanna Dunn addresses the approval of the January and February 2024 minutes, acknowledging the ongoing issues with completing the minutes and the delays, but suggests focusing on approving the most recent meeting minutes first while catching up on older ones later. Alexandra Wilson explains that additional staff have been brought in to assist with the backlog. While initially aiming to catch up by August, she now hopes to have all the minutes completed by September or October. She agrees to prioritize recent meeting minutes and work backward to address the delays.

Diane Becker, sharing Chris Wood's input, expresses concern about the current format of meeting minutes. Initially, the CAB agreed to have detailed, manuscript-style minutes, which made it easy to review and reference discussions accurately. Diane notes that while provides good summaries, these don't capture the full details of what was said, limiting the ability to use them for quoting or sharing with other boards. Diane advocates for returning to the previous format, where minutes were transcribed in detail, possibly by AI, allowing board members to edit and refine them. She also mentions that an AI-generated transcript could be added as a supplement for those needing a more in-depth record of the meetings, while the official minutes remain as summaries. Kevin Lyons adds that while the current minutes are good, attaching an AI-generated transcript would allow more detailed records for those who need them. However, Diane raises concerns that there is no longer access to audio or video recordings of meetings due to data limitations, making it difficult for the public to verify what happened. She believes the current system doesn't serve the community well and creates challenges for transparency and accountability.

Kevin Lyons suggests that transcripts could help address long-term storage issues by reducing the amount of data required compared to storing full audio or video recordings. He notes that while transcripts would be helpful, audio recordings would still be needed to create and verify the transcripts. He clarifies that while transcripts could be useful, legally the board is only required to approve meeting minutes, not full transcripts.

Alexandra Wilson explains, at the request of Roxanna Dunn, that the meeting minutes are formatted as summaries to remain consistent with the practices of the Board of County Commissioners and other citizen advisory boards. She acknowledges that efforts are being made to improve the accuracy of the summaries while capturing the sentiment of the discussions. Alexandra mentions that there were minimal edits to the January and February minutes from Chris Wood but will follow up for confirmation. She notes that while transcripts can be provided from Zoom, they won't be edited, as Zoom struggles with accuracy, especially when people use acronyms or fail to state their names. Additionally, the hybrid platform often attributes dialogue incorrectly (e.g., labeling a speaker as "Incline Village Library"). Regarding video uploads, Alexandra points out that meetings longer than two to two and a half hours fail to upload due to file size, and she offers to provide audio files instead, though she acknowledges that some people prefer not to use audio recordings.

Diane Becker raises a concern about meeting minutes and mentions that the County Manager had previously indicated that Incline Village could have full transcripts due to specific local issues. She clarifies that from the beginning, the expectation was to have detailed transcripts, not summaries,

and that this was communicated because of dissatisfaction when development issues were lost. Diane urges a return to full transcripts, which would better represent the community's concerns.

Kevin Lyons suggests using alternative AI tools, like Descript, to generate transcripts that identify multiple speakers, potentially improving the process.

Alexandra Wilson explains that they have explored different AI options, but none have been perfect in recognizing speakers or terms like acronyms. She emphasizes that the decision to use summary minutes is based on administrative capacity and consistency across CABs, to avoid giving different levels of service to various groups. Alexandra expresses willingness to work with the CAB to improve the process, including providing transcripts alongside summaries. Roxanna Dunn suggests piloting some of these ideas to see what works best.

Diane Becker then motions not to approve the January and February 2024 minutes until transcripts are attached, which Kevin Lyons seconds. After a brief discussion, the motion passes (5-0), and the minutes are not approved.

10. BOARD MEMBER ANNOUNCEMENTS/REQUESTS/DISCUSSION

Diane Becker informed attendees about a new proposal for IVGID on Ordinance 7, which is being discussed in October. She mentioned that the proposal was introduced by the Interim Parks Director who is now also Interim General Manager. Although the Interim General Manager has not reviewed the proposed changes herself, Diane received a detailed analysis from a staff member who suggested the numerous revisions. She encouraged Incline Village residents to review the proposed changes and attend the meeting on Wednesday if they have concerns or disagreements with the proposed revisions.

Kevin Lyons expressed frustration about not receiving a document or answers from the Tahoe Transportation District (TTD), despite their acknowledgment of its existence. He mentioned that TTD is using a California lawyer for legal advice, which he found unusual. Kevin is continuing to follow up with them and will update the group on whether they comply with the law or if further steps are needed to enforce compliance.

11. GENERAL PUBLIC COMMENT

Kathie Julian discussed the shortcomings of the Nevada Revised Statutes (NRS) regarding neighborhood meeting notices, citing a recent example where the wrong residents were notified about a school project. She suggested that the Citizen Advisory Board (CAB) advocate for a more common-sense approach to notification and involve state legislators Lisa Krasner and Rich Long in this effort. Second, Kathie supported the idea of using AI-generated transcripts as a supplemental record for meeting minutes. She noted that community forums have successfully used AI to create detailed records and believes this approach could benefit the county without adding extra work for staff.

Rhonda Tycer explained how she creates minutes for the community forum, admitting she initially did it manually by listening to videos and typing out everything, which she described as a time-consuming and tedious process. However, she recently received an AI-generated transcript of closed captions from Amanda McPhail, which made the process much easier. Despite occasional errors due to AI not recognizing certain names or places, Rhonda found it helpful. She recommended using AI to generate transcripts from videos with captions, suggesting that McPhail and Crockett could assist with this process. Roxanna noted that she would look into it with Alexandra and/or John Crockett.

12. ADJOURNMENT- - The meeting adjourned at 7:32 p.m.