



CITIZEN ADVISORY BOARD
HANDBOOK

Citizen Advisory Boards are an invaluable source of information and feedback for Lyon County's elected and appointed officials.



Welcome to the Lyon County Citizen Advisory Board!

You have accepted an important responsibility to help Lyon County government be responsive to the needs of your neighborhood and community. This handbook has been prepared in an effort to help you better understand the purpose of Citizen Advisory Boards (CAB), along with your responsibilities and duties.

Lyon County has provided this copy of the handbook for you to keep. It is presented in a looseleaf format so that it may be updated as needed. Feel free to make notes, underline, and use it as a working tool and guide. It should prove to be a valuable resource to you during your term on the Citizen Advisory Board.

Citizen Advisory Boards are an invaluable source of information and feedback for Lyon County's elected and appointed officials. Your decision to become involved in and improve our local government is an admirable one. On behalf of the Board of County Commissioners, we would like to thank you for your participation.

Sincerely,

Lyon County Board of Commissioners

District I: John Cassinelli
District II: Scott Keller
District III: Tammy Hendrix
District IV: Robert Jacobson
District V: Dave Hockaday

27 S. Main Street
Yerington, Nevada 89447
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INTRODUCTION

Citizen Advisory Boards (CABs) help to identify issues of importance to their communities and facilitate the flow of information between the Board of County Commissioners and the public. With a growing population and diversification of interests, it has become increasingly difficult for the five County Commissioners to identify, prioritize, and address the concerns of their constituents. You can help the Commissioners be more aware of the concerns of your community and issues that impact the County as a whole.

Secondly, we need the advisory boards to increase public awareness and citizen participation on issues impacting their communities. Our goal is for citizens to better understand decisions made by County Commissioners, and to ensure that their voices and input are heard and considered in connection with those decisions.

The CAB Chair is the primary contact person responsible for communication with the Board of County Commissioners. Other CAB members are generally expected to direct communication through the Chair but may communicate directly in the event of the Chair's unavailability or as otherwise necessary. Nothing herein restricts the right of any CAB member to make public comment or express his/her views in accordance with state and federal law. A list containing the name of each board member, along with contact information, and the CAB's meeting times is available for public distribution. Contact the Commissioners' office at 775-4636531.

Areas of concern to a CAB may include neighborhood cleanup, animal control, land development, garbage pickup, park development, rezoning, street lighting, annexation, road maintenance concerns and other issues that fall within the jurisdiction of the Board of county Commissioners. Essentially, a Citizen Advisory Board may address any issue that is of concern to the community and within the control of the Board of County Commissioners.

While Citizen Advisory Boards study and give input on these types of public issues, they are not responsible for the actual preparation of policies or programs. Their purpose is to communicate ideas and concerns to the County Commissioners. The Commissioners retain all decision-making authority vested in them under federal, state, and local laws, codes or regulations.

Monthly CAB meetings to discuss issues and concerns are open public meetings. These meetings are a forum for people with varying backgrounds, experiences, and preferences to be heard on issues that relate to their communities. CABs are expected to make every effort to create an atmosphere that is open, tolerant, and ultimately conducive to this purpose. CABs may place reasonable time, place, and manner restrictions on the speech of their attendees but should never prohibit speech on the basis of the speaker's viewpoint. In addition, the CAB meetings are subject to the rules and requirements of the Nevada Open Meeting Law.

CABs are otherwise governed by the bylaws adopted by the Board of County Commissioners. These bylaws function largely as a set of standard operating procedures for the conduct of CAB meetings and affairs. CABs have discretion within the bylaws to operate in a manner that accomplishes their core purpose: to encourage public input in government and facilitate the presentation of that input to Lyon County's elected governing body.

The Board of County Commissioners will appoint CAB members for staggered two-year terms which begin January 1 of each year. The geographic area of responsibility for each Citizen Advisory Board is defined by boundaries that have been adopted by a resolution of the Board of County Commissioners when each CAB was formed.

Additional information regarding the operation of CABs is set forth herein and in the bylaws. The Commissioners believe that citizens can and should make a real contribution to County government, and it is in this spirit that the Commissioners offer this guidance on the efficient and effective operation of CABs.

VOLUNTEER STATUS

As a CAB member, you are considered a volunteer of Lyon County. This means you are providing service to the County for civic, charitable, or humanitarian reasons without any expectation of compensation other than paid expenses or nominal fees or benefits as may be allowed. Some of your core rights and responsibilities as a volunteer are set forth below.

- 1 If a civil action is brought against you alleging an act or omission within the course and scope of your volunteer service, you may request a defense and indemnification. This request must be made in writing to the District Attorney within 15 days after service of the summons and complaint.
- 2 If you are injured within the course and scope of your volunteer duty, you will be covered by the County's workers' compensation system. In the event of such an injury, you must immediately notify Lyon County Human Resources and follow the procedures and instructions of Lyon County and its workers' compensation claims administrator.
- 3 If you are involved in an accident or an incident in the course and scope of your volunteer duties which results in property damage or injury to any person, you must contact the Comptroller's Office or the County Risk Management Division (463-6510) within three working days of the accident or incident. Risk Management personnel will guide you through the appropriate follow-up steps.
- 4 You are required to be familiar and comply with the portions of the Lyon County personnel policies pertaining to volunteers, including but not limited to the policies pertaining to ethics, use of County property, harassment, discrimination, drug and alcohol use, and workplace violence. Lyon County's personnel policies are available online (<https://www.lyon-county.org/569/Policiesand-Labor-Contracts>) or through Lyon County Human Resources.
- 5 You are required to be familiar and comply with the provisions in this Handbook, including without limitation the provisions concerning training requirements, record-keeping requirements and practices, and Open Meeting Law compliance.

Other rights and responsibilities are set forth under applicable laws, regulations, and codes, in Lyon County's policies, in this handbook, and/or in the CAB's bylaws.

INTERACTION WITH LYON COUNTY MANAGER'S OFFICE

The County Manager's office provides the primary administrative assistance to the CABs. Other County departments will assist and provide information to a CAB on specialized issues. It is important to remember that communication with County staff is no substitute for direct contact and communication with the County Commission. Staff assistance serves to supplement and aid in such communication, not to replace it.

Field trips for CAB members shall not be taken unless the trip has been authorized by the County Manager's Office. The County is responsible for organizing the field trip and providing transportation to and from the field trip site. A County staff member from the organizing County agency must accompany the CAB members on the field trip. The field trip must also be noticed as a public meeting and comply with the Nevada Open Meeting Law requirements.

Below are examples of common CAB tasks on which the County Manager's Office will provide assistance:

- ✓ Advertise membership vacancies quarterly
- ✓ Coordinate appointments of applicants
- ✓ Facilitate open communication between Advisory Boards, government agencies and other citizens
- ✓ Review and approve CAB meeting agendas
- ✓ Monitor publication of each board agenda, minutes, and audio
- ✓ Arrange for board membership trainings
- ✓ Coordinate with the County Commission for the approval of modifications to resolutions
- ✓ Arrange special community meetings regarding topics or issues of critical importance
- ✓ Purchase and send required items necessary for board business. E.g. paper and ink (Please notify the office to request supplies)
- ✓ Copy of the Master Plan elements and the appropriate area plan(s) with color map inserts, free of charge
- ✓ Maps will be provided to each board upon request by the Chair. (1) 36" x 48" unmounted color display Land Use Map, (1) 36" x 48" unmounted color display Citizen Advisory Board boundary map, (1) 11" x 17" unmounted color display area-wide Citizen Advisory Board boundary map
- ✓ Provide administrative assistance
- ✓ Retain Notice of Meeting

BEST PRACTICES

CAB members are expected to do the following when conducting their affairs and operations.

- ✓ Notify the appropriate Lyon County department when the Board wishes staff to attend a meeting. The request for staff attendance and/or a County Commissioner should be made at least two weeks before the scheduled meeting
- ✓ Utilize the County email address assigned to you, for board business and communication with County staff
- ✓ Email agendas five days before required posting day by 1:00 pm
- ✓ As soon as you know a meeting will be canceled, submit a *Meeting Cancellation Notice* to the Liaison to be posted to the Lyon County website and board (Also, notify staff and Commissions of meeting change)
- ✓ Turn in final minutes, agendas and audio monthly to the County Manager's Office, and save to the Google Share drive
- ✓ Utilizing the Letter of Transmittal to communicate with the Commissioners to report recommended direction of concerns within your community
- ✓ Forward any correspondence to the County Manager/County Commission office for the public record files
- ✓ Attend Board of County Commissioner meetings and participate when applicable to give Advisory Board Reports

NON-COMPLIANCE

Non-compliance with the above best practices or with any other requirement in this handbook may result in termination of service as a CAB member. The County Manager's Office will provide non-compliant members with written notice of non-compliance. In the event of three instances of non-compliance, an agenda item will be presented to the Board of County Commissioners to discuss the non-complaint member's continued service on the CAB.

Nothing in this section shall be construed to limit the Board of County Commissioners' authority regarding CAB appointments, censures, or removals. The Board of County Commissioners reserves the right to exercise that authority to the fullest extent permitted by law. The intent of this section is thus not to provide any type of due process entitlement to CAB members, but rather to establish a framework for ensuring that repeated infractions of this handbook (even those that would not alone warrant termination of service) are brought to the Board's attention.

TRAINING

Lyon County provides training to all new and existing CAB members.

The appointment of all new CAB members shall be conditional upon completion of mandatory training (among other onboarding tasks) as set forth in the new CAB member's welcome letter. New CAB members shall have 30 days from receipt of the welcome letter to complete the required training and onboarding tasks. Absent good cause, failure to complete the required training in a timely manner shall result in revocation of appointment. It shall be the responsibility of the new CAB member to provide written notice to the County Manager's Office of completion of these tasks within the 30-day period referenced above. No new CAB members shall be sworn in and/or take their seat on an advisory board until they have successfully completed the mandatory training and other onboarding items referenced in their welcome letter.

Existing CAB members shall complete training on an annual basis. The County Manager's Office shall provide a reasonable timeframe (not to exceed 60 days) within which to complete all required annual training. Failure to timely complete such training shall constitute noncompliance with this Handbook. After the first notice of noncompliance, additional notices of noncompliance may be issued for each subsequent 14-day period in which the member remains noncompliant. As set forth in the preceding section, receipt of three notices of noncompliance by a member will result in an agenda item being brought before the Board of County Commissioners for discussion of that member's continued service on the advisory board.

E-MAILS

Lyon County has established group email addresses for each board to utilize as a means of communication between staff, the Board of County Commissioners and the public. The Chairman is responsible for disseminating the contents to board members. When using County email, the following is expected:

- Do not delete emails
- Do not "reply all" to emails that include all board members or otherwise conduct discussions with a quorum of Board members electronically
- Respond to emails at the next scheduled board meeting as needed for discussion
- If you receive a CAB related email to your personal email address, forward the email to the CAB email, and then reply

OPEN PUBLIC MEETINGS

CABs are subject to the Nevada Open Meeting Law and as such are responsible for complying with all open meeting law requirements under NRS 241.

CAB members should be familiar with the Nevada Open Meeting Law Manual and should reference that manual frequently when preparing meeting notices and conducting their affairs. The manual is available here: http://ag.nv.gov/About/Governmental_Affairs/OML/. CAB members are strongly encouraged to utilize the Compliance Checklist beginning on page 8 of the manual to ensure compliance with Open Meeting Law requirements. In addition, CAB members are encouraged to seek guidance from the County Manager's office as necessary. The following section of this handbook is intended to provide an overview of the Open Meeting Law requirements but is not exhaustive. It is the responsibility of CAB members to ensure compliance with all Open Meeting Law provisions.

AGENDA REQUIREMENTS

The public's notice of a meeting is the agenda. Agendas must be posted 3 working days in prior to the meeting (Not including Holidays). The agenda should be concise, but inclusive enough to give the public fair notice of the matters to be discussed.

The agenda must also include:

- The time, place and location of the meeting.
- Where the agenda has been posted.
- The CAB email, name and contact information for the person.
- Clear and complete statement of all topics to be discussed or considered.
- Inform the public that items may be taken out of order, combined for consideration, or delayed or removed at any time.
- 2 periods for public comment at the beginning and end.
- Denote the term "for possible action" next to the appropriate item or, "for discussion/presentation only."

Topics not properly noticed on the agenda cannot be discussed at a CAB meeting.

The agenda must follow this order of business:

1. Call to Order
2. Notification that:
 - Items on the agenda may be taken out of order;
 - The public body may combine two or more agenda items for consideration; and
 - The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
 - Any restrictions on comments by the general public. Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.
3. Roll Call/Determination of a Quorum
4. Public Participation
5. Review and Adoption of the Agenda
6. Body of Meeting Items (Minutes, Comments/Reports/Public Hearing Items)
7. Public Participation
8. Adjournment

AGENDA FORMAT

**NAME OF BOARD
DAY/DATE/TIME
LOCATION/BUILDING & ADDRESS
AGENDA**

(Zoom Information as needed)

You can also provide public comment for this meeting by sending us an email to [**NAME OF CONTACT and CAB EMAIL**], the day prior to the posted meeting date.

(Action will be taken on all items unless otherwise noted)
(No action will be taken on any item until it is properly agendized).

To avoid meeting disruptions, please place cell phones and beepers in the silent mode or turn them off during the meeting. The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. Items may be combined for consideration and items may be pulled or removed from the agenda at any time. Restrictions on comments by the general public: Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.

1. Call to Order
2. Roll Call: Determination of a Quorum
3. Pledge of Allegiance
4. Public Participation (no action will be taken on any item until it is properly agendized) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.
5. For Possible Action: Review and adoption of agenda

6. For Possible Action: Approve Minutes of **DATE**
7. Community Reports
8. For Discussion & Possible Action: Special Use Permits
 8. a. Add **STAFF LANGUAGE**
9. Correspondence
10. Chair & Board Member Comments
11. Public Participation (no action will be taken on any item until it is properly agendaized) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.
12. Adjourn

Members of the public requesting meeting support materials may contact NAME of Advisory Board via email at: **ADD CAB EMAIL**

This agenda has been posted in accordance with the open meeting law at the Lyon County Administrative Complex and on the Lyon County and Nevada State Websites; <http://www.lyon-county.org>, <https://notice.nv.gov/Notice>

ADA and Disability Language.....

NOTICE OF MEETING

As set forth in the Open Meeting Law, the notice of meeting must be posted at the principal office of the public body, and on the Lyon County and official website of the State pursuant to NRS 232.2175 not later than 9 a.m. of the third working day before the meeting is to be held. If the meeting is held using a remote technology system pursuant to NRS 241.023 and has no physical location, the public body must also post the notice to the County and State website.

Once an agenda is sent in to be posted, staff will respond via email that your agenda has been posted to the board (principal office of the body), the Lyon County Website and the State Website. Staff will retain documentation of Notice of Meetings.

VIRTUAL MEETING REQUIREMENTS

NRS 241.023 Requirements for holding meeting by teleconference or videoconference.

The procedure followed by Lyon County is as follows:

1. A public body may conduct a meeting by means of teleconference or videoconference if:
 - A quorum is actually or collectively present, whether in person or by means of electronic communication; and
 - There is a physical location designated for the meeting where members of the public are permitted to attend and participate.

2. If any member of a public body attends a meeting by means of teleconference or videoconference, the chair of the public body, or his or her designee, must make reasonable efforts to ensure that:
 - Members of the public body and members of the public present at the physical location of the meeting can hear or observe each member attending by teleconference or videoconference; and
 - Each member of the public body in attendance can participate in the meeting. (Added to NRS by 2019, 3618)

3. If a public body holds a meeting using a remote technology system pursuant to NRS 241.023 and has no physical location for the meeting, the public body must:
 - Have an Internet website; and
 - Post to its Internet website:
 - The public notice required by this section; and
 - Supporting material not later than the time the material is provided to the members of the governing body or, if the supporting material is provided to the members of the governing body at a meeting, not later than 24 hours after the conclusion of the meeting

Guidelines for Conducting Virtual Meetings:

- The Chair will be responsible for setting up meetings; but can delegate the task to the Vice Chair or Secretary
- The CAB Chair should control the meeting
 - Start Zoom meeting fifteen minutes early
 - Record Meeting
 - Call on Board Members, or the public to speak during public participation (Allow participants time to unmute themselves)
 - End Zoom meeting and save recording to be retained in Google Drive
- Speakers must identify themselves
 - Board members must state their name when the meeting is called to order; stating their vote and in order not to speak over members
 - The public must state and spell their name for the record

- The Chair should communicate all sides of any discussion and ensure that its presentations to the Board of County Commissioners are accurate, fair, and complete
- Any written public comment received the day of the Board meeting will be compiled and added as late backup and presented during the meeting. The material must be given to the County Manager's office the next business day to be added to the agenda and posted online
- Chat boxes are prohibited to be used during the meeting
- There can only be one meeting scheduled at a time
- If there is any discrepancy of whether the meeting was shared properly, E.g. the incorrect link was given, then the meeting shall be canceled and the Liaison notified • All members will attend via Zoom

Hybrid Meetings shall be approved by the County Managers office. A written request with a plan including process for Open Meeting Law requirements will be submitted for approval.

MEETING MINUTES

The County Manager's Office will keep written minutes of meetings for at least five years. The following requirements and guidelines apply to the keeping of minutes:

- Must include the date, time, address and place of the meeting
- Members in attendance, whether in person or by means of electronic communication, and those who were absent. (The Chair must state whether any absent member's absence is excused or unexcused)
- State the substance of all matters proposed, discussed or decided
- Reflect each member's issues and concerns on any matter
- Reflect each member's vote on any matter
- Substance of remarks made by members of the general public who address the body if so requested by that person
- *Minutes should reflect what happened at the meeting.*
- Minutes belong to the CAB, and are not open for comment from the audience under the section of the agenda to approve the minutes • Minutes must be approved in total
 - If a portion of the minutes are questioned, the entire set of minutes should not be approved until the questionable section is clarified or corrected as necessary
 - The corrections will be reflected in the current meeting's set of minutes and approved at the following meeting
- Information regarding an item on the agenda of a past meeting cannot be submitted for inclusion in the minutes after the minutes of that meeting have been approved
- The gist (not verbatim) of spoken comments will be reflected in the minutes
 - If a speaker desires that his/her written comments be part of the public record,

- The speaker must read the comments verbatim, specifically request that the written comments be included in the public record, and
- Provide a copy of the written comments to the Chair (or recording secretary)
- These written comments will be either reflected verbatim in the minutes or will be attached to the minutes
- All other information provided by a speaker or citizen (e.g. handouts, pictures, correspondence, etc.) should be provided to the Chair (or recording secretary) for inclusion as part of the CAB meeting's public record
 - These documents will be kept in the public file repository, but will not be a part of the minutes

It is the CAB Chair's responsibility to forward any correspondence noted on the minutes/record to the County Manager/County Commission office for the public record files.

The law provides that the minutes are public records and have permanent value. The minutes must be retained by the public body for five years. The Advisory Board shall approve the minutes of a meeting within 45 days after the meeting or at the next meeting of the public body, whichever occurs later. The Commissioner's/County Manager's office is the public body designated to retain these records for the Citizen Advisory Boards. The minutes or an audio recording of a meeting made must be available for public inspection within 30 working days after adjournment of the meeting. Meetings must be recorded in addition to the written minutes. The audio tape must also be retained by the County Manager's for three years.

GUIDELINES FOR CONDUCTING EFFECTIVE MEETINGS

- There must be a quorum of members present in order to conduct a meeting. State Law defines a quorum as a simple majority of the constituent members of a public body
 - If there is not a quorum, start your meeting and turn on your audio recording device. State the beginning as you normally would. At attendance announce who is present and absent. Announce the meeting is cancelled due to a lack of a quorum.
- The CAB Chair should control the meeting
- Follow process as outlined for Virtual Meetings (Zoom)
- The Chair should make sure everyone has a chance to speak under appropriate items, but can limit the time and content
 - If the person speaking is repeating concerns already expressed by another, the Chair can so state and limit that person's time. Use courtesy and common sense.
- The Chair runs the meeting; the audience does not. It is up to the Chair and his/her colleagues on the CAB to decide how or if input from the audience is presented to the Board of County Commissioners.

- However, the CAB should communicate all sides of any discussion and ensure that its presentations to the Board of County Commissioners are accurate, fair, and complete.
- When addressing Lyon County Staff or the public, the Board members shall remain professional and courteous at all times
- The Chair can call a recess or adjourn the meeting, with a motion and approval by the rest of the CAB, if the crowd is so disruptive that the CAB cannot continue to conduct business
- Remember CAB members are not elected officials
 - They are listeners to and voices of their communities, and they are not vested with authority to take action on behalf of Board of County Commissioners
- CAB members should be prepared to generate discussion and provide comments on certain issues of interest to the community, irrespective of the popularity of their position or the controversial nature of the issue
- Proxy voting is not allowed
- The Chair can note the receipt of correspondence and summarize the contents, but the correspondence need not be included in the minutes
 - The Chair can request the recording secretary provide follow-up letters
 - If correspondence is noted on the record by the Chair, that correspondence must be available during the meeting for the public to review
 - Public records requests for the correspondence must be referred to the County Manager's/County Commission Office
- Comments from the public during the two public comment agenda items are for matters either on or off the agenda
 - The Open Meeting Law allows CAB members to respond to items raised during public comment items, but does **not allow CABs to take action on them.** However, staff highly recommends that CAB members NOT discuss matters brought up during public comment items to avoid any possibility of an Open Meeting Law violation for deliberating on an item not properly noticed on an agenda.
 - If appropriate, an item raised during public comments may be scheduled for a future CAB meeting.
- Public testimony will be heard on action items
 - This period must be opened by the chair prior to action being taken by the Board, then closed after all have spoken
- Speakers must identify themselves
- Appointment of officers will be held annually or as vacancies occur. The appointment for officers shall be held during a regular CAB Board meeting and will be agendaized. The term of office for each officer will end December 31st. Annual appointment of officers

shall be completed by the first meeting in January. Newly appointed officers will assume office immediately upon appointment

- If a new Chair is elected, the old Chair will immediately relinquish chairmanship of the meeting to the new Chair who will chair the remainder of the meeting
- A CAB should not elect a member who is not present at the meeting. (However, if an absent member is appointed to an office, the appointment is contingent upon the member agreeing to hold the office)
- If an absent member is elected as the Chair, the current Chair will remain as Chair until the absent member agrees to hold the office of Chair
- In the event a vacancy is created during an officer's term, the Board will conduct a special appointment to fill the vacancy at their next regular meeting

COMMUNITY DEVELOPMENT PROCESS

The Citizen Advisory Board meetings provide a public forum within a community to receive input from residents regarding issues affecting their neighborhoods. The reports received from the board meetings are forwarded by the Chair or secretary to the Planning Department for inclusion in the staff reports. The reports are to provide input for consideration by the Planning Commission and the Board of Commissioners with regard to these issues. Advisory Boards do not approve or deny any phase of a project. The Planning Commission and Board of County Commissioners consider the input of the report from the Advisory Boards in facilitating their final decisions.

The Lyon County Code requires Citizen Advisory Boards to be notified of certain development applications within their geographic area of responsibility. These applications include Master Plan Amendments and Specific Plans, Development Agreements, Code Amendments, Parcel Maps, Division into Large Parcels maps and Reversion to Acreage maps, Conditional Use Permits, Tentative Subdivision Maps, Zone Changes and Planned Unit Developments and Major Variances. The applications are distributed to the CABs through the Agency Review process. The advisory board is responsible for scheduling the above mentioned on the agenda for community review. Staff may also provide development applications to a board that they believe may have an impact on a community, even though the Development Code does not mandate notice to the CAB.

If you do not receive any application packets, that usually means there have been no development applications submitted that month within your CAB area. You are welcome to confirm this by calling the Planning Department at (775)463-6592. If you have reviewed a project at a CAB meeting, it is the responsibility of the CAB Chair to transmit any and all comments derived from the CAB meeting to the Planning Department.

CAB Agendas

Once an applicant formally submits an application for a development project to the Planning Department, an NRS mandated time frame begins. These applications must proceed through the review process within the mandated time frame unless the applicant requests a postponement, continuance or withdraws the application. Therefore, it is very important that these items be placed on the agenda of your next regularly scheduled CAB meeting for review and comment. In most cases, the only other time you will have a chance to comment on proposals is at a public hearing before the Planning Commission (PC) or Board of Commission meeting.

If there are any questions regarding agenda items received from the Planning Department, the chair should contact them to resolve any issues. After the chair has approved the agenda it is then published.

If an application (project) lies within the geographic area of responsibility of your CAB, you will receive an application packet as submitted to the Planning Department.

It is important for the CAB to discuss these development application items at the CAB meeting for which they are scheduled. Again, there is a mandated window of time for review. If you have to postpone an agenda item because the meeting is running long, the postponed item should not be an application/project agenda item that has a mandated time review.

For your information, there is **no legal requirement for applicants to attend the advisory board meetings**, even though staff strongly encourages their attendance. It is therefore, inappropriate for the board to “deny” a project based on the applicant’s absence from the meeting. The board should allow discussion of the project from both the public and applicant to gather all information to be included in the Letter of Transmittal. This includes questions posed that could not be answered because there was no representation from the applicant. If the advisory board believes there is not enough information to make a recommendation or comment on the application, you should also communicate that in the report. The Board of County Commissioners need all the issues and concerns discussed at the advisory board meeting to facilitate their decisions. You can, of course, always speak to the Planning Department or the applicant(s) prior to the meeting for additional information.

For additional information on the Development Application Review Process, please contact the Lyon County Planning Department (775) 463-6592.

LYON COUNTY PLANNING COMMISSION

The Lyon County Planning Commission is a citizen commission appointed by the Board of County Commissioners. The commission acts as an Advisory Council to the Board of County Commissioners in such areas as adoption of the Master Plan and Development Code. The Planning Commission makes decisions on Conditional use permits, approves tentative parcel maps, and exercises other responsibilities as set forth in Lyon County Code. Planning Commissioners can be contacted by writing a letter of Transmittal and submitting the report to the Community Development and County Manager's office via email.

BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners is the legal governing body of Lyon County. The board consists of five members elected from individual districts in the County for a staggered four-year term. All Commissioners can be contacted via email or by submitting a letter of Transmittal report to the County Manager's office. As of calendar year 2021, the Commissioners are as follows:

District I: John Cassinelli, jcassinelli@lyon-county.org
District II: Scott Keller, skeller@lyon-county.org
District III: Tammy Hendrix, thendrix@lyon-county.org
District IV: Robert Jacobson, rjacobson@lyon-county.org
District V: Dave Hockaday, dhockaday@lyon-county.org

WEBSITES

The [Agendas](#), Citizen Advisory Board Handbook and minutes are available online at the [Lyon County Website](#).

[Citizen Advisory Board Ordinances, Bylaws & Resolutions](#) can be found online at the Lyon County Website in County Codes.

Statutes can be found at the [Nevada Legislature website, CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES](#).

The [Nevada Open Meeting Law Manual](#) can be found at [The Official Nevada Attorney General Website](#).

The full Nevada Revised Statutes (NRS) Chapter 241—Meetings of State and Local Agencies—can be found at: <https://www.leg.state.nv.us/nrs/NRS-241.html>

Lyon County Website: www.lyon-county.org

Nevada Legislature: <https://www.leg.state.nv.us/NRS/NRS-241.html>

The Official Nevada Attorney General Website: <http://ag.nv.gov/>



LYON COUNTY PERSONNEL POLICY ACKNOWLEDGEMENT

I understand that I am expected to read and understand this handbook, the Citizen Advisory Board bylaws, the Lyon County personnel policies, and the applicable portions of the Lyon County code. I further understand that I am governed by these documents, and that failure to comply may result in termination of my volunteer service. I acknowledge that I am providing this service freely, for civic, charitable, or humanitarian reasons, and without any expectation of compensation. I understand that I have no property right in the continuation of my volunteer service and that such service is terminable at-will by me or by Lyon County. If I have questions concerning the applicable governing documents or my role as a Citizen Advisory Board member, I will bring it to the attention of the Lyon County Manager's Office.

I also understand that Lyon County may change, rescind or add to the applicable governing documents without prior notice, at the sole and absolute discretion of Lyon County, provided such changes, rescissions and/or additions are not prohibited by law.

Citizen Advisory Board Member Signature

Date

Print Name

APPENDICES

APPENDIX A: Agenda Format

APPENDIX B: Meeting Minutes Format

APPENDIX C: Letter of Transmittal

APPENDIX D: CAB Bylaws and Resolution

APPENDIX E: Receiving Agenda Instructions APPENDIX

F: Google Drive Instructions

APPENDIX A: Agenda Format

(See Attached)

ADVISORY BOARD NAME

Day, Month/Date 2022 at TIME

BUILDING NAME ADDRESS

You can also provide public comment for this meeting by sending us an email at CAB EMAIL, the day prior to the posted meeting date. Be sure to type, PUBLIC COMMENT, in the subject line.

(INSERT ZOOM IFORMATION IF NEEDED)

A G E N D A

(Action will be taken on all items unless otherwise noted)

(No action will be taken on any item until it is properly agendized).

To avoid meeting disruptions, please place cell phones and beepers in the silent mode or turn them off during the meeting.

The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. Items may be combined for consideration and items may be pulled or removed from the agenda at anytime.

Restrictions on comments by the general public: Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.

1. Call to Order
2. Roll Call: Determination of a Quorum
3. Pledge of Allegiance
4. Public Participation (no action will be taken on any item until it is properly agendized) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.
5. For Possible Action: Review and adoption of agenda
6. For Possible Action: Appoint board Chairman, Vice Chairman and Secretary for 2022.
7. For Possible Action: Approve minutes of meeting of December 5, 2021
8. Community Reports
 - A. Lyon County Commissioner/Manager Office
 - B. Silver Springs/Stagecoach Hospital Board of Trustees

- C. Public Safety: Sheriff Department/NHP
- D. Animal Services
- E. Central Lyon County Fire and Rescue
- F. Central Lyon County Parks and Recreation

- 9. Correspondence
- 10. Chair & Board Member Comments
- 11. Public Participation (no action will be taken on any item until it is properly agendaized) - It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.
- 12. Adjourn

This agenda has been posted in accordance with the open meeting law at the Lyon County Administrative Complex and the County and State website. <http://www.lyon-county.org>; <https://notice.nv.gov/Notice>

Members of the public requesting meeting support materials may contact Stagecoach Advisory Board via email at: **CAB EMAIL**

Lyon County recognizes the needs and civil rights of all persons regardless of age, race, color, religion, sex, handicap, family status, or national origin. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternate means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and T) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found on-line at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov

T.D.D. services available through 463-2301 or 463-6620 or 911 (emergency services) notice to persons with disabilities: members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Commissioners'/Manager's office in writing at 27 S. Main Street, Yerington, NV 89447, or by calling (775) 463-6531 at least 24 hours in advance

Lyon County is an equal opportunity provider. Agenda is Available at www.lyon-county.org

APPENDIX B: Meeting Minutes Format

(See attached)

ADVISORY BOARD NAME
DAY, DATE, 2022 at TIME
BUILDING NAME
ADDRESS

1. Call to Order

Chair....called the meeting to order at 7:00 PM.

2. Roll Call: Determination of a Quorum

Present: John Smith

Via Zoom or Telecommunication: Cindy Smith

Absent: (Excused or not)

3. Pledge of Allegiance

4. Public Participation

Darcy Johnson gave her concern of....

5. For Possible Action: Review and adoption of agenda

John Smith moved to approve the agenda as presented, Cindy Smith seconded and the motion passed 5-0.

6. For Possible Action: Appoint board Chairman, Vice Chairman and Secretary for 2022.

John Smith moved to appoint..... as board Chairman,as Vice Chairman and as Secretary for 2022, Cindy Smith seconded and the motion passed 5-0.

7. For Possible Action: Approve minutes of meeting of May 5, 2021

John Smith moved to approve minutes of meeting of May 5, 2021, Cindy Smith seconded and the motion passed 5-0.

8. Community Reports

A. Lyon County Commissioner/Manager Office

Advisory Board Liaison Erin Lopez sent in an email to inform....

B. Silver Springs/Stagecoach Hospital Board of Trustees

Stagecoach Hospital Board of Trustees Johnathon Torres gave a report of the budget. The hospital funding is on target for the year 2022 with a balance of \$4000, 00.

C. Public Safety: Sheriff Department/NHP There were none given.

D. Animal Services There were none given.

E. Central Lyon County Fire and Rescue

DAY, DATE, 2022 at TIME
BUILDING NAME
ADDRESS

Fire Chief Dan Smith gave a report for the increased fire hazards due to the lack of precipitation and dry vegetation.

F. Central Lyon County Parks and Recreation

Chairman Scott Keller gave a projects update for 2022. They are working towards installing new equipment at the Dressler Park by May.

9. Correspondence

Chair John Smith reviewed the correspondence received. Sarah Baker sent in a request for observation at the schools. There is an increase of traffic creating safety concerns.

10. Chair & Board Member Comments

Chair John Smith requested an agenda item at the next meeting to discuss traffic at the school.

Cindy Smith gave a report of the Board of Commissioners meeting she attended. They reviewed the progress of the lands bill, they are still collecting input. She will attend future meetings to keep up to date.

11. Public Participation

There was no public participation given.

12. Adjourn

Chair John Smith adjourned the meeting at 8:05 PM.

APPENDIX C: Letter of Transmittal

(See attached)



Citizen Advisory Board

Letter of Transmittal

Meeting Date: _____

Advisory Board: _____

Please select which board this item is to be brought before:

Board of Commissioners _____, (and/or) Planning Commission _____

Agenda Item:

Recommended Motion and/or Report:

Advisory Board or Public Concerns:

Submitted By: _____

Mail to: Lyon County Managers Office, 27 S. Main Street, Yerington, NV 89447

Email to: mtapia@lyon-county.org

Page | 1

APPENDIX D: CAB Bylaws and Resolution

(See attached)



LYON COUNTY CITIZEN ADVISORY BOARD BY-LAWS

ARTICLE I - General

1. Citizen Advisory Boards are established by the Lyon County Commission to represent residents of Lyon County in designated geographical areas. Citizen Advisory Boards provide information and recommendations to the Lyon County Commission and to other appointed Lyon County boards and commissions. Within their respective geographic area of responsibility, Citizen Advisory Boards:
 - a. Provide input on land use, services, budget, taxes and other matters;
 - b. Represent the views and concerns of citizens in a fair and equitable manner;
 - c. Serve as a liaison between the citizens of Lyon County and the County Commissioners; and,
 - d. Disseminate information to the citizens on issues of concern.
2. Citizen Advisory Board members should strive to keep the citizens within their geographic areas of responsibility informed. Information provided to the Citizen Advisory Boards should be distributed by the advisory board members to the citizens to the maximum extent possible.
3. Citizen Advisory Boards act in an advisory capacity only. Issues of concern noted by the Citizen Advisory Board shall be presented to the appropriate Lyon County Board, commission, department, or liaison either in writing or at a public meeting.
 - a. Citizen Advisory Boards shall record any concerns or issues during advisory board meetings and provide this information to the appropriate board, commission, department or liaison. The advisory board may also decide to provide a recommendation of approval or denial; however, the advisory board should primarily concentrate its efforts on gathering and providing adequate information to the Lyon County Board of Commissioners.
 - b. New members must attend a new member orientation training session annually. Failure to comply with this requirement may result in automatic removal from the Citizen Advisory Board.
4. The Lyon County Manager's Office provides membership documents, records retention, and office supplies to all Citizen Advisory Boards. Citizen Advisory Boards should contact the Advisory Board Liaison if a question arises in these areas of support. A copy of all minutes, notice of posting, audio files and agendas must be provided to the County Manager's Office for public record retention within 45 days or the next meeting, whichever occurs first.

ARTICLE II – Representation

1. Citizen Advisory Board members must permanently reside within the geographic area of responsibility for their advisory board.

2. Applicants must fill out an Advisory Board Application that will be reviewed by the Lyon County Commission prior to review of possible appointment to a Citizen Advisory Board.
3. Vacancies on a Citizen Advisory Board will be filled according to Lyon County Code.
 - a. If no acceptable applications are received for a Citizen Advisory Board position the affected Citizen Advisory Board will hold nominations on their agenda until an appropriate candidate can be brought forward for appointment to the Board of Commissioners.

ARTICLE III – Removal from Citizen Advisory Board

1. The Lyon County Commission may remove a Citizen Advisory Board member for the following:
 - a. Poor performance or unprofessional conduct
 - b. Ethics violations or open meeting law violations
 - c. The applicant misrepresented themselves in the application process
 - d. Three unexcused absences
2. The Chair of the Citizen Advisory Board will notify the County Manager's office when a member is subject to the aforementioned. The County Commissioners will then take appropriate actions to notify the member. The County Manager's office may place an item on the Commission agenda. A vote of the Board of County Commissioners is necessary to remove a Citizens Advisory Board member.

ARTICLE IV – Meetings

1. Each Citizen Advisory Board should meet once a month, in a meeting place in or near their geographic area of responsibility. Meetings will be noticed and conducted in accordance with the Nevada State Open Meeting Law. The meeting place will be at a location accessible to the general public and pursuant to the Americans with Disability Act that will accommodate people with disabilities. Whenever possible, these meetings should be conducted in a publicly owned building.
2. For public convenience, each Citizen Advisory Board will schedule its meeting for the same day of week, time and location. However, the Citizen Advisory Board may move the meeting place to encourage community/neighborhood attendance for a specific meeting. If the meeting place is moved, then the Citizen Advisory Board must notify the Lyon County Manager's Office and highlight the new location in bold letters on the public notice for the meeting. The agenda will be posted at both the original and new locations, plus locations as noted on the agenda.
3. Each Citizen Advisory Board will prepare an agenda. The agenda and minutes will be prepared in a format approved by the Lyon County District Attorney's Office and in accordance with the Nevada State Open Meeting Law.

4. When a Citizen Advisory Board desires to make a permanent change to its regular meeting date and/or time, then the following process will be followed:
 - a. The Citizen Advisory Board will announce the intent and reason for the change as an action agenda item during a regular meeting. The Citizen Advisory Board will notify the Lyon County Commission by letter or via email prior to the meeting of the intent and reason.
 - b. At the next regular meeting, the Citizen Advisory Board will schedule an agenda item to vote on the proposed change. The results of this vote will be submitted as a request to the Board of Commissioners by a Letter of Transmittal and delivered to the liaison. The correspondence will include the contents discussed, final action, and requested action by the Board of County Commissioners.
 - c. The Board of County Commissioners will then vote at their regularly scheduled meeting. The liaison will notify the Citizen Advisory Board if the requested change was approved. If the Board of Commissioners agrees to the change, the proposed change will be effective immediately.
5. Special meetings of a Citizen Advisory Board may be called by the Chair, by a majority of the board members, or by the Lyon County Commission. Special meetings will be noticed according to the Nevada State Open Meeting Law.
6. Joint meetings between a Citizen Advisory Board and the Lyon County Commission may be held when requested by the Chair of the Citizen Advisory Board or the Lyon County Commission.

ARTICLE V – Quorum and Attendance

1. A simple majority of the Citizen Advisory Board members constitutes a quorum for the transaction of business. A vote which results in a simple majority of the quorum is sufficient to carry any action item.
2. Citizen Advisory Board members are expected to attend all regular meetings. The Chair can excuse members who are unable to attend a meeting. The absence and the Chair's approval of the absence must be noted as such in the minutes.

ARTICLE VI – Recommended Order of Business

1. Citizen Advisory Boards must follow a standard order of business to adhere to the Nevada State Open Meeting Law and for public convenience. The content and results of advisory board meetings are more important than adhering to strict meeting formats; however, Citizen Advisory Boards must follow an agenda to ensure an orderly meeting. Agendas should contain, at a minimum, the following items:

- a. Name of the Citizen Advisory Board
- b. Weekday, date and time of meeting
- c. Building and address of meeting
- d. OML notice, to hear items in a different order to accomplish business
- e. Call to Order
- f. Roll Call/Determination of Quorum
- g. Public Participation
- h. Review and adoption of Agenda
- i. Approval of Minutes
- j. Community Reports (reports from County agencies or departments)
- k. Correspondence
- l. Chair/Member comments.
- m. Public Comment
- n. Adjourn
- o. Posting Locations

All agendas must conform to Nevada State Open Meeting Law requirements, including the requirement of specificity in description of an item sufficient to inform the public of likely action to be taken by the Citizen Advisory Board.

ARTICLE VII – Officers

1. Citizen Advisory Boards shall appoint from its membership the following officers: Chair, Vice-Chair, and Secretary. A person may not hold more than one office at a time. All officers are voting members. The Lyon County Commission will be notified in writing of the officers for each Citizen Advisory Board.
2. Appointment of officers will be held annually or as vacancies occur. The appointment for officers shall be held during a regular Citizen Advisory Board meeting and will be agendized. The term of office for each officer will be set through December 31st. Annual appointment of officers shall be completed at the first meeting of the new year. Newly appointed officers will assume office immediately upon appointment.
 - a. In the event a vacancy is created during an officer’s term, the Citizen Advisory Board will conduct a special appointment to fill the vacancy at their next regular meeting.
3. The Chair is responsible for the following duties:
 - a. Chair all Citizen Advisory Board meetings;
 - b. Call special meetings of the Citizen Advisory Board with appropriate prior public notice;
 - c. Appoint all committees in accordance with Article 10 of these bylaws;
 - d. Excuse members from attending a Citizen Advisory Board meeting;
 - e. Approve the agenda for publication. The Chair shall coordinate with the secretary to prepare a draft agenda for review and will approve the agenda prior to submitting the agenda to the County Manager for final approval and posting;

- f. Ensure that agendas are posted in accordance with the Nevada State Open Meeting Law at the locations noted on the agenda. The Chair will certify such posting at the beginning of each Citizen Advisory Board meeting;
 - g. Approve correspondence, reports or a Letter of Transmittal initiated by the Citizen Advisory Board prior to submitting such correspondence to the Lyon County Commission or to other boards, commissions, departments or agencies;
 - h. Represent the Citizen Advisory Board at public hearings before the Lyon County Commission or other County boards or commissions. In the event that the Chair is unable to appear, the Chair may designate an alternate representative with the consent of the other board members.
4. The Vice-Chair is responsible for the following duties:
 - a. Assume the duties of the Chair in the absence of the Chair; and
 - b. Perform other duties as assigned by the Chair.
 5. The Secretary is responsible for the following duties:
 - a. Assume the duties of the Chair in the absence of the Chair and the Vice-Chair;
 - b. Record audio and minutes of the Citizen Advisory Board meeting according to the Nevada State Open Meeting Law. A copy of the audio and minutes will be provided to the Lyon County Commission office for public record within 45 days of the meeting date;
 - c. Post meeting agendas in accordance with the Nevada State Open Meeting Law and at the locations noted on the agenda;
 - d. Perform other secretarial duties as assigned by the Chair.
 - e. The secretary will send audio recordings and final minutes to the County Manager's office for retention and distribution.

ARTICLE VIII – Correspondence

1. Any correspondence representing the Citizen Advisory Board shall be signed by the Chair, or in that officer’s absence, any other officer of the advisory board. The Secretary may sign correspondence on behalf of the Chair only with the Chair’s permission and when the Chair is unable to sign personally.

ARTICLE IX – Expenditures

1. The Lyon County Manager’s office will review all requests for expenditures for the Citizen Advisory Board prior to any expenditure being made.

ARTICLE X – Committees

1. The Chair of the Citizen Advisory Board may appoint, with the concurrence of the rest of the advisory board, the following committees:
 - a. Standing committees (comprised of advisory board members) as are required to carry out the business of the advisory board; and

- b. Ad hoc committees, whenever the need arises, provided that the duties, scope of authority and length of duration of such committees are clearly specified at the time of their appointment. Ad hoc committees are subject to the following constraints:
 - 1.) The Lyon County Commission will be notified of the ad hoc committee’s duties, scope of authority, length of duration and membership;
 - 2.) A member of the Citizen Advisory Board shall serve on each ad hoc committee;
 - 3.) Remaining ad hoc committee members should be from the geographic area of the Citizen Advisory Board, but need not be members of the advisory board; and
 - 4.) Reports from the ad hoc committee should be given to the Citizen Advisory Board at regular intervals during the boards’ public meeting.
- 2. The Chair of the Citizen Advisory Board may also appoint, with the concurrence of the rest of the advisory board, the chair of the standing or ad hoc committees.

ARTICLE XI – Amendments

- 1. Amendments to these bylaws may be recommended by the Citizen Advisory Board to cover unique issues or concerns in the boards’ geographic area of responsibility. These amendments shall be limited in scope and specialized to respond to the specific issue or concern.
- 2. Proposed amendments to the standard bylaws shall be discussed as an agenda item by the Citizen Advisory Board during at least one public meeting. Issues, concerns and any appropriate recommendations from the public meeting will accompany the proposed amendment request.
- 3. Amendments to these bylaws do not take effect until approved by the Lyon County Board of Commissioners. Proposed amendment requests will be submitted by the Citizen Advisory Board to the Lyon County Commission for approval.
- 4. Amendments will be compiled at the end of these bylaws and will contain the date approved by the Lyon County Board of Commissioners.

ARTICLE XII - Effective Date

These bylaws shall be effective from and after their adoption by the Lyon County Board of Commissioners on August 7, 2025.

Approved: _____
 Scott Keller, Chairman
 Board of County Commissioners

Attest: _____
Staci Lindberg, Clerk

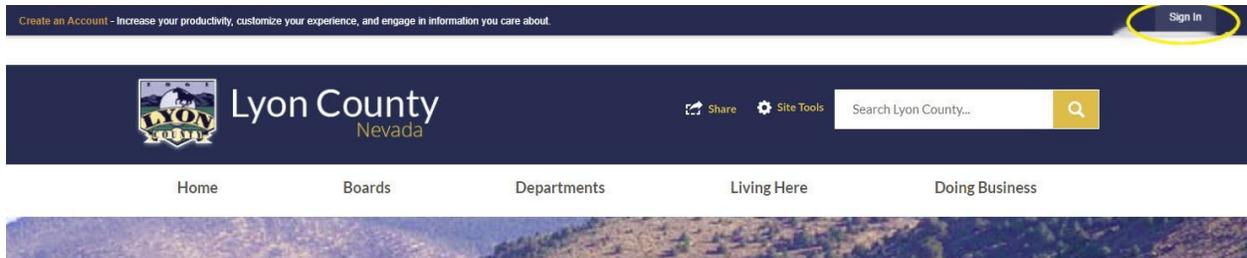
APPENDIX E: Receiving Agenda Instructions

(See attached)



How to receive agenda notifications from Lyon County

1. Go to our website at: <https://www.lyon-county.org/>
2. Log in, or create a user profile in the upper right corner of the webpage



3. From the Homepage, click on Agendas



4. From the Agenda Center Page banner, click on the Notify Me option



Agenda Center

Agendas posted prior to May 2016 can be found in the [Archive Center](#).

Tools
RSS
Notify Me

Search Agendas by:
Time Period Start Date End Date Word or Phrase Select a Category

5. From the Notify Me webpage, select which agendas you want to receive notices, and by text /email, or both



Notify Me

Available Lists

1. Type your email address in the box and select Sign In.
2. If you want to receive text messages enter your phone number and select Save.
3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

Your Profile Information [Sign Out](#)

Email Address
elopez@lyon-county.org

I prefer to receive HTML emails when available

I would like to be able to receive text messages on my mobile phone

[Unsubscribe from All Lists](#)

 **Notify Me**

METHOD	LIST NAME	DESCRIPTION
 	Board Of Commissioners Agendas	This list will receive agendas for the Lyon County Board of Commissioners meetings.
 	Director's Corner	
 	Water Department Notices	By signing up you will receive Boil Water Orders, Water Conservation Notices, etc.

 **Agenda Center**

METHOD	LIST NAME	DESCRIPTION
 	Board of County Commissioners	
 	Central Lyon County Parks and Recreation Board	

APPENDIX F: Google Drive Instructions

(See attached)

Google Drive Instructions

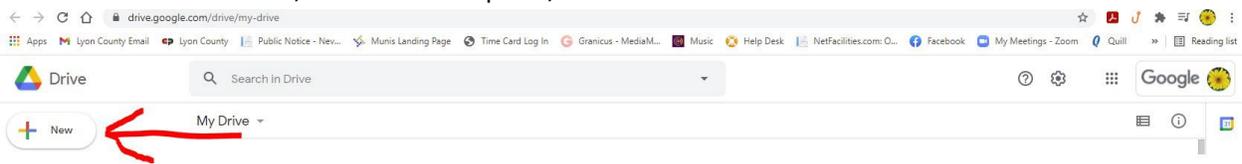
-In your CAB google email, click on the box next to settings on the upper right of the screen, Google Apps



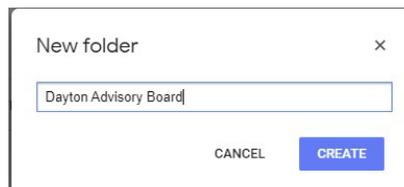
- In the Google apps, click on the Drive app.
(This is the online drive that you can save as you would on your Computer's document files. But it is online, not on our computer)



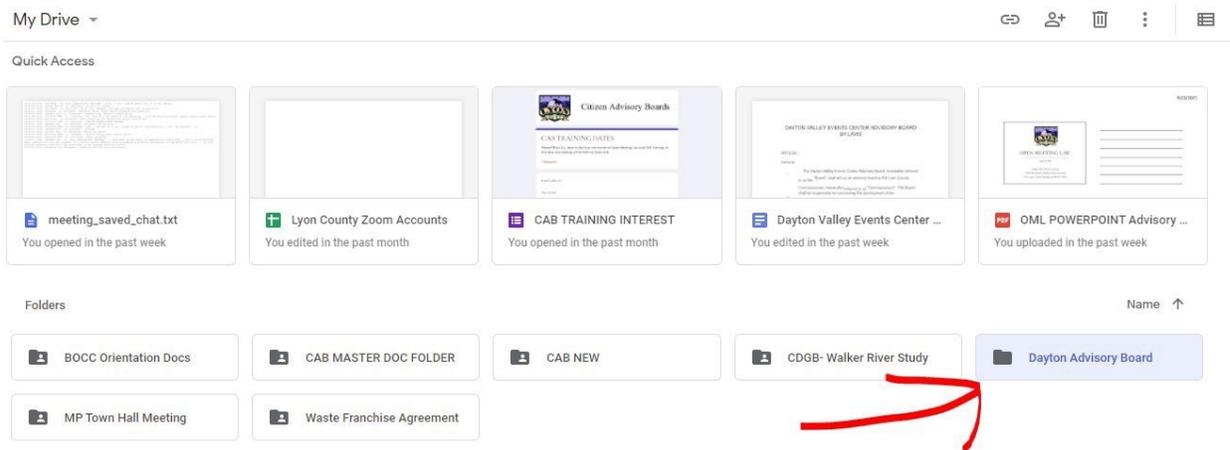
- Click on the New, then the first option, Folder



- New Folder, name it as your CAB I.e. Dayton Advisory Board



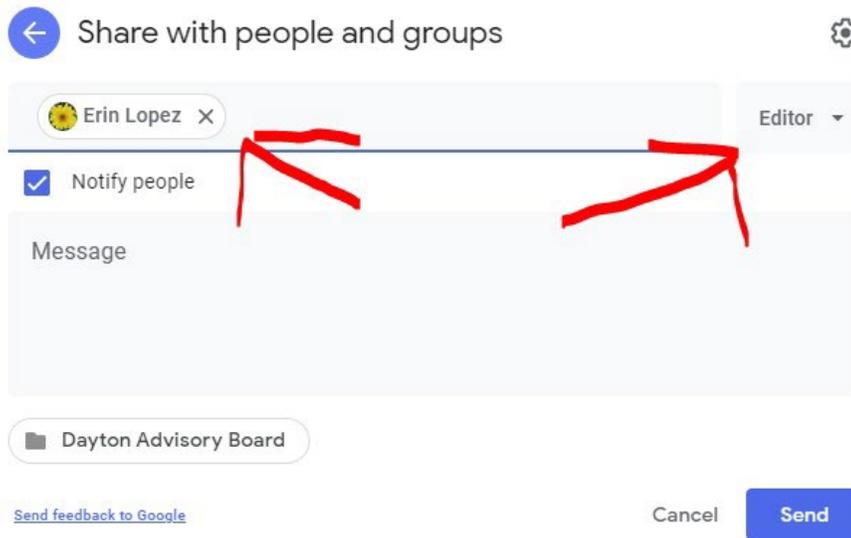
-Click Create, this is now your primary folder



- Right Click On the Folder, and click on Share, enter my email, mtapia@lyon-county.org

Google Drive Instructions

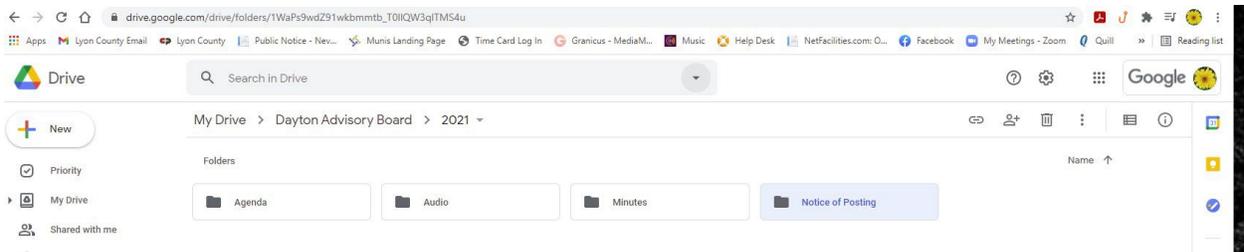
Also, make me an editor. You can add multiple people who have a Gmail account. Sharing the file, gives those access to all of the documents. Only share with board members, other than me. Hit the send button.



- Click on your primary CAB folder and open it. Inside you will Create Folders by year first. Go to New, (Upper Left), to Folder, create new folder named: 2021
Click on create, then double click to open it



- Go to New, (Upper Left), to Folder, create new folder named: Agenda
- Go to New, (Upper Left), to Folder, create new folder named: Minutes
- Go to New, (Upper Left), to Folder, create new folder named: Audio
- Go to New, (Upper Left), to Folder, create new folder named: Notice of Posting



*Save documents as listed in the files