

NEVADA COMMISSION FOR
CULTURAL CENTERS AND HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION FOR FY2019-2020

For SHPO use only
Initials: SJ
Received: 2/28/20
Postmarked: _____
Delivery Svc: Hand-Delivered

APPLICATION COVER PAGE (This unaltered form must be submitted with the application.)

Applicant Organization: Douglas County Historical Society
EIN (Taxpayer Identification Number): 88-6006988
Mailing Address: 1477 US Highway 395 N. Suite B
City: Gardnerville County: Douglas ZIP: 89423

Project Contact: Dennis R. Little Title: President, Board of Trustees
Daytime Phone: 775-782-2555 Evening Phone: _____

Fax: 775-783-8802 Email: dchs@historicNV.org

Project Title: Genoa Courthouse Museum Entrance Improvement
Project Address: 2304 Main Street
City: Genoa County: Douglas ZIP: 89411

Project Type: Rehabilitation/Construction Planning/Construction Architectural/Engineering Study/Construction

Historic Property Name: Douglas County Courthouse Date Built: 1865

Property Insured: Yes; please enclose one copy of policy No; please explain: _____

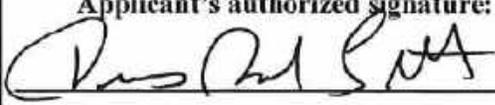
Project Synopsis (brief):

The Douglas County Historical Society will rehabilitate the exterior front entrance of the Genoa Courthouse Museum building. The works include repairing the concrete pad and steps, repairing or replacing the wood columns, fascia, and the balustrade surrounding the elevated deck, and resurfacing the elevated deck. Some repointing of brickwork and securing the metal shutters are also included.

Proposed Start Date: December 1, 2020

Proposed End Date: April 30, 2021

Project Budget Summary:	
Amount Requested:	\$ <u>52,938</u>
Proposed Match: Cash	\$ <u>2,060</u>
In-Kind/Donations:	\$ <u>4,132</u>
Total Project Budget:	\$ <u>59,130</u>

Applicant's authorized signature:

Name (please print): Dennis R. Little
Title: President, Board of Trustees
Date: Feb 28, 2020

**I HAVE READ THE 2019-2020 CCCHP APPLICATION
GRANTS MANUAL***

***PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS CONSIDERED
INCOMPLETE, AND CANNOT MOVE FORWARD IN THE FUNDING PROCESS.***

**I HAVE READ THE GRANTS MANUAL AND COMPLETED THIS CCCHP APPLICATION FOR
2019-2020 AND CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE.**

Applicant's authorized signature:



Title: President, Board of Trustees, Douglas County Historical Society

Name (please print): Dennis R. Little

Date: February 28, 2020

PART II - NARRATIVE DESCRIPTION

Project Description

Historical Significance

The Douglas County Historical Society (DCHS) is rehabilitating the Courthouse Museum in Genoa. The Carson Valley and specifically Genoa gained importance during the great western migration. In 1848 the Carson Trail became a principal route of the California Emigrant Trail over the Sierra Nevada to Placerville. This led to the establishment of a settlement near present day Mormon Station State Park in 1851 under the government of Carson County, Utah Territory. Then in 1861 Genoa became the county seat of Douglas County, Territory of Nevada. In 1865 the county commissioners authorized the construction of a courthouse with a county jail and county offices. Listed in the building's specifications was a piazza, similar to a veranda, running across the front (see photograph #1). The exterior was constructed from high quality brick fired in the kilns of the local Adams brothers ranch. Water rights and mining disputes, tax revolts, and general lawlessness kept the courthouse busy, but it also provided the community an impressive place for social events. The Carson Valley News reported one such event, a Calico Party, organized by the Carson Valley Grange in 1875 which attracted 150 ladies and gentleman for a night of dancing and dining.

Unfortunately, the Genoa fire of 1910 burned two blocks of the business district and several homes. It left the courthouse a brick shell. The reconstruction took six months and included the addition of a room on the ground floor on the building's north side but did not replace the piazza (see photograph #2). Its use as a courthouse was short lived, as the county seat was moved to Minden in 1915. The following year it was sold at public auction to the Genoa School District to house the new Genoa Elementary School. For the next 40 years the building played a significant role in the everyday life of the community.

Billie J. Rightmire, a native Genoan and town historian, attended the school and shared her memories about its importance. Typical events held at the courthouse included town meetings, presentations by political candidates, 4th of July and Christmas programs, touring musicians and story tellers, farewell parties for family and friends, Sunday school, and graduations. It was a stately and historic building that symbolized the importance of the town and the pioneers that helped establish the new state of Nevada.

The Genoa Elementary School closed in 1956, and the school district deeded the building to the Nevada State Parks Commission. In June 1971 the State deeded it to the Carson Valley Historical Society, now the Douglas County Historical Society. Between 1971 and 1974 the Society raised the funds to turn the old school into a museum by a major renovation and restoration based on its original design. The work was completed in 1977 with a grand opening. In addition, the courthouse was included in the establishment of the Genoa Historic District in 1975.

Proposed rehabilitation

The Douglas County Historical Society proposes to rehabilitate the courthouse entrance area on the east facing side of the building and make minor repairs to other exterior areas. The building's entrance requires repairs including patching the concrete pad and steps, repairing/replacing six wood box columns supporting the elevated deck, resurfacing the elevated deck, reconstructing the balustrade surrounding the elevated deck, replacing the eave fascia, and painting. Other repairs include repointing exterior brick walls and remounting and securing the decorative steel shutters. All work will be performed by a licensed contractor, and the estimated date of completion is April 30, 2021.

Building Use/Community Involvement

The Douglas County Historical Society opened the newly renovated Genoa courthouse museum in 1977. Since then it has attracted visitors from around the globe. During 2017 and 2018 the museum had over 4,500 visitors, 30% from Nevada, 68% from the rest of the US, and 2% from foreign countries. These numbers do not include special events that attract more of the local community members.

The building and its programs are managed by the DCHS Board of Trustees, which was increased in 2018 from nine to eleven members to better manage operations. The curator heads the collections committee and oversees the exhibits at both museums. The Society's member volunteers implement the programs under their direction.

The current rehabilitation is a new project and has limited community involvement, so far. The Genoa Historic District Commission has been consulted about the project, and the Society is working with the Genoa town manager and the Genoa town historian. The project contractor and his father are current Genoa residents and attended the Genoa Elementary School. When the plans for the project are finalized the DCHS will disseminate information to community members about the progress of the rehabilitation. Outreach will include the semi-monthly Calendar of Events and Programs and the quarterly Museum Matters newsletter via Constant Contact. Facebook, the DCHS web site, The Record-Courier, and The Genoa Connection Newsletter will also carry updates.

DCHS anticipates the project will be completed while the museum is closed November through April. If the construction takes place during the six months the Courthouse Museum is open, May through October, access to the museum may be limited. The Trustees will coordinate with the contractors to accommodate visitors during that time period.

As stated above, most visitors to the Courthouse Museum are not local but many come with family and friends that are. About 3,300 stated they came from other states or other countries. The museum, combined with the Mormon Station State Historic Park across the street, is a significant element of the Genoa Historic District that draws so many travelers. Maintaining this historic building not only insures preserving the importance of Genoa's role in Nevada's history, but also contributes to informing all current and future members of the communities we serve.

Project Support/Financial

The DCHS has not received grants or additional funding for this project. The Historical Society will undertake a funding campaign that starts with an event at the Pink House in Genoa (The Reese-Johnson-Virgin House is listed in the National Register of Historic places).

The Historical Society was founded in 1961 and has been self-sustaining ever since. In addition to the Courthouse in Genoa, the DCHS manages the old Douglas County High School museum as part of the Carson Valley Museum & Cultural Center. Both historic buildings continue to receive support from the surrounding communities evidenced by contributing over \$100,000 in the last two years to match a grant from the Edwin L. Wiegand Trust. The grand opening of the new Edwin L. Wiegand Ranching and Agricultural Heritage Exhibition at the CVM&CC is April 4, 2020. The trustees continue to sponsor annual fund-raising events and a capital improvement campaign. In addition, the increasing DCHS memberships indicates the continuing support from the surrounding communities.

Other sources of income include the lease of office space to the Carson Valley Chamber of Commerce and the Carson Valley Visitor's Authority. In addition, other rooms are available for rent for community activities and meetings. Douglas County also contributes an annual grant.

The DCHS will complete this project while it offers and manages all its usual programs and activities. The rehabilitation of the entrance to the courthouse museum is the most urgent project this year, but its scope is manageable. The trustees postponed this project until later this year due to the demanding attention to the construction of the Edwin L. Wiegand Ranching and Agricultural Heritage Exhibition.

Planning

No professional planning is required to implement this project. The DCHS Board of Trustees are evaluating contractor bids for the project and have determined who the supervising trustee will be.

SUPPLEMENTAL MATERIAL
#1 Exterior Elevations and Site Plan

- Photo # 1** Douglas County Courthouse before the fire in 1910, east facing elevation.
- Photo # 2** Douglas County Courthouse post-fire reconstruction
- Photo # 3** Genoa Courthouse Museum east elevation facing Main Street
- Photo # 4** Genoa Courthouse Museum north elevation
- Photo # 5** Genoa Courthouse Museum south elevation
- Photo # 6** Genoa Courthouse Museum west elevation
- Drawing # 7** Genoa Courthouse Museum site plan



Photo # 1 Douglas County Courthouse, Genoa before the 1910 fire – front entrance facing east



Photo # 2

Douglas County Courthouse, Genoa, 1910 post-fire renovation



Photo # 3 Genoa Courthouse Museum east elevation facing Main Street

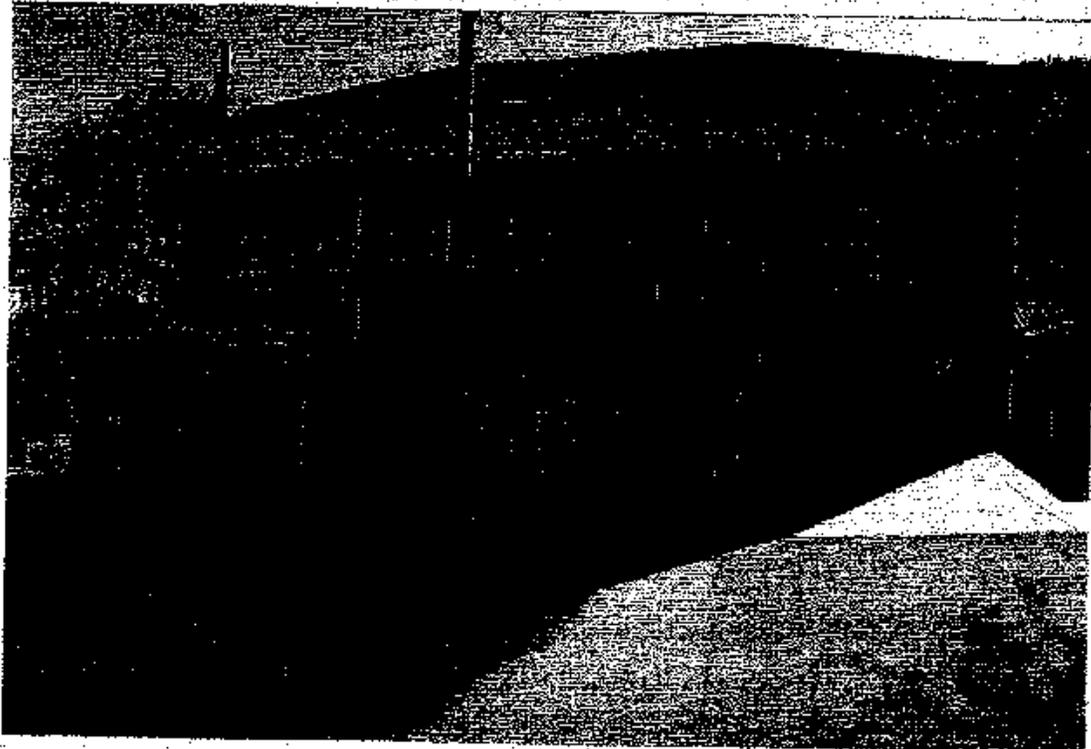


Photo # 4 Genoa Courthouse Museum north elevation



Photo # 5 above
Genoa Courthouse Museum
south elevation



Photo # 6 left
Genoa Courthouse Museum
west elevation

Y:\Client Files\--Temporary Projects--\GENOA MUSEUM\GENOA MUSEUM.dwg 2/10/2020 8:47:22 AM Dina Schnurbusch

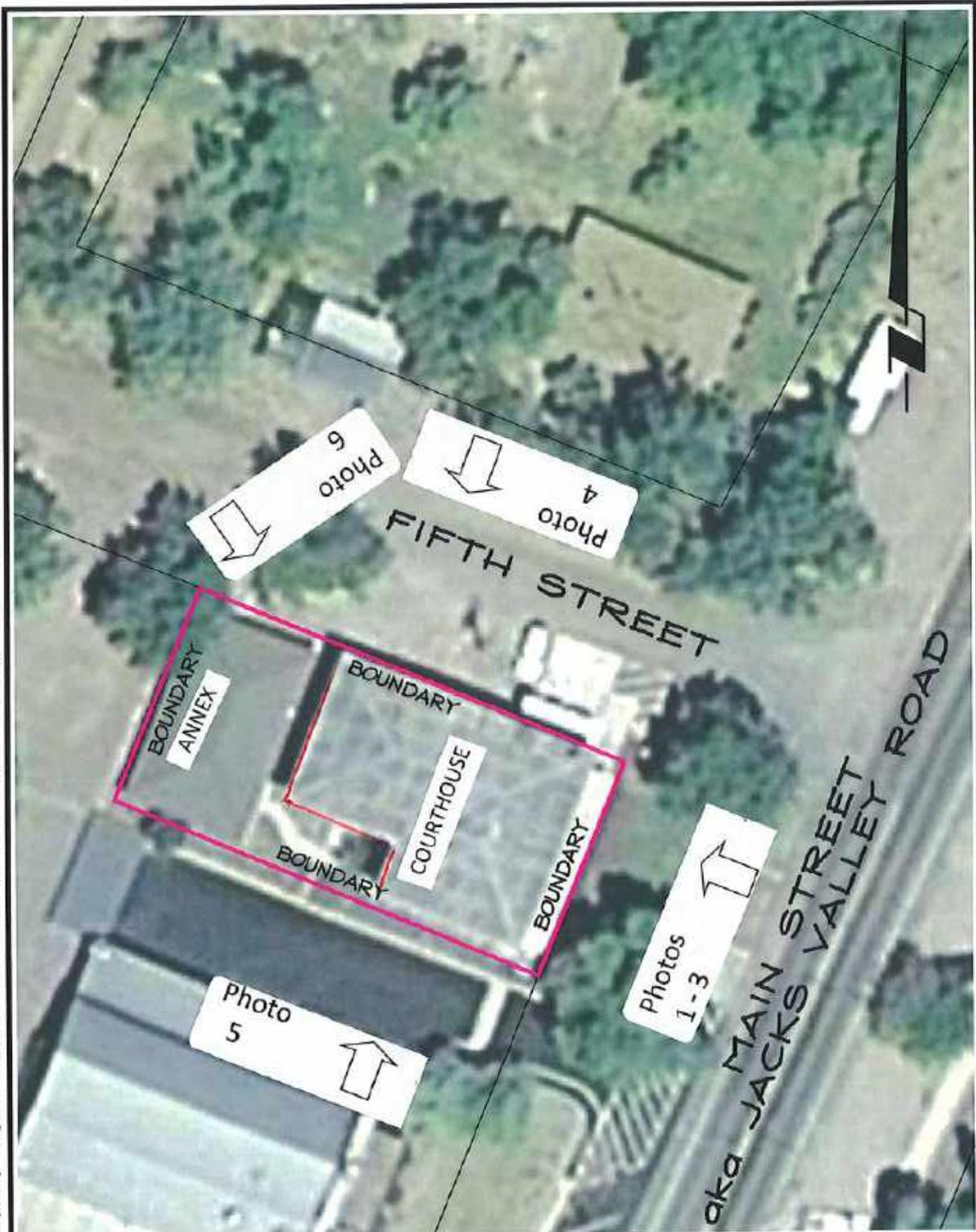


EXHIBIT
GENOA COURTHOUSE MUSEUM
GENOA, NEVADA

SUPPLEMENTAL MATERIAL
#2 Photos of Rooms

No work will be done inside of the building.

3 Mission Statement and History

The Douglas County Historical Society seeks to enrich lives by preserving local history and making it accessible to our communities and visitors.

The Historical Society was founded in 1961. Representatives of the pioneer families of Carson Valley met and formalized the organization to promote the history of the upper valley of the Carson River including portions of Douglas and Alpine counties. Their first research project surveyed the immigrants to Carson Valley from Europe. Demographic and background information from over 100 families was collected. In addition, Jack Van Sickle, grandson of the pioneer owner of the Van Sickle Station at the foot of Kingsbury Grade, financed the foundation of the Van Sickle Library where those original surveys are housed. In 2000 the Historical Society moved the Van Sickle collection from the Douglas County Library to the Carson Valley Museum. The funding was sourced from the State Historic Records Advisory Board and the National Historical Publications and Records Commission. The curator augments and maintains the collection.

Once the Genoa courthouse was determined to be worth saving, members from the whole Carson Valley community supported the efforts. They raised funds and volunteered to do all the work, especially in the interior of the building, that was not completed by the contractors. Grace Dangberg, a founding member of the Historical Society, donated all the income from her book *Conflict on the Carson*. Others made similar gifts. Money from local businesses and organizations was augmented by private donations and grants from Douglas County, the State of Nevada, the national and state bicentennial commissions, and the Fleischmann Foundation.

In the mid-1980s the old Douglas County High School/Junior High was declared unsafe and closed. The Carson Valley Historical Society offered to renovate the building, and in 1988 the Douglas County School Board agreed to lease it. The community involvement during 1988-1995 was the reason that the initial renovation of the High School was completed. The immense outpouring of volunteer help from individuals, businesses, and organizations was augmented by private and organization donations and grants from Douglas County and the State of Nevada.

In 1995 the Historical Society opened the Carson Valley Museum and Cultural Center and subsequently changed the Society's name to the Douglas County Historical Society to reflect the mission to serve all of the county's residents and its visitors.

**SUPPLEMENTAL MATERIAL
4 CCCHP Grants**

1993-1997 Nevada Commission for Cultural Affairs Award: \$ 165,384.68

Currently searching for grant documents

Purpose: Convert the Old Douglas High School to the Carson Valley Museum & Cultural Center

Outcome: Completed

1998 Nevada State Preservation Committee Award: \$ 51,456

Purpose: Restoration work including stabilization of exterior wood and painting, tuck-pointing, and similar preservation actions.

Outcome: All were completed successfully

2000 Grant CCA – 0019 Award: \$ 7,413

Purpose: Genoa Courthouse Museum window replacement, electrical wiring, lighting fixtures

Outcome: All completed 2001

2005 Grant CCA 05-08 Award: \$ 27,000

Purpose: Genoa Courthouse Museum maintenance and upgrades: new gutters and electric heat tape, repairing wood columns and balcony railing, repair cracks in exterior brick, install handicapped parking pad and ramp access, install brick wall on two sides of parking area, landscaping.

Outcome: The Douglas County Historical Society contributed the in-kind matching funds of \$1,298 and \$109 remaining of the \$27,000. All work was completed by September 2006.

2007 Grant CCA (07-38) Award: \$11,000, \$ 25,511.75, and \$200

Three separate grant awards between 2007 and 2009

Purpose: Genoa Courthouse Rehabilitation: ramp and railing for second floor access, stairs, electrical

Outcome: all work completed 2009.

2009 Grant CCA – 09-09 Award: \$ 15,000

Purpose: Carson Valley Museum & Cultural Center interior painting

Outcome: All completed 2010

2012 Historic Preservation Fund (HPF) Grant 32-12-41935(12) Award: \$ 21,960

Purpose: Carson Valley Museum & Cultural Center Replace and repair roof

Outcome: All completed 2013

2014 HPF Grant # P14A500012(14)

Award: \$ 13,768.35

Purpose: Vandallsm and theft protection at the Court House Museum, Genoa and Carson Valley Museum & Cultural Center

Outcome: The Douglas County Historical Society contributed the matching funds of \$ 3,333 to update the security systems as requested. Even though the total amount of money awarded for the update was projected to meet the needs of only one museum, the DCHS was able to improve the security systems at both museums. No additional funds were required to accomplish this important and necessary project. Trustees are evaluating new vendors who will update and manage the systems.

**SUPPLEMENTAL MATERIAL
5 INSURANCE POLICY**

Five declarations pages included. A full copy of the policy is on file at the Douglas County Historical Society office at 1477 US Highway 395 N., Gardnerville, NV.

6 Board of Trustees

Included

7 Resumes

No professionals were required for planning, designing, or managing this project.

8 Strategic Plan

Draft included, updated annually.

CHUBB**Property Insurance
Declarations****Chubb Group of Insurance Companies
202B Hall's Mill Road
Whitehouse Station, NJ 08889****Named Insured and Mailing Address**DOUGLAS COUNTY HISTORICAL SOCIETY
1477 US HIGHWAY 395 N UNIT B
GARDNERVILLE, NV 89410Policy Number 3604-90-02 WCE
Effective Date JULY 1, 2019Issued by the stock insurance company
indicated below, herein called the company.**GREAT NORTHERN
INSURANCE COMPANY**Incorporated under the laws of
INDIANA

Producer No. 0007048-00004

Producer

WESTBRIDGE INSURANCE NETWORK (WARREN)
10091 PARK RUN DR #200
LAS VEGAS, NV 89145-0000**Policy Period:**

From: JULY 1, 2019

To: JULY 1, 2020

12:01 A.M. standard time at the Named Insured's mailing address shown above.

Deductible

\$ 1,000

Waiting Period

24 HOURS

Extended Period

UNLIMITED

The information shown above applies to:

- all premises coverages;
- all additional coverages; and
- debris removal coverage.

and all premises shown in this and all other property declarations, unless corresponding specific information is shown as applicable to a specific premises or coverage.

Premises Schedule

1. 1477 US HIGHWAY 395 N, GARDNERVILLE, NV 89410
2. 2304 MAIN ST, GENOA, NV 89411

Premises Coverages - Blanket Limits**Blanket Number and Coverages****Limits Of Insurance**

- | | |
|---------------------------------------|--------------|
| 1. BUILDING | \$ 5,325,000 |
| 2. PERSONAL PROPERTY | \$ 115,000 |
| 3. BUSINESS INCOME WITH EXTRA EXPENSE | \$ 200,000 |

Premises Coverages If "Blanket" or "Loss Limit" is shown under Limits Of Insurance as applicable to a Premises, please refer to the "Premises Coverages - Blanket Limits" section or the "Loss Limits Of Insurance" section above to determine the Limit Of Insurance applicable to such Premises. "Blanket" limits are numbered for ease of reference. If a specific limit is shown under Limits Of Insurance for a Premises Coverage, that Limit applies to such coverage, even if a "Blanket" limit applies to other Premises Coverage at such premises.

PREMISES #1 1477 US HIGHWAY 395 N
 GARDNERVILLE, NEVADA 89410

Limits Of Insurance

BUILDING
 PERSONAL PROPERTY
 BUSINESS INCOME WITH EXTRA EXPENSE
 COLLECTIONS

BLANKET 1
 BLANKET 2
 BLANKET 3
 \$ 1,125,000

PREMISES #2 2304 MAIN ST BLDG # 1
 GENOA, NEVADA 89411

Limits Of Insurance

BUILDING
 PERSONAL PROPERTY
 BUSINESS INCOME WITH EXTRA EXPENSE

BLANKET 1
 BLANKET 2
 BLANKET 3

PREMISES #2 2304 MAIN ST BLDG # 2
 GENOA, NEVADA 89411

Limits Of Insurance

BUILDING

BLANKET 1

Additional Coverages

MOBILE COMMUNICATION PROPERTY

Limits Of Insurance

SEE PROPERTY
 SUPPLEMENTARY
 DECLARATIONS

DEDUCTIBLE

\$ 3,500

Chubb. Insured.SM

Supplementary Declarations – Impairment Of Computer Services – Malicious Programming

Chubb Group of Insurance Companies
202B Hall's Mill Road
Whitehouse Station, NJ 08609

Named Insured and Mailing Address

DOUGLAS COUNTY HISTORICAL SOCIETY
1477 US HIGHWAY 395 N UNIT B
GARDNERVILLE, NV 89410

Policy Number 3604-90-02 WCE

Effective Date JULY 1, 2019

Issued by the stock insurance company indicated below, herein called the company.

GREAT NORTHERN INSURANCE COMPANY

Incorporated under the laws of INDIANA

Producer No. 0007048-00004

Producer WESTBRIDGE INSURANCE NETWORK (WARREN)
10091 PARK RUN DR #200
LAS VEGAS, NV 89145-0000

Policy Period

From: JULY 1, 2019 To: JULY 1, 2020
12:01 A.M. standard time at the Named Insured's mailing address shown above.

The Limits Of Insurance shown below:

- are provided at no additional cost to you;
- apply anywhere within the Coverage Territory; and
- do not apply when the applicable coverage has been excluded as shown in the Declarations or by endorsement to this policy.

You may purchase increased Limits Of Insurance, and we will charge you an additional premium. If you purchase increased Limits Of Insurance, the Limits Of Insurance shown in the Declarations will reflect your total Limit Of Insurance, including the Limits Of Insurance shown below. Any applicable deductible will be shown in the Declarations with the coverage. If no deductible is shown in the Declarations with the coverage, then the Property Deductible will apply. Extra Expense is not subject to any deductible.

IMPAIRMENT OF COMPUTER SERVICES - MALICIOUS PROGRAMMING

INSIDE ATTACK	\$ 100,000
OUTSIDE ATTACK - PER OCCURRENCE	\$ 10,000
OUTSIDE ATTACK - ANNUAL AGGREGATE	\$ 50,000

[Handwritten Signature]

Authorized Representative

Chubb. Insured

**Supplementary Declarations For
Cultural Institutions - Property****Chubb Group of Insurance Companies
202B Hall's Mill Road
Whitehouse Station, NJ 08869****Named Insured and Mailing Address****DOUGLAS COUNTY HISTORICAL SOCIETY
1477 US HIGHWAY 395 N UNIT B
GARDNERVILLE, NV 89410****Policy Number 3604-90-02 WCE****Effective Date JULY 1, 2019***Issued by the stock insurance company
indicated below, herein called the company.***GREAT NORTHERN
INSURANCE COMPANY****Producer No. 0007048-00004***Incorporated under the laws of
INDIANA***Producer WESTBRIDGE INSURANCE NETWORK (WARREN)
10091 PARK RUN DR #200
LAS VEGAS, NV 89145-0000****Policy Period****From: JULY 1, 2019 To: JULY 1, 2020**
12:01 A.M. standard time at the Named Insured's mailing address shown above.**Covered Premises \$500,000 Blanket Limit Of Insurance**

The Blanket Limit Of Insurance shown above applies only for the Premises Coverages shown below. Unless otherwise stated, this Blanket Limit Of Insurance applies separately at each covered premises shown in the Declarations. This Blanket Limit Of Insurance applies in excess of the applicable deductible shown in the Declarations.

At time of loss, the first Named Insured may elect to apportion this Blanket Limit Of Insurance to one or any combination of the Premises Coverages shown, but under no circumstance will the aggregate apportionment be permitted to exceed the Blanket Limit Of Insurance shown above at any one covered premises. For the purpose of the application of this \$500,000 Blanket Limit Of Insurance, all property at one premises shall constitute a single premises.

Separate specific Limits Of Insurance may be purchased for each of these Premises Coverages. If purchased, these Limits Of Insurance and any applicable deductible will be shown in the Declarations with the Premises Coverages. If no deductible is shown in the Declarations with the Premises Coverages, then the Property Deductible will apply. When a specific Limit Of Insurance is purchased for any of these Premises Coverages, such specific Limit Of Insurance will apply in addition to whatever amount the first Named Insured apportions to that coverage at time of loss as provided in the previous paragraphs.

**Douglas County Historical Society
Trustees & Officers**

President:	Dennis Little	Secretary: Marlana Hellwinkel
Vice President:	Dale Bohlman	Treasurer: Guy Proto
Trustees:	Janice Beerwinkle 2559 Nye Drive Minden, NV 89423 Janice4737@gmail.com (775) 392-1003	Dale Bohlman P.O. Box 1 Gardnerville, NV 89410 db361275@gmail.com (775) 781-3767
	Frank Dressel 1467 Tyndall Way Gardnerville, NV 89460 frankinfdressel@gmail.com (775) 781-1355	Mary Glass 1124 Galantye Rd. Minden, NV 89423 mglass10@yahoo.com (310) 320-8600
	Marlana Hellwinkel P.O. Box 7 Minden, NV 89423 donmarlena@hotmail.com (775) 782-2010	Linda Lechien 1420 Douglas Ave. #1 Gardnerville, NV 89410 rlechien@aol.com (775) 690-9698
	Dennis Little 1161 Country Lane Minden, NV 89423 drl1953@aol.com (775) 434-3602	Mary Orr 2867 San Juan Minden, NV 89423 lovinminden@yahoo.com (775) 267-0480
	Patty Maebe 1267 San Pablo Court Minden, NV 89423 pmaebe@charter.net (775) 267-4458	Tom McManus P.O. Box 1044 Gardnerville, NV 89410 tommurs@gmail.com (775) 782-3003
	Guy Proto 1251 Santa Barbara Dr. Minden, NV 89423 guy.proto@charter.net (775) 392-2175	

**Douglas County Historical Society
Strategic Plan
January 2020**

Douglas County Historical Society Strategic Plan

I. Statement of Purpose

The purpose of this planning document is to provide the Trustees of the Douglas County Historical Society with the structure by which to examine the current nature of the organization, develop a mission and vision for the future, and chart courses of action that will enable us to meet our goals. The resulting plan will serve to communicate, in a uniform manner, the direction in which management is headed and the steps that are to be taken. It should serve as a consistent test for the actions of management at all levels so they may judge performance in a manner that is supportive of the organization's strategies and goals.

The plan is intended to formulate strategies and tactics for the Douglas County Historical Society and attempts to envision a three year time span at a minimum.

II. Planning Methodology

The planning process is composed of two stages, initially, the Strategic or Long Range Plan that describes the strengths and weakness of the organization and general plans as to how to correct the weaknesses and deficiencies of the Historical Society and improve on its strengths, and secondarily, Tactical Plans developed annually by each organizational area that cover specific plans and projects for the next fiscal year and include estimated costs and revenues associated with those plans.

Financial information from Tactical Plans will be input to the budgeting process and justify the need for specific funding.

The plan will be reviewed and updated as necessary every twelve months at a minimum and sooner if there are significant changes to strategies or directions.

III. Mission Statement

The Douglas County Historical Society seeks to enrich lives by preserving local history and making it accessible to our communities and visitors.

IV. Objectives

- Significant Community Involvement.
- Providing Community Education on History and Culture.
- Financial Stability.

Douglas County Historical Society Strategic Plan

V. Core Values

- **Education** – We value the opportunity to provide stimulating educational programs that portray Douglas County’s heritage.
- **Inclusiveness** – We value inclusiveness as the ability to embrace a broad and comprehensive spectrum of Douglas County and enable the community to actively participate in Historical Society programs.
- **Preservation** – We value the preservation of all aspects of Douglas County’s history through collecting, recording, documenting, sharing and exhibiting for current and future generations.
- **Conservation** – We value ongoing attention to the care and upkeep of all artifacts, archival materials and historic properties within our domain and believe in lending support for conservation goals of like-minded organizations in Douglas County.
- **Pride In Place** – We value the sense of place and our cultural base with pride in our heritage.
- **Presentation** – We value our commitment to quality in developing, evaluating and enhancing standards of historic presentations.
- **Awareness** – We value the ability to be able to show our understanding of both the realities and perceptions of Douglas County’s heritage.

VI. Strengths

- Loyal base of members that care about preserving the history of Douglas County.
- Great historical buildings.
- Large and pertinent collections.

VII. Weaknesses

- Volunteer group and membership is aging and decreasing.
- Limited amount of space for exhibits, programs and presentations.
- Insufficient reliable annual revenue.
- Keeping pace with technological advancements (i.e. computer technology)

VIII. Challenges

- Increasing membership in the Historical Society.
- Encouraging younger citizens of the Douglas County to become involved through memberships and volunteering.
- Increasing the amount of regular annual revenues to support the normal everyday financial requirements of the museums.
- Increasing the Endowment Fund.

Douglas County Historical Society Strategic Plan

IX. Strategies

A. Management

1. General Objectives

- Provide overall management of both museums.
- Conform to goals, strategies and directives outlines by the Board of Trustees.
- Manage visitor traffic for both museums.
- Manage volunteer assignments for both museums.

2. Specific Strategies

- Develop a succession plan to ensure that a smooth transition can be made when key individuals leave the organization.
- Develop an Operations Manual for each museum.
- Greater networking with other historical societies and museums.
- Improve volunteer and docent training on exhibits, upcoming events and memberships.
- Trustees need to be at more events.
Pursue process for accreditation(s).

B. Membership

1. General Objectives

- Encourage growth in memberships.
- Attract greater number of younger members.

2. Specific Strategies

- Follow-up with all visiting guests.
- Have a museum representative at all DCHS functions specifically for the purpose of promoting memberships.
- Encourage youth groups to offer museum trips and to volunteer at some museum events.
- Develop corporate sponsorship program.

C. Budget and Finance

1. General Objectives

- Create, maintain and report accurate financial records of all accounts, grants and endowments.
- Develop budget that ensures the financial solvency of the Historical Society.
- Provide financial guidance to the Board of Trustees on all financial matters.

Douglas County Historical Society Strategic Plan

2. Specific Strategies

- Increase endowment fund with a goal of funding the Historical Society with earnings from the fund.
- Document in detail all transactions (In and Out) for all grants.
- Set aside a small amount of funds each month to be used at the discretion of the Board.
- Update Quickbooks to current version.

D. Technology

1. General Objectives

- Keep all software current in order to facilitate hardware upgrades and/or replacements.

2. Specific Strategies

- Install cloud technology with central file sharing and backups.
- Update and improve the audio and projection equipment systems for educational, historical lecture and other projects.
- Replace workstation in Genoa.
- Replace Curator's laptop.
- Create new membership system in Microsoft Access replacing Pastperfect for this process.

E. Facilities

1. General Objectives

- Provide for overall maintenance of both museum buildings and grounds.

2. Specific Strategies

- Create maintenance schedule for both museums.
- Repair and paint all exterior wood in Genoa.
- Redo front steps at CVMCC.
- Improve storage areas at Genoa museum annex.
- Restore flag surround and memorial bricks.
- Ensure that audio/visual equipment is up to date and maintained.
- Inspect and repoint bricks in Genoa.
- Inspect and prepare a strategy to reseal the concrete walk in Genoa.

Douglas County Historical Society Strategic Plan

F. Fund Raising and Grants

1. General Objectives

- Expand the number of fundraising events to a minimum of twelve events, four major (\$1,000+), eight minor (\$300-\$1,000).
- Recognize the value of creating more public programs. (i.e. Fund Raising)

2. Specific Strategies

- Do constant research to determine all sources of potential grants and develop corresponding grant cycle calendar.
- Work with Douglas County Commissioners to increase annual funding to Historical Society.
- Task Fundraising Committee to expand events to include public programs (i.e. Friend Raising).
- Develop plan for Capital Improvement fundraising.
- Create postcards and photos to sell in bookstore.
- Establish a Grants Committee/Subcommittee to identify and prioritize grant needs and report regularly to board.
- Implement automatic monthly donation program as an option.

G. Collections and Exhibits

1. General Objectives

- Acquire, compile, maintain and preserve artifacts and records that illustrate the history and culture of Douglas County.
- Ensure public accessibility to artifacts and records.
- Follow standard professional practices in collecting, using and exhibiting materials.

2. Specific Strategies

- Document annual exhibit plan with grant requirements.
- Complete implementation of the ranching exhibit that includes exterior storage for Society.
- Develop interactive electronic exhibits using QRC or other scan code technology.
- Continue to expand Exhibit Team so that more exhibits can be offered and exhibits can be changed more frequently and can offer special exhibits.
- Insure that curator's time at beginning and end of exhibit projects is taken into consideration.
- Upgrade existing exhibit cases to be safer and environmentally controlled.
- Improve professional and appropriate lighting for all exhibits.

Douglas County Historical Society Strategic Plan

- Ensure that all artifacts and donated gifts for both museums are properly inventoried, labeled and cataloged in Inventory database software (PastPerfect).

H. Education

1. General Objectives

- Provide both adult and youth education programs.
- Provide supplemental educational information to accommodate special exhibits.

2. Specific Strategies

- Increase involvement with the school system in order to introduce the youth to the history of Douglas County and increase the potential of attracting younger memberships.
- Develop a 4th grade level interactive curriculum on local history and attempt to introduce it to the school system.
- Maintain and annual Young Chautauqua Program.
- Retool "Family Day" to include educational and cultural programs specifically geared to young families.

I. Marketing, Publicity & Public Relations

1. General Objectives

- Increase visitor numbers
- Build "DCHS" brand, i.e., values for which we want to be known
- Increase public awareness of services and events
- Increase revenue through the promotion of special events and exhibitions
- Attract new audiences
- Increase revenue through museum bookstore, publications and grants

2. Specific Marketing Strategies

- Maintain and update all periodical and travel guides (print and on-line) with current listings of the museums' contact info and benefits.
- Develop a brochure distribution and exchange with all museums in the greater western Nevada vicinity and the Sierras.
- Develop and promote reciprocal web links with similar partners and institutions.

3. Specific Publicity Strategies

- Utilize all available free media resources including: In-house distribution(newsletter and email), local newspapers, magazines, posters, social media, radio and television stations
- Develop manpower requirement to maintain the DCHS Web Site and assist with social media.

Douglas County Historical Society Strategic Plan

- Develop and maintain a committee skilled with the tools necessary to do data input, photograph and write press copy for all museum events and activities.
- Track commercial promotional resources and evaluate potential for paid advertising.

4. Specific Public Relations Strategies

- Develop and promote mutually beneficial partnerships with local business, community groups and all state and local tourism organizations.
- Participate in community programs.

X. Tactical Planning

As part of the budgeting process, each functional area of the Historical Society should develop a Tactical Plan covering activities, financial needs and benefits and volunteer requirements for each activity for the next fiscal year no later than April 15th. These plans will assist in determining financial requirements and the possible need for grants. The plans should include:

- Detailed description of each activity or project
- Detailed timeline backdated from Event date
- Funds needed for the activity or project
- Projected revenue (if applicable)
- Volunteers required and skill level of the volunteers
- Individual in charge of the project or activity

SUPPLEMENTAL MATERIAL
9 DCHS 2018-2019 Activities

All activities are located at the Carson Valley Museum & Cultural Center unless labeled otherwise.

July

- Summer Art & Wine on the Lawn
- Fine Arts Exhibit -Charles Muench
- Basque Heritage Tour of the museum for over 100 children, organized by J.T. Basque Bar & Restaurant, free admission
- Heritage Lecture Series: Highway 395, Stories Along the El Camino Sierra

August

- Agricultural Heritage Day and Carson Valley Museum anniversary party
- Heritage Lecture Series: Cancelled, speaker did not show up

September

- Heritage Lecture Series: Carson Pass stories
- Gardnerville Town Tour
- Volunteer Appreciation BBQ

October

- Paramedic AED program, free admission
- Heritage Lecture Series: Carson Valley stories
- Mottsville Cemetery Tour
- Family Support Council annual Candle Light Vigil on front lawn
- Town of Minden Scavenger Hunt for families

November

- Holiday Wine & Art three-day event: meet & greet, Artist's Pot Luck, and show
- Heritage Lecture Series: WWII Battleships of the Pacific Region
- Veterans Day Program with refreshments
- Armistice Day Centennial Ringing of the Bells at both museums
- Fam Tour visit to both museums arranged by the Carson Valley Visitors Authority

December

- Parade of Lights viewing party and Santa for children
- Holiday Gala: Gallery of Trees community organization fund raiser, and Gingerbread houses competition & display; Letters to Santa and photo opportunity; Christmas cookie walk.
- Artisan's Reception
- Old Town Christmas in Genoa with Methodist Bell Choir at the Courthouse Museum

January

- Heritage Lecture Series: Railroads of Nevada; free to NV Railroad Museum members

February

- Young Chautauqua Program begins and meets until end of April
- Heritage Lecture Series: Highway 395, Part Two

March

- Carson Valley Quilt Guild presents "Bed Turning"
- Women In History Remembrance Project presentation of four women who made important contributions to the community
- Historical Lecture Series: Battleships of WWII

April

- Young Chautauqua performs at the old Genoa Town Church during Genoa Western Heritage Days
- Historical Lecture Series: Battleships of WWII
- Courthouse Museum opens for the season

May

- Spring Art & Wine on the Green
- Young Chautauqua performance
- Ladies Spring Tea
- Heritage Lecture Series: Films of the Carson Valley
- Live painting demonstration by artist and historian Wayne Scarpaci
- Sarah Winnemucca Chautauqua presentation at Genoa Courthouse Museum

June

- Young Chautauqua performs at Dangberg Ranch
- Old Time Kid's Carnival
- Douglas County Historical Society float entry in Carson Valley Days Parade
- Pony Express Re-Ride mail swap at the Genoa Courthouse Museum
- Heritage Lecture Series: Mines of Nevada

The first Saturday of every month is Family Day at the Carson Valley Museum, free admission

CCCHP GRANT PROGRAM APPLICATION

PART III – BUDGET

Audit Report

The last scheduled internal audit was conducted for the fiscal year ending June 30, 2017. The audit was performed by the Treasurer and an additional Society member. A report was generated for all transactions for the fiscal year. A random check of every 10th transaction was performed. Paperwork for any checks or deposits were reviewed for accuracy.

The only issues noted were regarding some account posting errors which were corrected. No other issues were found.

Guy Proto, Treasurer

Insurance Policy

Declarations pages attached in SUPPLEMENTAL MATERIAL 5 above

A full copy of the policy is on file at the Douglas County Historical Society office at 1477 US Highway 395 N., Gardnerville, NV.

Resumes None required

GRANT APPLICATION FOR 2019-2020
PART III BUDGET FORM

Applicant: Douglas County Historical Society

1. Personnel:

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is a fringe benefit	Amount of fringe benefit	Total Amt	State Share	Non-State Share
a.	Supervisor	40	8.25			0.00	330.00		330.00
b.	Grant writer	30	33.4			0.00	1,002.00		1,002.00
c.						0.00	0.00		
d.						0.00	0.00		
e.						0.00	0.00		
f.						0.00	0.00		
g.						0.00	0.00		
h.						0.00	0.00		
i.						0.00	0.00		
j.						0.00	0.00		
Sub-total:							\$1,332.00	\$0.00	\$1,332.00

2. Travel: (see GSA rates in the application document)

		Rate	Miles/# of days	Total Amount	State Share	Non-State Share
a.	Mileage					
	1. Person #1-			0.00		
	2. Person #2-			0.00		
b.	Per Diem (Breakfast)			0.00		
	Per Diem (Lunch)			0.00		
	Per Diem (Dinner)			0.00		
c.	Transportation costs (parking fees, taxi, etc.)			0.00		
d.	Lodging					
	1. Weeknight (Sun-Th)			0.00		
	2. Weekend (Fri-Sat only)			0.00		
e.	Other:			0.00		
f.	Other:			0.00		
Sub-total:				\$0.00	\$0.00	\$0.00

GRANT APPLICATION FOR 2019-2020
PART III BUDGET FORM

3. Contractual Services: Attach itemized lists or contractor quotes showing the breakdown of materials and labor costs for all proposed work items

	Contractual Service	Total Amount	State Share	Non-State
a.	Surface Systems labor	20,575.00	20,575.00	
b.	Surface Systems materials	11,340.00	11,340.00	
c.	Genoa Co. -shutters	1,260.00		1,260.00
d.	Genoa Co. labor	14,750.00	14,750.00	
e.	Genoa Co. materials	6,273.00	6,273.00	
f.	Construction documents	800.00		800.00
Sub-total:		\$54,998.00	\$52,938.00	\$2,060.00

4. Operating: List estimated operating expenses relating to the proposed project.

		# of	Rate	Flat Rate	Amount	State Share	Non-State
a.	Photocopying						
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify):						
i.	Other (specify):						
Sub-total:					\$0.00	\$0.00	\$0.00

5. Other (please specify or attach detailed budget):

		Rate	Amount	State Share	Non-State
a.	Pink House fundraiser				1800
b.	Community online fundraiser				1000
c.					
d.					
e.					
f.					
g.					
h.					
Sub-total:			\$0.00	\$0.00	\$2,800.00

GRANT APPLICATION FOR 2019-2020
PART III BUDGET FORM

6. Section #1- 5 Subtotals:

		Amounts	State Share	Non-State Share
1.	Personnel	1,332.00	0.00	1,332.00
2.	Travel	0.00	0.00	0.00
3.	Contractual Services	54,998.00	52,938.00	2,060.00
4.	Operating	0.00	0.00	0.00
5.	Other	0.00	0.00	2,800.00
	Sub-total:	\$56,330.00	\$52,938.00	\$6,192.00

7.	Requested State Share Total:	Subtotal:	\$52,938.00
8.	Potential Non-State Share:	Subtotal:	\$6,192.00
9.	Actual Non-State Share:	Subtotal:	
10.	Proposed Project Costs Grand Total:		\$59,130.00

Surface Systems, Inc

408 S. Rock Blvd
Sparks, NV 89431

(775) 355-7472 Fax (775) 355-7692
NV License 37013

PROPOSAL

DATE	PROPOSAL NO.
1/23/2020	12320

NAME/ADDRESS	PROJECT/JOB
The Genoa Company, Inc. Attn: Roger Falke 775-691-9819 tomnurs@gmail.com	Genoa Courthouse Museum
Description	Total
SCOPE: Surface Systems proposes to provide the following in accordance with plans and specs:	
I) Concrete patching front concrete and steps:	
A) Demolition with diamond tipped tools	
LABOR TO COMPLETE THE ABOVE AS SPECIFIED:	200.00
MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	0.00
B) Shoulder cutting	
LABOR TO COMPLETE THE ABOVE AS SPECIFIED:	300.00
MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	0.00
C) Corrosion treatment to affected rebar using Cortec MCI Migratory Corrosion Inhibitor	
LABOR TO COMPLETE THE ABOVE AS SPECIFIED:	450.00
MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	50.00
Restore contour of repaired areas using Tensar Resilient Concrete	
LABOR TO COMPLETE THE ABOVE AS SPECIFIED:	1,860.00
MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	2,800.00
TERMS:	Total

Signature _____

Surface Systems, Inc
408 S. Rock Blvd
Sparks, NV 89431

PROPOSAL

DATE	PROPOSAL NO.
1/23/2020	12320

(775) 355-7472 Fax (775) 355-7692
NV License 37013

NAME/ADDRESS	PROJECT/JOB
The Genoa Company, Inc. Attn: Roger Falke 775-691-9819 tomnurs@gmail.com	Genoa Courthouse Museum
Description	Total
(C) cont: Application of Pentrasil denifier/sealer/hardener LABOR TO COMPLETE THE ABOVE AS SPECIFIED: MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	485.00 75.00
2. Repoint brick walls	
A) Repair, Removal and Replacement of brick LABOR TO COMPLETE THE ABOVE AS SPECIFIED: MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	2,000.00 500.00
B) Install joint repointing mortar to match adjoining joints as necessary LABOR TO COMPLETE THE ABOVE AS SPECIFIED: MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED:	15,280.00 610.00
3. Install Tufflex Elastomeric Urethane Membrane System on elevated deck (10' x 50') Job consists of about 20-30 overlapping steps, some base on field decisions once Demo is undertaken. Current unit pricing for this work is: \$14.00-\$17.95/sf 500sf @ \$14.61/sf	
TERMS:	Total

Signature _____

Surface Systems, Inc
408 S. Rock Blvd
Sparks, NV 89431

(775) 355-7472 Fax (775) 355-7692
NV License 37013

PROPOSAL

DATE	PROPOSAL NO.
1/23/2020	12320

NAME/ADDRESS	PROJECT/JOB
The Genoa Company, Inc. Attn: Roger Falke 775-691-9819 tomxurs@gmail.com	Genoa Courthouse Museum
Description	Total
MATERIALS & INSTALLATION: Prime with 2-component epoxy primer, trowel, back-roll or squeegee apply Tufflex base resin, broadcast EPDM granulated rubber for texture and slip resistance, apply a second (intermediate) coat and re-broadcast if necessary and apply an aliphatic ester top coat for UV and wear resistance. MATERIALS TO COMPLETE THE ABOVE AS SPECIFIED: WARRANTY: Three years against leakage, liftoff and wearthrough, not caused by structural failures or negligence. Any defective area will be repaired and color coat applied to that area. Warranty can be extended upon periodic re-application of color coat to the entire installed membrane. Warranty does not include water ponding or deficiency of adjacent trade work. TERMS: 1/3 on signed contract (\$10,639.00), balance due on completion	7,305.00

TERMS:

Total

\$31,915.00

All material is guaranteed to be as specified and the above work is to be performed in a workmanlike manner. Any alterations from the specifications above requiring additional costs will become an extra charge. A charge of \$65.00/man hour plus materials will apply under the following conditions: work cannot commence upon notification to proceed, employee stand-by, repairs due to damage caused by others and work outside the scope of this agreement. All agreements are contingent upon strikes, accidents, acts of God or delays beyond our control. Bid limit: \$200,000.00. This Proposal may be withdrawn if not accepted within 60 days.

Respectfully Submitted,

Ed Little
Owner

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted this ____ day of _____, 2019

Signature _____

Phone (775)782-2640

PROPOSAL

Mobile (775)691-9819

The Genoa Company, Inc.

P.O. Box 77

Genoa, NV. 89411-0077

Genoan23@msn.com

Proposal submitted to:

NV Lic. 3873A

Date

Carson Valley Historical Society

February 21, 2020

1477 Hwy 395

Gardnerville, NV. 89410

We hereby submit specifications and estimates for:

Providing the necessary labor, materials and equipment to inspect and remediate the attachment of the steel shutters on the exterior of the Courthouse Museum in Genoa.

Scope of work:

- We will verify that all existing attachment is safe and satisfactory.
- We will reinstall the one steel shutter that was removed and is stored in the Annex.
- We will replace any anchors or bolts that are deemed substandard.
- Any site cleanup as needed.

- | | |
|---|-----------------|
| 1. Materials- lead anchors, hexagonal lag screws of varying lengths to match existing, epoxy as needed. | Cost \$250.00 |
| 2. Labor- Two workers, 16 hours @ \$50.00= | \$800.00 |
| 3. 20% Overhead and Profit. | <u>\$210.00</u> |
| Total | \$1,260.00 |

We Propose to hereby furnish material and labor to complete, in accordance with the above specifications, for the sum of:

See cost breakdown above dollars \$ 1,260.00

Payment to be made as follows: Balance due upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are covered by Worker's Compensation insurance.

Authorized signature Roger A. Falcke for The Genoa Company, Inc.

Acceptance of Proposal The above prices and terms are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Phone (775)782-2640

PROPOSAL

Mobile (775)691-9819

The Genoa Company, Inc.

P.O. Box 77

Genoa, NV. 89411-0077

Genoan23@msn.com

Proposal submitted to:

NV Lic. 3873A

Date

Carson Valley Historical Society

February 27, 2020

1477 Hwy 395

Gardnerville, NV. 89410

We hereby submit specifications and estimates for:

Providing the necessary labor, materials and equipment to complete the following at the Courthouse Museum in Genoa.

Scope of work:

Remove all necessary trim and repair the front porch posts, as necessary. Replace trim and repaint as needed.

Repair or replace fascia above porch at the deck intersection with like materials. Repaint as needed.

Repair and repaint exterior of the windows as needed.

Raise the balustrade at the upper deck to meet current building safety code to 42 inches. We propose to remove existing balustrade, raise the height of the existing posts, Replace the existing rail sections and modify the sections to meet safety code. The design will be coordinated with J.P. Copoulos, AIA in Carson City. Mr. Copoulos is a Registered Historic Architect.

Site cleanup as needed.

This scope of work does not include any work associated with the deck surface replacement project.

Project costs-

1. Materials- \$6,573.00
2. Labor- \$14,750.00
3. Total Cost \$21,323.00

We Propose to hereby furnish material and labor to complete, in accordance with the above specifications, for the sum of:

Twenty-one thousand, three hundred twenty-three dollars \$ 21,323.00

Payment to be made as follows: 50% deposit at start. Balance due upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are covered by Worker's Compensation insurance.

Authorized signature Roger A. Falcke for The Genoa Company, Inc.

Acceptance of Proposal The above prices and terms are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Date of acceptance _____ Signature _____