

## **Douglas County Debt Management Commission**

### **Regular Meeting Agenda**

Ross Chichester, Chairman  
Brent Holderman, Vice Chairman  
David Maxwell, Member  
Cameron McKay, Member  
Dave Nelson, Member

Kathy Lewis, Clerk-Treasurer

---

**Friday, February 9, 2018**

**2:00 PM**

**County Administration Building  
1616 8th Street, Minden, Nevada**

---

Pursuant to Section 241 of the Nevada Revised Statutes, the Douglas County Debt Management Commission hereby notifies all interested parties that the Commission will conduct business as noticed below.

The meeting shall be held on **February 9, 2018** at the County Administration Building, 1616 8th Street, Minden, Nevada beginning at 2:00 PM.

Copies of the finalized agenda are posted at the following locations prior to meeting day: Minden Inn, Administration Building (Historic Courthouse), Judicial and Law Enforcement Center, Gardnerville Post Office, Minden Post Office, Douglas County Administration Building and the Tahoe Transportation Center at Stateline, NV. Questions concerning the agenda should be referred to the County Clerk's Office at 775-782-9014.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrains from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on any present or future project. Persons desiring an opportunity to address the Debt Management Commission and are not able to attend the meeting are requested to send an email to [clerk@douglasnv.us](mailto:clerk@douglasnv.us) at the Douglas County Clerk's Office at least 24 hours prior to the convening of the Commission meeting.

Copies of supporting material can be requested in person at the Douglas County Clerk/Treasurer's Office, 1616 8th Street, Minden, Nevada or by calling 775-782-9014. Supporting material can also be found at <http://douglascountynv.iqm2.com>. During the public hearing, supporting materials can be viewed in the Public Information Binder located at the entrance to the meeting room.

**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 Clerk's Office in writing at Post Office Box 218, Minden, Nevada 89423 or by calling 782-9014 at least 20 hours in advance.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE** - Member Holderman

**PUBLIC COMMENT**

**APPROVAL OF AGENDA**

**APPROVAL OF PREVIOUS MINUTES**

Debt Management Commission - Regular Meeting - Aug 31, 2017 1:00 PM

**AGENDA ITEMS**

1. For possible action. Discussion on the election of a Chairman and Vice Chairman to the Debt Management Commission as required by NRS 350.012(1).

**CLOSING PUBLIC COMMENT**

**ADJOURNMENT**

**Draft**

The Regular Meeting of the Debt Management was held on August 31, 2017 in the meeting room of the County Administration Building, 1616 8th Street, Minden, NV, beginning at 1:00 PM.

**CALL TO ORDER**

**Commissioners Present:**

Ross Chichester, Chairman  
Dave Nelson, Board Member  
David Maxwell, Board Member  
Cameron McKay, Board Member

**Commissioners Absent:**

Brent Holderman, Vice Chairman

**Staff Present:**

Kathy Lewis, Clerk Treasurer  
Kathleen Schmidt, Deputy Clerk  
Zachary Wadle, District Deputy Attorney

**PLEDGE OF ALLEGIANCE**

Member Nelson led the Pledge of Allegiance.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF AGENDA**

<b>RESULT:</b>	<b>APPROVED [4-0]</b>
<b>MOVER:</b>	Dave Nelson, Board Member
<b>SECONDER:</b>	David Maxwell, Board Member
<b>AYES:</b>	Chichester, Nelson, Maxwell, McKay
<b>ABSENT:</b>	Holderman

**APPROVAL OF PREVIOUS MINUTES**

**Debt Management Commission - Regular Meeting - Feb 22, 2017 9:45 AM**

Member McKay noted that the vote result box for the adjournment of the meeting in the minutes erroneously list the names of the previous board members.

MOTION to accept Regular Meeting Minutes from Feb 22, 2017, contingent upon correction;  
Carried

Minutes Acceptance: Minutes of Aug 31, 2017 1:00 PM (APPROVAL OF PREVIOUS MINUTES)

**DEBT MANAGEMENT COMMISSION  
MEETING OF AUGUST 31, 2017**

<b>RESULT:</b>	<b>APPROVED [4-0]</b>
<b>MOVER:</b>	Cameron McKay, Board Member
<b>SECONDER:</b>	David Maxwell, Board Member
<b>AYES:</b>	Chichester, Nelson, Maxwell, McKay
<b>ABSENT:</b>	Holderman

**AGENDA ITEMS**

**1. For Presentation Only. Discussion of statutory duties and function of Douglas County Debt Management Commission per Nevada Revised Statutes (NRS) 350.011 through 350.165. (Kathy Lewis)**

Zachary Wadle, Deputy District Attorney, explained the Creation of Debt Management Commission under Nevada Law; Statutorily Required Debt Management Commission Meetings; Debt/Tax Proposals Requiring Debt Management Commission Review/Approval; General Criteria for Debt Management Commission Review of Debt/Tax Proposals. To review Mr. Wadle's presentation, please see the Board Packet for Supplemental Information.

**2. For Possible Action. Discussion and possible action to accept annual indebtedness statements submitted by municipalities in Douglas County per Nevada Revised Statute (NRS) 350.013. (Kathy Lewis)**

Zachary Wadle, Deputy District Attorney, offered background information for the Annual Report, stating that all towns, the county and General Improvement Districts are required to submit an annual indebtedness statement. The Debt Management requirement is to accept the reports.

Member Maxwell asked if the request for management reports came from Carson City.

Mr. Wadle answered that the statements have to be submitted to the state; however, one of the reports comes from the Carson Water Subconservancy, which is part of Douglas County.

No public comment.

MOTION to accept annual indebtedness statements submitted by municipalities in Douglas County per NRS 350.013; Carried

<b>RESULT:</b>	<b>APPROVED [4-0]</b>
<b>MOVER:</b>	Cameron McKay, Board Member
<b>SECONDER:</b>	David Maxwell, Board Member
<b>AYES:</b>	Chichester, Nelson, Maxwell, McKay
<b>ABSENT:</b>	Holderman

**3. For Possible Action. Discussion and possible action to: 1) specify the percentage of maximum allowable total ad valorem tax levy applicable to any debt issuance or tax levy proposal to trigger analysis under Nevada Revised Statutes (NRS) 350.015(1)(d); and 2) establish priorities among essential and non-essential facilities and services for purposes of NRS 350.015(1)(d). (Zach Wadle')**

Minutes Acceptance: Minutes of Aug 31, 2017 1:00 PM (APPROVAL OF PREVIOUS MINUTES)

**DEBT MANAGEMENT COMMISSION  
MEETING OF AUGUST 31, 2017**

Zachary Wadle, Deputy District Attorney, explained that the Debt Management Commission must first specify a percentage of the maximum allowable total ad valorem tax levy and then establish priorities among essential and non-essential facilities. If a debt/tax levy proposal came before the committee that affected overlapping entities that would take the tax rate above the maximum percentage approved by the Commission, then the Commission would have to balance the needs of the public and the request through a Public Needs Analysis. Some areas in Douglas County are already up to the maximum percentage amount, so it's not a problem, but other areas are not up to the maximum percentage.

Member Maxwell asked what would happen if Minden was at the maximum percentage and the Debt Management Commission approved a percentage that was lower.

Mr. Wadle explained that the given scenario doesn't apply to Minden because they are already up against the maximum.

Member Maxwell asked if the rate right now was at 90% that was set last year.

Mr. Wadle said that the 90% applies only to new proposals.

Chairman Chichester said that Minden doesn't have any debt, only the current tax rate.

Mr. Wadle reminded the Commission that there are other ways to raise the ad valorem aside from issuing debt.

No public comment.

MOTION to 1) Establish 90% as the maximum allowable total ad valorem tax levy percentage applicable to any debt issuance or tax levy proposal to trigger analysis under NRS 350.015(1)(d); and 2) establish that facilities related to public safety, education and health are considered essential facilities and services, and all other facilities and services are considered non-essential;  
Carried

<b>RESULT:</b>	<b>APPROVED [4-0]</b>
<b>MOVER:</b>	Dave Nelson, Board Member
<b>SECONDER:</b>	Cameron McKay, Board Member
<b>AYES:</b>	Chichester, Nelson, Maxwell, McKay
<b>ABSENT:</b>	Holderman

**CLOSING PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

MOTION to adjourn; Carried

**DEBT MANAGEMENT COMMISSION  
MEETING OF AUGUST 31, 2017**

<b>RESULT:</b>	<b>APPROVED [4-0]</b>
<b>MOVER:</b>	Cameron McKay, Board Member
<b>SECONDER:</b>	David Maxwell, Board Member
<b>AYES:</b>	Chichester, Nelson, Maxwell, McKay
<b>ABSENT:</b>	Holderman

There being no further business to come before the Board, the meeting adjourned at 1:21 pm.

Respectfully submitted:

---

Ross Chichester, Chairman  
Douglas County Debt Management Commission

ATTEST:

---

Kathy Lewis, Clerk-Treasurer

UNAPPROVED

Minutes Acceptance: Minutes of Aug 31, 2017 1:00 PM (APPROVAL OF PREVIOUS MINUTES)

**Debt Management**

**AGENDA ACTION SHEET**

**Title:** For possible action. Discussion on the election of a Chairman and Vice Chairman to the Debt Management Commission as required by NRS 350.012(1).

**Recommended Motion:** Elect Chairman and Vice Chairman to the Debt Management Commission.

**Prepared by:** Dena Abeyta, Chief Deputy Clerk

**Meeting Date:** February 9, 2018

**Agenda Item # 1**