



P.O. Box 218, Minden, NV 89423
775-782-9821 FAX: 775-782-6255

Douglas County Board of Commissioners

Meeting Agenda

Barry Penzel, Chairman, District 5
Steve Thaler, Vice Chairman, District 2
Nancy McDermid, District 4
Larry Walsh, District 3
David Nelson, District 1

Lawrence Werner, County Manager

Kathy Lewis, Clerk-Treasurer

Thursday July 6, 2017

1:00 PM

**Douglas County Historic Courthouse
1616 8th Street, Minden, Nevada**

MISSION STATEMENT

Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors.

The Board of Commissioners may also be meeting for lunch on the same day, at 11:30 a.m. at Wild Horse Bar & Grill, 1679 U.S. Hwy. 395 N, Suite C, Minden, Nevada. Members of the public, press, and staff are welcome. This is a social gathering; and no Board of Commissioner business will be discussed.

Copies of the finalized agenda are posted at the following locations prior to the meeting day: Minden Inn, Administration Building (Historic Courthouse), Judicial and Law Enforcement Center, Gardnerville Post Office, Minden Post Office, Minden Library, Douglas County Administration Building and the Tahoe Transportation Center at Stateline, Nevada. Questions concerning the agenda should be referred to the County Manager's Office at 775-782-9821.

The Board of County Commissioners sit jointly as the following Boards: Liquor Board, License Board, Tahoe-Douglas Transportation District Board, Water District Board, and the Redevelopment Agency. Agenda items may be taken out of order, may be combined for consideration, or may be removed from the agenda at any time. All items designated "for possible action" shall include discussion and possible action to approve, modify, deny, take "no action," or continue the item.

It is the intent of the Board of County Commissioners to protect the dignity of citizens who wish to comment before the Board. It is also the County Commissioner's wish to provide the citizens of Douglas County with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the Board for action without interference.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his or her opinion, it is requested that the audience refrain 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 Board of County Commissioners and who are unable to attend the meeting are requested to send an email to 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 from Laure Penny, Douglas County Clerk/Treasurer's Office, 1616 8th Street, Minden, Nevada or by calling 775-782-9013. 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 782-9821 at least 20 hours in advance.

DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FINAL AGENDA – MINDEN, NV

July 6, 2017

1:00 PM

Call to Order

INVOCATION – Pat Cardinal of the Carson Valley Sertoma Club

PLEDGE OF ALLEGIANCE – Kathy Lewis

PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Commissioners or those agenda items where public comment will not be taken as a public hearing is not legally required.

Public Comment is limited to three minutes per speaker. The Board of Commissioners uses timing lights to ensure that everyone has an opportunity to speak. You will see a green light when you begin, and then a yellow light which indicates that you have thirty seconds left and should conclude your comments. Once the light turns red, please sit down.

If you are going to comment on a specific agenda item that the Board of Commissioners will take action on, please make your comments when the Board of Commissioners considers that item and the item is opened for public comment.

For members of the public not able to be present when an agenda item is heard, Speaker/Comment Cards are available from the Clerk and at the entrance to the meeting room. These cards should be completed and given to the Clerk.

APPROVAL OF AGENDA

For possible action. Approval of proposed agenda. The Board of Commissioners reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

APPROVAL OF PREVIOUS MINUTES

Board of County Commissioners - Regular Meeting - June 1, 2017

DOUGLAS COUNTY AWARD PRESENTATIONS

Ceremonial presentation on **Proclamation 2017P-049** recognizing Vicki Barrett, Judicial Assistant, for 28 years of dedicated service to Douglas County. (Judge Tom Perkins) 5 min

CONSENT CALENDAR

Items appearing on the Consent Calendar are items that can be adopted with one motion unless an item is pulled by a Commissioner or a member of the public. Members of the public who wish to have a consent item placed on the Administrative Agenda shall make that request during the public comment section at the beginning of the meeting and specifically state why they are making the request. When items are pulled for discussion, they will automatically be placed at the beginning of the Administrative Agenda or may be continued until another meeting.

Motion to approve the Consent Calendar items A - T

FINANCE

A. For possible action. Discussion to accept receipt of the auditor's report on Douglas County's general ledger balances through June 18, 2017. (Vicki Moore)

B. For possible action. Discussion to approve deletion of certain assets from the Douglas County Capital Asset Inventory. (Vicki Moore)

C. For possible action. Discussion to adopt **Resolution 2017R-050** providing for the transfer of the County's 2017 Private Activity Bond Volume Cap to the Nevada Rural Housing Authority and other properly related matters. (Vicki Moore)

CLERK-TREASURER

D. For possible action. Discussion to approve the receipt and filing of the cumulative voucher sheets for checks issued for the 6/9/17 Payroll, 6/2/17 Payables, 6/9/17 Payables, 6/14/17 Payables, and 6/16/17 Payables. (Kathy Lewis)

E. For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by the Minden-Tahoe Airport for the Aviation Roundup, scheduled for October 7 & 8, 2017, from 10:00 a.m. to 5:00 p.m., to be held at the Minden-Tahoe Airport, 1146 Airport Road, Minden, Nevada. (Kathy Lewis)

DISTRICT ATTORNEY

F. For possible action. Discussion to adopt **Resolution 2017R-048** to accept a Deed for a Public Right-of-Way, specifically a sixty (60) foot-wide right-of-way located on Minden-Tahoe Airport property on a portion of Bliss Road, which is an interest in land, across, upon, over, through and under real property more particularly described in the legal description attached as Exhibit "A" and depicted on Exhibit "B." (Bobbi Thompson)

G. For possible action. Discussion on the adoption of **Resolution 2017R-051** establishing the location of auctions of real property pursuant to NRS 107.080 as the Douglas County Courthouse, 1038 Buckeye Road, Minden, Nevada. (Doug Ritchie)

SOCIAL SERVICES

H. For possible action. Discussion to approve Social Services to accept Low Income Housing Trust Fund Grant funds in the amount of \$30,000 to provide emergency housing to the homeless residents of Douglas County. (Karen Beckerbauer)

I. For possible action. Discussion to approve Social Services to accept \$13,500 in Welfare Set Aside funds to assist with inmate discharge planning. (Karen Beckerbauer)

J. For possible action. Discussion to approve the Intrastate Interlocal Contract with the Department of Health and Human Services (DHHS) for Child Protective Services for fiscal years 2018 and 2019 in the amount of \$381,470 and \$382,071 respectively. (Karen Beckerbauer)

DOUGLAS COUNTY LIQUOR BOARD

K. For possible action. Discussion to approve the On-Site Beer and Wine Only Retail Liquor License for Stacy Hernandez owner/operator dba Sombreros. Stacey Hernandez has signed the Waiver of Notice of Hearing. Sombreros is located at 219 Kingsbury Grade Stateline, Nevada 89449. (Sgt. Smith)

COUNTY MANAGER

L. For possible action. Discussion to accept the Public Administrator's quarterly report for the period ending June 30, 2017. (Claudette Springmeyer)

EMERGENCY MANAGMENT SERVICES

M. For possible action. Discussion to accept a State of Nevada, Emergency Response Commission, Hazardous Materials Emergency Response Commission, Hazardous Materials Emergency Preparedness Mid-Cycle grant in the amount of \$7,960 to send eight members from partners of the Local Emergency Planning Commission (LEPC) to the 2017 Continuing Challenge Workshop, and to the authorize the Emergency Manager to sign all documents related to the management of the grant. No matching funds are required. (Dave Fogerson)

N. For possible action. Discussion to accept a State of Nevada, Emergency Response Commission, Hazardous Materials Emergency Response Commission, SERC Operations, Planning, Training & Equipment grant in the amount of \$29,000 for equipment and operations, and to authorize the Emergency Manager to sign all documents related to the management of the grant. No matching funds are required. (Dave Fogerson)

O. For possible action. Discussion to accept a State of Nevada, Division of Emergency Management, Emergency Management Performance Grant, in the amount of \$57,239, for costs associated with running Douglas County Emergency Management, administered under an interlocal agreement with the East Fork Fire Protection District, and to authorize the Emergency Manager to sign all documents related to the management of the grant. Matching funds in the amount of \$57,239 have been included in the budget. (Tod Carlini)

AIRPORT

P. For possible action. Discussion to approve the renewal of Building Lease 1144 Airport Road with the Civil Air Patrol. (Bobbi Thompson)

REPORT OF FEES

Q. For possible action. Discussion to accept the receipt of the Clerk and Tahoe General Services Report of Revenue and Transactions for the month of May 2017. (Kathy Lewis)

R. For possible action. Discussion to accept receipt of the DMV Report of Revenue and Transactions for the month of May 2017. (Kathy Lewis)

S. For possible action. Discussion to accept the May 31, 2017 Report of Fees from the Recorder's Office. (Karen Ellison)

T. For possible action. Discussion to accept the receipt of the Clerk and Tahoe General Services Report of Revenue and Transactions for the month of April 2017 (Amended). (Kathy Lewis)

ADMINISTRATIVE AGENDA

The Administrative Calendar will be handled as follows:

- (1.) The Chairman will read the agenda title into the public record.
- (2.) Staff will introduce the item and provide a report, if any.
- (3.) The applicant, if any, will have an opportunity to address the Board.
- (4.) The Board will then discuss the item. Once the Board has concluded their discussion, public comment will be allowed.
- (5.) Public comment will be allowed and is limited to three minutes per speaker.
- (6.) Once public comment is completed, the Board will then ask any follow-up questions and take action.

On agenda items that are agendized as a “presentation” with no action listed, public comment is not legally required and must be made at the beginning of the meeting.

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

ECONOMIC VITALITY

1. For possible action. Discussion to approve sending a letter of acknowledgement and support to the Governor's Office of Economic Development (GOED) to award economic incentives to Starbucks Coffee Company, as allowed by state law. (Andrew Haskin - 10 minutes) 15 minutes

FINANCE

2. For possible action. Discussion on the adoption of **Resolution 2017R-046**, authorizing payment from the Douglas County Room Tax Fund for the Carson Valley Visitor's Authority in the estimated amount of \$300,639 for Fiscal Year 2017-18. (Kathy Kaiser-5 min.) 5 min

3. For possible action. Discussion on the adoption of **Resolution 2017R-047**, authorizing payment from the Douglas County Room Tax Fund for the Lake Tahoe Visitors Authority in the estimated amount of \$271,154, and for the Lake Tahoe South Shore Chamber of Commerce in the amount of \$75,000, for Fiscal Year 2017-18. (Kathy Kaiser-5 min.) 5 min

PUBLIC WORKS

4 For possible action. Discussion to approve awarding a contract to Walter M. Lee dba Z7 Development for the North Valley Wastewater Treatment Plant Effluent Storage Reservoir Repair Project in the amount of \$399,950 and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Ron Roman - 5 minutes) 5 min

5. For possible action. Discussion to approve a contract with Kleinfelder in the amount of \$68,160 for construction administration, inspection and testing services during construction of the North Valley Waste Water Effluent Storage Reservoir Embankment Slope Repair Project, and authorize the Public Works Director to approve contract amendments up to 10% of the contract amount. (Ron Roman - 10 minutes) 10 min

6. For possible action. Discussion to approve a contract between Douglas County and Peerless Construction Ltd. for the new Judicial and Law Enforcement Center standby generator, PWP DO-2017-173, in the amount of \$576,000 as previously budgeted in Fiscal Year 2016/17 and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Ron Roman - 5 min) 5 min

SHERIFF

7. For possible action. Discussion on the passage of Senate Bill 176 requiring the Douglas County Sheriff's Office to implement a body worn camera program for all uniformed deputies by July 1, 2018, and request for direction from the Board regarding funding for the body worn camera program. (Undersheriff Paul Howell and Captain Jim Halsey) 15 min

COMMUNITY DEVELOPMENT

8. For possible action. Discussion to approve a license agreement with Mobilitie LLC for the installation, maintenance and operation of communication facilities within the Douglas County Right of Way under the terms and conditions specified in the agreement. (Erik Nilssen & Zach Wadle' - 10 min) 10 min

9. For possible action. Discussion to approve adding Douglas County as an Additional Participating Agency to the "Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program," as outlined in Addendum "F" to the Agreement, thereby joining with Washoe County, the City of Reno and the City of Sparks which utilizes the Accela Civic Platform permitting program, at a budgeted cost of \$10,692 for FY2017/18, and authorize the chairman to sign on behalf of Douglas County. (Mimi Moss) 15 min

10. For possible action. Discussion to approve a professional services contract with TruePoint Solutions to implement the Accela Civic Platform software permitting program for Community Development in an amount not to exceed \$298,720 as previously budgeted for FY2017/18, and authorize the chairman to sign the contract. (Mimi Moss) 10 min

11. For possible action. Discussion on the adoption of **Ordinance 2017-1490**, a Zoning Text Amendment to Douglas County Code (DCC), Title 20, updating general provisions, including Chapters 20.04- Application Process and Official Filing Date, clarifying the official filing date of an application; 20.24-Public Hearing Procedures, setting forth a time frame and process for continuance requests; 20.28-Appeals to County, clarifying the requirements for standing and being aggrieved and procedures for seeking an appeal; 20.608- Amendment to Master Plan, increasing the time frames by which applications must be heard; 20.610- Zoning Administration, increasing the time requirement for the Planning Commission to file its decision; and 20.650-Zoning Districts and Standards incorporating the official zoning map and establishing the procedure for determining districts, and other properly related matters. Second Reading (Heather Ferris - 10 min) 10 min

COMMUNITY SERVICES

12. For possible action. Discussion to approve a Memorandum of Understanding (MOU) with WAVE (Welcome All Veterans Everywhere) in order to facilitate the construction, operation and maintenance of a veterans' monument on County property located in front of the Historic Courthouse, 1616 8th Street, Minden, including a matching fund grant of up to \$15,000 from the Room Tax Fund. (Scott Morgan - 10 min) 15 min

COUNTY MANAGER

13. For presentation only. Reports/updates from County Commission members concerning the various boards and/or commissions that they may be a member of or a liaison to or meetings/functions they have attended. 10 min

CLOSING PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of Commissioners or those agenda items where public comment has not already been taken.

THE TIMING FOR AGENDA ITEMS IS APPROXIMATE UNLESS OTHERWISE INDICATED AS A TIME SPECIFIC ITEM. ITEMS MAY BE CONSIDERED AHEAD OF OR AFTER THE SCHEDULE INDICATED BY THIS AGENDA.

ADJOURNMENT