



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  
Dave Nelson, District 1

Lawrence Werner, County Manager

Kathy Lewis, Clerk-Treasurer

**Thursday August 17, 2017**

**1:30 PM**

**Tahoe Transportation Center  
169 Highway 50, Stateline, Nevada**

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#### 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.*

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](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 from Douglas County Clerk/Treasurer's Office, 1616 8<sup>th</sup> Street, Minden, Nevada or by calling 775-782-9014. Supporting material can also be found at <http://douglascountynv.igq2.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 – STATELINE, NV  
August 17, 2017**

**1:30 PM**

**Call to Order**

**INVOCATION – Father Setelik, Corpus Christi Catholic Church**

**PLEDGE OF ALLEGIANCE – Commissioner Nelson**

**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 - Special Meeting - Jun 26, 2017 4:00 PM

Board of County Commissioners - Special Meeting - Jul 17, 2017 3:00 PM

Board of County Commissioners - Regular Meeting - Jul 20, 2017 1:30 PM

**DOUGLAS COUNTY AWARD PRESENTATIONS**

Ceremonial presentation of an employee service award to Kristina Zehren of Alternative Sentencing for 20 continuous years of service. 5 Minutes

## **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 - G

### **FINANCE**

**A.** For possible action. Discussion to accept the auditor's report on Douglas County's general ledger balances through July 27, 2017. (Vicki Moore)

### **CLERK-TREASURER**

**B.** For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by the Carson Valley Sertoma Club for the Carson Valley Sertoma Oktoberfest, scheduled for September 10, 2017, from 9:00 a.m. to 5:00 p.m., to be held at Heritage Park, Gardnerville, Nevada. (Kathy Lewis)

**C.** For possible action. Discussion to accept the cumulative voucher sheets for checks issued for the 7/21/17 Payroll, 7/21/17 Payables, 7/28/17 Payables and 8/1/17 Payables. (Kathy Lewis)

### **SHERIFF**

**D.** For possible action. Discussion to accept a Domestic Violence Grant for a total of \$22,880 in federal funds requiring a County grant match of \$9,888.70 for FY 2017-18. (Sheriff Pierini)

### **EMERGENCY MANAGEMENT**

**E.** For possible action. Discussion to accept a Nevada Department of Public Safety State Emergency Response Commission Grant in the amount of \$25,000, to fund the purchase of equipment for the Douglas County Local Emergency Planning Commission (LEPC) and authorize the District Fire Chief or his designee to sign all documents related to the management of the grant. (Tod Carlini)

### **REPORT OF FEES**

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

**G.** For possible action. Discussion to accept receipt of the DMV Report of Revenue and Transactions for the month of June 2017. (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**

#### **PRESENTATIONS**

**1.** Presentation on Douglas County's new public facing Financial Transparency website in order to bring awareness to the public and to the Board of the available functions and features that can be used for reviewing Douglas County's financial information. (Sherri McGee) 15 Minutes

#### **COMMUNITY DEVELOPMENT**

**2.** For possible action. Discussion and presentation from Julie Hunter, Planning Official Development Officer, and Frederick Steinmann, Chapter Secretary with the Nevada Chapter of the American Planning Association, regarding the Nevada Chapter of the American Planning Association’s 2017 Nevada Planning Guide, and an overview of the Nevada Leadership Program at the University Center for Economic Development at the University of Nevada, Reno. (Mimi Moss) 10 minutes

**3.** For possible action. Discussion on the disposition of additional monies available for the 2017 Community Development Block Grant (CDBG) program allowing for a Second Round funding cycle and discussion on the 2018 CDBG funding cycle process, including the solicitation of applications and public hearings. (Lucille Rao) 10 minutes

**4.** For possible action. Discussion to approve and award a contract for construction services for the Martin Slough Trailhead to MNW Construction LLC, in an amount not to exceed \$195,283, utilizing \$62,447 from the Room Tax Contingency Account #234-811 619.000, and authorize the County Engineer to approve contract amendments up to 10% of the contract amount. (Erik Nilssen) 10 minutes

5. For possible action. Discussion to reappoint Nancy McDermid as Douglas County's representative on the State Land Use Planning Advisory Council for the term ending December 31, 2020. (Mimi Moss) 5 minutes

### **PUBLIC WORKS**

6. For possible action. Discussion related to the proposed reorganization of the Public Works Buildings, Fleet, Vehicle Maintenance and Roads Divisions to include the creation of a Transportation Engineering Manager, a Fleet and Facilities Manager, a Maintenance Specialist Senior and Civil Engineer positions, and the creation of a Fleet Services Apprentice and Public Works Laborer job descriptions within the County Pay Plan. The reorganization results in the net addition of one (1) Full Time Equivalent employee position with a total annual cost savings of approximately \$49,333. (Carl Ruschmeyer) 30 minutes

### **CLERK-TREASURER**

7. For possible action. Discussion to accept the new proposed hours for Tahoe General Services for Saturday marriage license sales. New Saturday hours will be 10:00 a.m. - 1:00 p.m. The hours were formerly 10:00 a.m. - 4:00 p.m. (Kathy Lewis) 5 Minutes

### **COUNTY MANAGER**

8. For possible action. Discussion to adopt a Social Media Use Policy to address the rapid changes in social media, the way we as public servants disseminate information, and to clarify employee use of social media. (Melissa Blosser) 10 minutes

9. For possible action. Discussion to authorize the County Manager to fund an Impact Fee Feasibility Study in accordance with the Strategic Plan from the 410 County Construction Fund, not to exceed \$35,000. (Lawrence Werner) 10 minutes

10. 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 minutes

### **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**