

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 October 5, 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.

At 11:30 a.m., per NRS 211.020(2), the Board of County Commissioners will perform a physical inspection of the Douglas County Jail, located at the Judicial and Law Enforcement Center, 1038 Buckeye Road, Minden, Nevada. After the jail inspection, the Commissioners will be provided lunch in the jail.

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, 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 the 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
October 5, 2017**

1:00 PM

Call to Order

INVOCATION- None

PLEDGE OF ALLEGIANCE- Will be led by Commissioner Walsh

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- None

DOUGLAS COUNTY AWARD PRESENTATIONS

Ceremonial presentation of an employee service award to Dominic Hastings-Molyneux of Juvenile Probation for 15 continuous years of service. 5 Minutes

For possible action. Acknowledgement of Starbucks Coffee Company and the Carson Valley Distribution Center's \$15,000 donation to WAVE (Welcome All Veterans Everywhere), a local nonprofit organization that, with Douglas County's \$15,000 grant, will make the Veteran's Monument in Douglas County a reality. (Carl Schnock - WAVE, Todd McCullough - Starbucks, Scott Morgan) 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 September 18, 2017. (Vicki Moore)

CLERK-TREASURER

B. For possible action. Discussion to accept the cumulative voucher sheets for checks issued for the 9/15/17 Payroll, 9/7/17 Payables, 9/8/17 Payables and 9/15/17 Payables. (Kathy Lewis)

HUMAN RESOURCES

C. For possible action. Discussion on the first amendment to the Interlocal Contract for Self Insurance and Risk Management Consulting Services with Carson City to extend the timeframe for services, expand the list of services provided and adjust the payment for services. (Wendy Lang).

SOCIAL SERVICES

D. For possible action. Discussion to approve a request by a family for the disinterment of decedent George I Kishimura for the purpose of relocating his remains to another state as required per Nevada Revised Statute 451.050. (Karen Beckerbauer)

TECHNOLOGY SERVICES

E. For possible action. Discussion to approve the revised Technology Steering Committee Policy that provides greater oversight by the County Manager. (Sherri McGee)

COUNTY MANAGER

F. For possible action. Discussion to accept the Public Administrator's quarterly report for the period ending September 30, 2017. (Claudette Springmeyer) 5 minutes

REPORT OF FEES

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

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

CLERK-TREASURER

1. For possible action. Discussion and presentation by FTN Financial Main Street Advisors, Douglas County’s new Investment Advisors, on Douglas County’s investment program and an economic/market update; approving updates and revisions to the Clerk/Treasurer’s Investment Policy, and accepting the County Clerk/Treasurer's reports of investments for August, 2017. (Kathy Lewis) 20 minutes

DISTRICT ATTORNEY

2. For possible action. Discussion to approve the County Comptroller’s refusal of a demand from Reno Vulcanizing Auto Care, in the amount of \$15,959, as not being a proper claim against the County. (Mark B. Jackson) 20 minutes

PUBLIC WORKS

3. For possible action. Discussion and possible direction on the Single Stream Curbside Recycling Pilot Program. (Carl Ruschmeyer) 10 minutes

HUMAN RESOURCES

- 4.** For possible action. Discussion to approve revisions to Douglas County Administrative Policy 200.44- Sick Leave Program, updating and revising the sick leave payout provisions, including eligibility, timing and compensation. (Wendy Lang) 15 Minutes
- 5.** For possible action. Discussion to approve revisions to Douglas County Administrative Policy 200.11- Compensation, including changes to the rate of standby and shift differential compensation, eligibility for working above classification, and making other updates and clarifying corrections. (Wendy Lang) 15 Minutes
- 6.** For possible action. Discussion to approve a new policy to the Douglas County Administrative Policies and Procedures Manual documenting Douglas County's current Service Award Program. (Wendy Lang) 5 Minutes
- 7.** For possible action. Discussion to approve revisions to Douglas County Administrative Policy 200.01-Compensatory Time for Non-Represented Employees, including increasing the number of compensatory leave hours that may be accrued, providing for payment of accrued leave, and making other updates and clarifying corrections. (Wendy Lang) 5 Minutes
- 8.** For possible action. Discussion to approve revisions to Douglas County Administrative Policy 200.29- Promotion and Transfer, updating the policy language and clarifying that internal promotional hires are subject to the same compensation setting procedures and review as external hires, as well as making other updates and clarifying corrections. (Wendy Lang) 15 Minutes
- 9.** For possible action. Discussion to approve revisions to Douglas County Administrative Policy 200.23- Employee Performance Evaluations and Merit Increases, including reducing the merit scale, addressing lump sum payments and making other updates and clarifying corrections. (Wendy Lang) 5 Minutes
- 10.** For possible action. Discussion on Douglas County's self-funded dental plan increasing dental insurance premiums for employees by 5.5% beginning January 1, 2018. (Wendy Lang) 10 minutes
- 11.** For possible action. Discussion to accept an offer from Hometown Health Plan to provide Douglas County, the Towns and District Court employees health insurance coverage at an overall cost increase of 6.91% beginning January 1, 2018; coverage includes a preferred-provider organization (PPO) plan and a high deductible (HSA) plan. (Wendy Lang) 10 minutes

COMMUNITY DEVELOPMENT

12. For possible action. Discussion on the following:

1) Adoption of **Ordinance Number 2017-1491**, a Zoning Map Amendment (ZMA) changing the zoning for two contiguous 1-acre parcels from Light Industrial (LI) to General Industrial (GI) for APN's 1220-11-001-058 & 1220-11-001-059, and all other properly related matters (Second Reading); and

2) A Special Use Permit (SUP) for the establishment of a commercial propane distributorship for the same two parcels located at 1731 and 1737 Timber Court, Gardnerville, within the Old Sawmill Industrial Park in the East Valley Community Plan Area. The applicant is Campora Propane Service. DA 17-054 and DA 17-053. (Continued from September 7, 2017) (Steve Mason) 25 minutes

13. For possible action. Discussion to accept the Annual Progress Report on the Carson River Watershed Regional Floodplain Management Plan and Hazard Mitigation Plan prepared by the Carson Water Subconservancy District and Douglas County. (Courtney Walker) 15 minutes

14. For possible action. Discussion to adopt **Ordinance No. 2017-1493**, an ordinance correcting previously adopted Ordinance no. 2017-1483, a zoning map amendment (ref. DA 16-083 and PD 05-001-6) for Genoa Ridge Investors, LLC, which modified the existing Planned Development for Summit Ridge Phases 3B and 3C by establishing an SFR-1/2 PD and a PR/PD for 115 acres located approximately 1,000 feet north of Mountain Meadow Drive within the Genoa Community Plan Area (APNs: 1419-26-101-002 and 1419-26-101-003), and other properly related matters. Second reading (Mimi Moss) 5 minutes

15. For possible action. Discussion on the adoption of **Ordinance No. 2017-1492**, amending Douglas County Code, Title 20, Sections 20.654.020; 20.658.020; 20.660.070; 20.662.010; 20.664.130; 20.666.010; and 20.668.090 to allow open or subsurface mining subject to specific standards in the General Industrial (GI) zoning district only upon approval of a Special Use Permit approved by the Board of County Commissioners, and prohibit open or subsurface mining in all Agricultural, Forest and Range, and Public Facilities zoning districts, and other properly related matters. Second reading (Mimi Moss & Mary Anne Martin) 45 minutes

COUNTY MANAGER

16. For possible action. Discussion to approve a request for the Board of County Commissioners to reconsider a Master Plan Amendment request previously submitted by Bently Enterprises changing the land use designation from Rural Residential to Single Family Estates for two parcels, 26.17 acres and 10.69 acres in size, that was denied by the Board of County Commissioners on September 18, 2017. (Larry Werner) 20 minutes

17. For possible action. Discussion to approve a contract amendment for the preparation and implementation of the Douglas County Stormwater Utility with House Moran Consulting, Inc., for an amount not to exceed \$44,200. (Lawrence Werner) 45 minutes

18. 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