

## 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 November 16, 2017**

**11:00 AM**

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

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](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 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 – STATELINE, NV**

**November 16, 2017**

**11:00 AM**

**Call to Order**

**INVOCATION-** Bedford Holmes, Zephyr Point Presbyterian

**PLEDGE OF ALLEGIANCE-** Commissioner Penzel

**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**

1. Board of County Commissioners - Special Meeting - Sep 18, 2017 9:00 AM
2. Board of County Commissioners - Regular Meeting - Sep 21, 2017 1:30 PM
3. Board of County Commissioners - Regular Meeting - Oct 5, 2017 1:00 PM

**DOUGLAS COUNTY AWARD PRESENTATIONS**

Ceremonial presentation of Proclamation Number **2017P-081** declaring November 12-17, 2017 as Nevada Flood Awareness Week in Douglas County. (Courtney Walker) 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 - Y

### **FINANCE**

- A.** For possible action. Discussion to adopt Resolution **2017R-082**, amending Resolution **2017R-071**, establishing an updated list of petty cash funds for the departments of Douglas County. (Vicki Moore)
- B.** For possible action. Discussion to accept the auditor's report on Douglas County's general ledger balances through October 30, 2017. (Vicki Moore)
- C.** For possible action. Discussion to accept the auditor's report on Douglas County's general ledger balances through October 17, 2017. (Vicki Moore)
- D.** For possible action. Discussion to accept the FEMA Major Disaster Grant award for Disaster FEMA-4303-DR-NV for project PW # DCSB001- Emergency Protective Measures for \$13,461.47, and authorize the Chief Financial Officer to sign the grant documents. (Vicki Moore)
- E.** For possible action. Discussion to accept the FEMA Major Disaster Grant award for Disaster FEMA-4307-DR-NV for project PW# DCD0006 (Douglas County Public Works), in the amount of \$3,255.87, and authorize the Chief Financial Officer to sign the grant documents. (Vicki Moore)
- F.** For possible action. Discussion to accept the FEMA Major Disaster Grant award for Disaster FEMA-4307-DR-NV for project PW# DCD0008 (Douglas County Public Works), in the amount of \$2,841.75, and authorize the Chief Financial Officer to sign the grant documents. (Vicki Moore)
- G.** For possible action. Discussion to accept the FEMA Major Disaster Grant award for Disaster FEMA-4303-DR-NV for project PW# DCD0009 (North Valley Wastewater Treatment Plant), in the amount of \$5,895.49, and authorize the Chief Financial Officer to sign the grant documents. (Vicki Moore)
- H.** For possible action. Discussion to accept the FEMA Major Disaster Grant award for Disaster FEMA-4303-DR-NV for project PW# DCD0007 (Douglas County Public Works Retention Basin), in the amount of \$30,271.78, and authorize the Chief Financial Officer to sign the grant documents. (Vicki Moore)

### **CLERK-TREASURER**

**I.** For possible action. Discussion to accept the receipt of the September, 2017 Douglas County Investment Report submitted per Douglas County Code 3.02.040. (Kathy Lewis)

**J.** For possible action. Discussion to accept the cumulative voucher sheets for checks issued for the 10/4/17 Payroll, 10/13/17 Payroll, 10/26/17 Payroll, 10/6/17 Payables, 10/10/17 Payables, 10/13/17 Payables, 10/20/17 Payables, 10/24/17 Payables and 10/26/17 Payables. (Kathy Lewis)

**K.** For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by the Carson Valley Chamber of Commerce for the 22nd Annual Carson Valley Chamber of Commerce Parade of Lights scheduled for Saturday, December 2, 2017, from 3:00 p.m. to 8:00 p.m., beginning in Gardnerville at Eddy Street, running north on Highway 395, turning left onto Esmeralda Avenue and finishing at Minden Park, in Minden, Nevada. (Kathy Lewis)

**L.** For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by the Hard Rock Hotel and Casino Lake Tahoe, for the New Years' Eve Countdown Party scheduled for Sunday, December 31, 2017, from 9:00 p.m. to 12:30 a.m., to be held at the Hard Rock Hotel and Casino Lake Tahoe, the Guitar Plaza on the Highway 50 side, at 50 Highway 50, Stateline, Nevada. (Kathy Lewis)

#### **DISTRICT ATTORNEY**

**M.** For possible action. Discussion to accept a \$738,348 grant from the U.S. Department of Justice, Office on Violence Against Women, to the District Attorney's Office to continue the Special Victims Response Team in Douglas County through September 30, 2020. No matching funds are required. (Mark B. Jackson)

#### **SOCIAL SERVICES**

**N.** For possible action. Discussion to accept Community Services Block Grant funds in the amount of \$116,949 for grant year 2017-2018 for Social Services programming. (Karen Beckerbauer)

#### **COMMUNITY DEVELOPMENT**

**O.** For possible action. Discussion to amend a professional services contract with R.O. Anderson Engineering Inc. for the design of the Martin Slough Multi-Use Path, increasing the cost of the contract from \$147,096 to \$154,671, an increase of \$7,575, in order to complete additional survey work and hydraulic modeling for the future path, with funds allocated from the Room Tax Contingency Account. (Erik Nilssen)

**P.** For possible action. Discussion to accept a 20-foot wide public utility easement granted to Douglas County over property owned by Edgewood Companies. The easement is approximately 11,032 square feet in area and is located north of Lake Parkway within the Edgewood Golf Course property. (Erik Nilssen)

## **COMMUNITY SERVICES**

**Q.** For possible action. Discussion to approve modifications to the Douglas County Parks & Recreation Department Programs and Facilities Manual adding language to allow more flexibility in charging application fees and deposits, clarifying the applicable use of the "Donations in Lieu of Fees" policy, a new fee for FEMA-eligible emergency use of county facilities, and a new 2-hour minimum charge for classroom use at the Kahle Community Center. (Scott Morgan)

## **COUNTY MANAGER**

**R.** Ceremonial presentation of Proclamation **2017P-079** recognizing the month of November 2017 as National American Indian Heritage Month.

**S.** Ceremonial presentation on Proclamation **2017P-080** recognizing the month of November 2017 as National Runaway Prevention Month.

## **PUBLIC WORKS**

**T.** For possible action. Discussion to accept a Temporary Construction Easement on the real property located west of Foothill Road on APN 1319-15-000-013, within Douglas County and across from David Walley's Hot Springs Resort and Spa, for the purpose of installing a cold water test well and permanent cold water well. (Nick Charles)

**U.** For possible action. Discussion to accept the terms of the Grant of Permanent Easement and Agreement regarding a portion of the real property within Douglas County, APN 1319-15-000-013, located west of Foothill Road, across from David Walley's Hot Springs Resort and Spa, for the purpose of operating a cold water well and related infrastructure. (Nick Charles)

## **REPORT OF FEES**

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

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

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

**Y.** For possible action. Discussion to accept the receipt of the Clerk and Tahoe General Services Report of Revenue and Transactions for the month of September 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**

### **PUBLIC WORKS**

1. For possible action. Discussion on the adoption of Resolution **2017R-084** authorizing the installation of a "No Parking" sign on Pittman Terrace road in conjunction with the installation of a new fire hydrant system. (Jon Erb) 10 Minutes

### **DISTRICT ATTORNEY**

2. For possible action. Discussion to introduce Ordinance **2017-1494** amending Title 9, Chapter 9.68 – Weapons, to prohibit the discharge of firearms and bows within specified distances from schools and occupied dwellings located in Douglas County and the Gardnerville Ranchos General Improvement District, and providing for all other properly related matters. (1st Reading) (Zach Wadle). 15 minutes

### **HUMAN RESOURCES**

3. For possible action. Discussion to approve the Second Memorandum of Understanding to the 2017-2024 labor agreement with the Douglas County Employee Association (“DCEA”) memorializing additional one-time monetary contributions by Douglas County to cover, for calendar year 2018, increases in medical insurance plan premiums. (Wendy Lang) 5 Minutes

4. For possible action. Discussion to approve the First Memorandum of Understanding to the 2017-2022 labor agreement with the Douglas County Sheriff's Protective Association (“DCSPA”) memorializing additional one-time monetary contributions by Douglas County to cover, for calendar year 2018, increases in medical insurance plan premiums. (Wendy Lang) 5 Minutes

5. For possible action. Discussion to approve the First Memorandum of Understanding to the 2017-2022 labor agreement with the Douglas County Sheriff's Protective Association Sergeants Bargaining Unit ("DCSPA-SBU") memorializing additional one-time monetary contributions by Douglas County to cover, for calendar year 2018, increases in medical insurance plan premiums. (Wendy Lang) 5 minutes

## **FINANCE**

6. For possible action. Discussion on the adoption of Resolution Number **2017R-075** which augments the Town of Minden's Fiscal Year 2017-18 budgets by \$186,938. (Julie Andress) 5 Minutes

7. For possible action. Discussion to adopt Resolution Number **2017R-077** which augments the Town of Gardnerville's Fiscal Year 2017-18 budgets by \$181,800. (Julie Andress) 5 Minutes

8. For possible action. Discussion to adopt Resolution Number **2017R-073** which augments the Douglas County Fiscal Year 2017-18 budgets by \$10,049,082. (Julie Andress) 5 Minutes

## **COMMUNITY DEVELOPMENT**

9. For possible action. Discussion on an interlocal contract with the Nevada Tahoe Conservation District (NTCD) for the complete design and construction services for the Lower Kahle Water Quality Basin and the 50% design of the Kahle Drive Complete Street, in an amount not to exceed \$410,000, as previously approved to be funded by the Douglas County portion of various mitigation funds held by the Tahoe Regional Planning Authority (TRPA). (Erik Nilssen) 5 Minutes

10. For possible action. Discussion to approve a professional services contract with Farr West Engineering to provide water system modeling in an amount not to exceed \$77,200 to update and calibrate existing water models, and direct reimbursement for model verification costs required by the owner of the development project. (Erik Nilssen) 10 Minutes

## **COUNTY MANAGER**

11. For possible action. Discussion to approve a contract with Public Restroom Company for the Kingsbury North Trailhead Pre-Manufactured Restroom Project for a total cost of \$194,168 and to authorize the County Manager to execute change orders not to exceed 10% of the original contract amount. (Scott McCullough) 5 Minutes

12. For possible action. Discussion to approve an appointment to the Planning Commission. 10 minutes

**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 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**