



## 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 December 7, 2017

10:30 AM

Douglas County Historic Courthouse  
1616 8<sup>th</sup> 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.*

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 – MINDEN, NV**

**December 7, 2017**

**10:30 AM**

**Call to Order**

**INVOCATION-** Pastor Norm Milz

**PLEDGE OF ALLEGIANCE-** Doug Ritchie, Civil Chief Deputy District Attorney

**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 agendized 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 - Oct 19, 2017 1:30 PM

**DOUGLAS COUNTY AWARD PRESENTATIONS**

Ceremonial presentation on **Proclamation 2017P-085** recognizing Douglas County Public Library's 50th anniversary. 10 minutes

Ceremonial presentation of employee service awards to Nadine Chrzanowski of Douglas County Sheriff's Office for 15 continuous years of service and Harry Raub of Technology Services for 20 continuous years of service. 15 Minutes

For presentation only. Presentation by Western Nevada Development District regarding the process to update the Comprehensive Economic Development Strategy. (Ron Radil) 10 minutes

**ADJOURN AS BOARD OF COMMISSIONERS**

**CONVENE AS DOUGLAS COUNTY LIQUOR BOARD**

1. For possible action. Discussion to approve the On-Site Retail Beer and Wine Liquor License for Jonathan Dickerson owner/operator representing JHDP, Inc. dba Round Table Pizza. Jonathan Dickerson has signed a Waiver of Notice of Hearing. Round Table Pizza is located at 1327 US Highway 395, Suite C, Gardnerville, Nevada 89410. (Sergeant Bernadette Smith)

2. For possible action. Discussion to approve the Packaged Retail Liquor License for Denise Munoz owner/operator of Carniceria La Hacienda. Denise Munoz has signed a Waiver of Notice of Hearing. Carniceria La Hacienda is located at 1758 U.S. Highway 395, Suite B, Minden, Nevada 89423. (Sergeant Bernadette Smith)

**ADJOURN AS DOUGLAS COUNTY LIQUOR BOARD**

**RECONVENE AS BOARD OF COMMISSIONERS**

**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 - R

**FINANCE**

**A.** For possible action. Discussion to accept the auditor's report on Douglas County's general ledger balances through November 15, 2017 per NRS 251.030. (Caroline Chieffo)

**B.** For possible action. Discussion to accept the FEMA Major Disaster Grant (Project #DCB0002, DCC003, DCC005 and DCSB002) for the January and February 2017 Flood events and authorize the Chief Financial Officer to sign the grant documents. (Vicki Moore)

**CLERK-TREASURER**

**C.** For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by Harveys Resort Hotel/Casino, for 20 Outdoor Summer Entertainment Events, scheduled for various dates beginning June 23, 2018 through September 8, 2018, from 6:00 p.m. to 11:00 p.m., to be held at Harveys Resort Hotel/Casino in the Outdoor Amphitheatre, 18 Highway 50, Stateline, Nevada. (Kathy Lewis)

**D.** For possible action. Discussion on **Resolution 2017R-090**, which orders, directs and authorizes the County Treasurer to sell or convey properties held in trust by the County Treasurer, as listed in **Resolution 2017R-090**, at public auction consistent with Nevada Revised Statutes (NRS) 361.595, on Wednesday, March 28, 2018. (APNs: 0923-07-000-008, 1022-10-002-087, 1022-15-001-006, 1022-15-001-053, 1022-16-001-095, 1022-17-002-019, 1022-17-002-020, 1121-35-001-030, 1220-12-310-045, 1220-15-210-032, 1220-16-118-001, 1220-27-110-025, 1318-23-813-006, 1318-24-710-018; 1319-19-212-068, 1323-00-001-014, 1323-00-001-015, 1420-07-817-034, 1420-29-612-025, 1420-33-511-013 ) (Kathy Lewis)

**PUBLIC GUARDIAN**

**E.** For possible action. Discussion to approve receipt of the Public Guardian's 2017 first quarter reports for the period beginning January 1, 2017, and ending March 31, 2017. (Nicole Thomas)

**F.** For possible action. Discussion to approve receipt of the Public Guardian's 2017 second quarter reports for the period beginning April 1, 2017, and ending June 30, 2017. (Nicole Thomas)

**COMMUNITY DEVELOPMENT**

**G.** For possible action. Discussion to accept a 60-foot wide public drainage easement granted to Douglas County over property owned by the Carson Valley Auto Mall LLC, a portion of which is known as Lyla Lane north of Topsy Lane and east of US Highway 395. The easement contains approximately 57,319 square feet. (Erik Nilssen)

**COMMUNITY SERVICES**

**H.** For possible action. Discussion to approve the donation of a 1996 Ford F350 van and a 1997 Dodge 1-ton van from the Recreation Division to Young at Heart, a non-profit organization dedicated to the support of Seniors. (Travis Lee)

**SHERIFF**

**I.** For possible action. Discussion to accept the Quarterly Jail Status Report for the third quarter of 2017. (Sheriff Pierini)

**TECHNOLOGY SERVICES**

**J.** For possible action. Discussion to adopt **Resolution 2017R-089**, a Resolution Regarding the Disposal of Computer and Other Electronic Equipment. (Sherri McGee)

## **COUNTY MANAGER**

**K.** For possible action. Discussion to ratify Chairman Penzel's submitting a letter to the U.S. Congress regarding the continued funding of the Payments in Lieu of Taxes (PILT) and Secure Rural Schools (SRS) to Douglas County from the Federal government. For FY 2017-18, Douglas County received \$672,152 and the Douglas County School District received \$7,352. (Larry Werner)

**L.** For possible action. Discussion to approve and ratify Chairman Penzel's submitting a letter of support to Douglas County's Congressional Delegation and the Bureau of Land Management requesting that they consider the construction of a new Nevada BLM Aviation Fire Base at the Minden-Tahoe Airport. (Larry Werner)

**M.** For possible action. Discussion to approve the Memorandum of Agreement regarding a Brownfields Coalition Assessment Grant documenting roles and responsibilities between the Northern Nevada Development Authority, Carson City and Douglas County. (Lisa Granahan)

## **SENIOR SERVICES**

**N.** For possible action. Discussion to accept \$332,326 in Federal Transportation Administration ("FTA") 5339 funds from the Nevada Department of Transportation ("NDOT") for the capital purchase of the DART transportation buses and equipment. A \$66,465 grant match for Agreement Number PR546-17-802, for the 5339 funds, is required and has previously been budgeted in the Senior Center budget. (Travis Lee)

**O.** For possible action. Discussion to accept a \$476,471 grant of Federal Transportation Administration (FTA) 5311 funds from the Nevada Department of Transportation ("NDOT") for the operation of the DART transportation system. A \$226,821 grant match for Agreement Number PR494-17-802 is required to receive the 5311 grant funds which has previously been budgeted in the Senior Center budget. (Travis Lee)

## **REPORT OF FEES**

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

**Q.** For possible action. Discussion to accept the September 30, 2017, Report of Fees from the Recorder's Office. (Karen Ellison)

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

## **LUNCH BREAK 12:00PM-1:00PM**

## **THE FOLLOWING ITEMS WILL BE HEARD STARTING AT 1:00PM**

### **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**

#### **DISTRICT ATTORNEY**

- 1.** For possible action. Discussion on the collection of \$136,766 due from the Washoe Tribal Police Department, a subdivision of the Washoe Tribe of Nevada and California (the “Tribal Police”), for services provided by the Douglas County 911 Emergency Services Center pursuant to an Interlocal Contract for 9-1-1 Dispatch Services dated May 6, 2010 (the “Dispatch Agreement”), including the possible termination or modification of the current Dispatch Agreement. (Douglas Ritchie) 20 Minutes
- 2.** For possible action. Discussion to adopt **Resolution 2017R-083** establishing the compensation for the Douglas County Public Administrator pursuant to NRS 253.050, as amended. (Douglas Ritchie) 10 Minutes

#### **DOUGLAS COUNTY AWARD PRESENTATIONS**

- 3.** Ceremonial presentation of **Proclamation No. 2017P-086** for Linda Finch and **Proclamation No. 2017P-087** for Chief Dave Thomas, retired, for their service to the Courts, the community, and to the Victim Impact Panels in Douglas County. 10 minutes

## **COUNTY MANAGER**

4. For possible action. Discussion and presentation regarding a building conceptual layout and cost estimate for the Judicial Law Enforcement Center space needs. (Judge Tom Perkins) 30 minutes

## **HUMAN RESOURCES**

5. For possible action. Discussion to approve **Resolution 2017R-091**, setting the compensation of the Justices of the Peace for the East Fork and Tahoe Townships in accordance with Senate Bill 42 of the 2017 Nevada Legislature and Nevada Revised Statute (NRS) 4.040. (Wendy Lang) 10 Minutes

## **DISTRICT COURT**

6. For possible action. Discussion to accept State of Nevada Mental Health Block Grants to China Spring Youth Camp in the total amount of \$848,334. (Wendy Garrison) 10 Minutes

7. For possible action. Discussion to approve two full-time Client Care Manager positions and one Department Data Base Administrator and Application Developer position within the China Spring Youth Camp, wholly funded with a Nevada Department of Public and Behavioral Health grant through September 30, 2018. (Wendy Garrison) 5 Minutes

## **COMMUNITY DEVELOPMENT**

8. For possible action. Discussion to adopt **Resolution 2017R-058** on a request for a Master Plan Map Amendment to change the land use designation from Rural Residential to Single Family Estates for two parcels 26.18 acres and 10.69 acres in size. The subject parcels are located approximately 450 feet north of the intersection of Fremont Street and Kiss Lane on both the east and west sides of East Valley Road in Minden. The property owner is Bently Family Ltd Partnership (APN's 1320-11-001-035 & 1320-11-001-036). Development Application (DA) 17-028. This is a re-hearing of Item #6 of the September 18, 2017 Board of Commissioners meeting. (Heather Ferris) 30 minutes

9. For possible action. Discussion on a request for a Major Modification to a Tentative Subdivision Map (ref: LDA 16-008) that previously received approval for 48 condominium units, and is now modifying the request to create 101 condominiums units. The subject parcel is located at 346 Eugene Drive in the R-077 (Residential-Oliver Park) zoning district, in the Tahoe Planning Area. The applicant is David Hagen, Welsh Hagen Associates. (APN 1318-22-002-002). Land Division Application (LDA) 17-020. (Lucille Rao) 10 minutes

**10.** For possible action. Discussion to accept a report of the Planning Commission's comments based on a referral, per NRS 278.220, following an approval of a Master Plan Amendment request for And Away They Go, LLC, changing the land use from Commercial to Multi-Family Residential for four parcels totaling 24.36 acres located at the northwest corner of Ironwood Drive and Lucerne Street in Minden. (APN 1320-30-702-026; -027; -028; and -029). (Heather Ferris) 10 minutes

**11.** For possible action. Discussion to accept a report of the Planning Commission's comments based on a referral, per NRS 278.220, following approval of a Master Plan Amendment request for the Deverill Charitable Trust changing the land use designation from Commercial to Multi-Family Residential for two parcels totaling 5.93 acres. The subject property is located at 1701 and 1709 Monte Vista Avenue in Minden (APN 1320-30-611-006; and -007). (Heather Ferris) 10 minutes

**12.** For possible action. Discussion on the approval and acceptance of the Community Development Department's report on the following development agreements, pursuant to the 24-month review required by Nevada Revised Statutes (NRS): Mica Drive LLC (The Cottages at Indian Hills); Monterra; Parkhaven Estates (Armil Properties, LLC); Peri Enterprises, LLC; and Riverwood Partners, LLC. (Mimi Moss) 15 Minutes

**13.** For possible action. Discussion on the introduction of **Ordinance No. 2017-1495**, an ordinance repealing **Ordinance No. 2007-1220** which adopted the Riverwood Partners, LLC development agreement, and other properly related matters. (First reading) (Mimi Moss) 10 Minutes

**14.** For possible action. Discussion to approve a request for: (1) a Tentative Subdivision Map to create sixteen (16) single family residential lots ranging from 2.0 to 2.35 acres; and (2) a Major Variance to allow development within 50-feet of a USGS-designated "blue-line stream." The project site is a 37.98-acre parcel located approximately 0.25 miles west of the intersection of Jacks Valley Road and Bavarian Drive in the SFR-2 (Single Family Residential – 2 acre minimum net parcel size) zoning district, within the Indian Hills/Jacks Valley Community Plan Area. The applicants are Joseph & Rebecca Ann Schneider / Schneider Family Trust (APN 1419-11-002-061). Land Division Application (LDA) 17-022 and Major Variance (MVAR) 17-071. (Steve Mason) 25 minutes

### **CLERK-TREASURER**

**15.** For possible action. Discussion to approve and submit a State of Nevada grant application for funding to assist in the replacement of Douglas County's voting system; authorize the County Manager to accept the grant funding, if awarded; and authorize the County Manager to execute an interlocal agreement with the State of Nevada for the proper disposal of the existing election equipment. (Kathy Lewis) 20 minutes



**16.** For possible action. Discussion to approve a contract with Dominion Voting Systems, Inc. for \$474,803 for FY 2017/18, as previously budgeted, for the purchase of new voting equipment for the 2018 elections. (Kathy Lewis) 5 minutes

**17.** For possible action. Discussion to approve a contract with Votec Corporation for \$56,560 for FY 2017/18, as previously budgeted, for the purchase of the Vote Safe electronic poll book system for use during the 2018 elections as outlined in the contract. (Kathy Lewis) 5 minutes

**18.** For possible action. Discussion to authorize the Clerk/Treasurer to use the remaining budgeted funds originally allocated for the replacement of the election system as a contingency fund for unforeseen expenditures which may arise with either the replacement of the election system project or the replacement of the cash receipting system project. (Kathy Lewis) 5 minutes

### **PUBLIC WORKS**

**19.** For possible action. Discussion to award a contract to V&C Construction for the Sierra Country Estates Well 2 Water Main Project for \$188,403.15 and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

### **COUNTY MANAGER**

**20.** 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**