



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 January 4, 2018

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: Carson Valley Country Club Restaurant, 1029 Riverview Drive, Gardnerville, NV 89460. 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, 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.igm2.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

January 4, 2018

1:00 PM

Call to Order

INVOCATION- None

PLEDGE OF ALLEGIANCE- Commissioner Thaler

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.

CLERK-TREASURER

For possible action. Discussion on the election of the Chair and Vice-Chair of the Board of Commissioners in compliance with NRS 244.070. (Kathy Lewis) 5 minutes

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 - Nov 27, 2017 3:00 PM

DOUGLAS COUNTY AWARD PRESENTATIONS

Ceremonial presentation of an employee service award to Kathy Lewis, Douglas County Clerk/Treasurer for 15 continuous years of service. 5 minutes

Ceremonial presentation of **Proclamation No. 2018P-001** recognizing Paul Howell, Undersheriff of Douglas County Sheriff's Office (DCSO) for 30 years of dedicated service to Douglas County. 5 minutes

Ceremonial presentation of **Proclamation No. 2018P-002** declaring January 2018 as National Radon Action Month in Douglas County. (Susan Howe and Nadia Noel) 5 minutes

**ADJOURN AS BOARD OF COUNTY COMMISSIONERS
CONVENE AS DOUGLAS COUNTY LIQUOR BOARD**

DOUGLAS COUNTY LIQUOR BOARD

For possible action. Discussion to approve removing Hamish Dobbs and adding James Robertson to the existing On-Site Beer and Wine Retail Liquor License with Entertainment Endorsement for Hard Rock Cafe International (USA) Inc dba Hard Rock Cafe. Mr. Robertson has signed a Waiver of Notice of Hearing. Hard Rock Cafe is located in Harveys Lake Tahoe located at 18 Hwy 50, Stateline Nevada 89449. (Sergeant Bernadette Smith) 5 Minutes

**ADJOURN AS DOUGLAS COUNTY LIQUOR BOARD
CONVENE AS BOARD OF COUNTY 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 - G

FINANCE

A. For possible action. Discussion to accept receipt of the auditor's report on Douglas County's general ledger balances through December 19, 2017 per NRS 251.080. (Geoff Bonar)

CLERK-TREASURER

B. For possible action. Discussion to accept the receipt of the November 2017 Douglas County Investment Report submitted per Douglas County Code 3.02.040. (Kathy Lewis)

AIRPORT

C. For possible action. Discussion to approve a building Lease Amendment to do a partial assignment for the Tail Dragger Cafe, LLC. This amendment is due to the sale of a portion of the business. (Bobbi Thompson)

PUBLIC ADMINISTRATOR

D. For possible action. Discussion to approve receipt of the Douglas County Public Administrator's quarterly report for the period ending December 31, 2017. (Claudette Springmeyer)

REPORT OF FEES

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

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 November 2017. (Kathy Lewis)

G. For possible action. Discussion to accept receipt of the DMV Report of Revenue and Transactions for the month of November 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 to approve the motor pool vehicle purchase of 11 new county vehicles to replace county vehicles. (Glen Radtke) 15 Minutes

2. For possible action. Discussion to approve and award a contract to Lumos & Associates, Inc. for materials testing and special inspections for the North Valley Wastewater Treatment Plant Improvements project, in the amount of \$96,800, and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

3. For possible action. Discussion to approve and award a contract to Keller Associates, Inc. for engineering services during the construction of the North Valley Wastewater Treatment Plant Improvements project, in the amount of \$355,315, and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

4. For possible action. Discussion to approve and award a contract to CH2M Hill, Inc. for instrumentation, controls, and Supervisory Control and Data Acquisition (SCADA) improvements related to the North Valley Wastewater Treatment Plant Improvements project and water and sewer utility SCADA improvements, in the amount of \$394,000, and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

5. For possible action. Discussion to approve and award a contract to CH2M Hill, Inc. for engineering services during construction of the North Valley Wastewater Treatment Plant Improvements project, in the amount of \$83,000, and authorize the Public Works Director to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

6. For possible action. Discussion to approve and award a contract to Farr Construction Corporation, doing business as Resource Development Company, for the construction of the North Valley Wastewater Treatment Plant Improvements project, in the amount of \$9,084,085, and authorize the Public Works Director to sign change orders up to 5% of the contract amount. (Nicholas Charles) 10 minutes

7. Presentation by the Carson Water Subconservancy District (CWSD) on water resources for the Carson River Watershed for Water Year 2017 and Future Water Issues. (Edwin James, P.E.) 15 minutes

DISTRICT ATTORNEY

8. For possible action. Discussion to introduce **Ordinance No. 2018-1497**, amending Chapter 12.08 of the Douglas County Code (DCC) by (1) amending section 12.08.040 of the DCC to prohibit persons from depositing debris into public streets, sidewalks or other public ways; (2) adding section 12.08.050 of the DCC, to require landowners within Douglas County to maintain landscaping such that it does not obstruct pedestrian and vehicular traffic on county rights-of-way or public sidewalks, and repair and maintain sidewalks consistent with Chapter 278 of the Nevada Revised Statutes; and (3) adding section 12.08.060 to the DCC, to provide for enforcement in the event that an owner fails to comply with section 12.08.050. (Carey Rosser) 10 minutes

9. For possible action. Discussion to introduce **Ordinance No. 2018-1498**, an ordinance amending Title 2 of the Douglas County Code by adding Chapter 2.62: Records Management; Section 2.62.010 Disposition of Records, adopting a schedule for the retention of county records and setting forth the manner in which such records may be disposed of. (Kathryn Etcheverria & Carey Rosser) 8 min

10. For possible action. Discussion to approve the revised Records Management Policy (Number 600.01), to establish a policy that complies with all applicable laws and regulations and addresses technological changes to record management procedures. (Kathryn Etcheverria & Carey Rosser) 10 minutes

COMMUNITY DEVELOPMENT

11. Presentation on Douglas County's participation in the Federal Emergency Management Agency (FEMA) Community Rating System. (Courtney Walker) 25 minutes

12. For possible action. Discussion on the following requests: (1) Introduction of **Ordinance No. 2018-1496**, an ordinance for a Zoning Map Amendment (ref. PD 17-002) for Keith Serpa, Project LM, LLC amending the existing zoning of SFR-8,000 (Single Family Residential- 8,000 square foot minimum net parcel size) and PF (Public Facilities) by establishing an SFR-8,000 and PF Planned Development Overlay Zone, and other properly related matters; (2) a Tentative Subdivision Map to subdivide 87.02 acres into 178 single family residential lots, the smallest being 6,004 square feet, with 33 acres of common area and open space, and an approximately 9 acre remainder parcel; and (3) a Variance to Improvement Standards to allow for one ingress and egress into the development with future secondary access being provided by adjacent developments in accordance with the North Douglas County Specific Plan. The subject property is located east of Highway 395 on North Sunridge Drive approximately 1/3 mile south of Topsy Lane in the Indian Hills/Jacks Valley Community Plan. The applicant is Keith Serpa for Project LM, LLC; (APN 1420-05-401-005); Planned Development (PD) 17-002; and Land Division Application (LDA) 17-028. (Heather Ferris) 30 minutes

13. For possible action. Discussion to approve a request for a Tentative Subdivision Map to create fourteen (14) residential lots from 9,833 square-feet to 11,750 square-feet in size using the provisions of Douglas County Code Section 20.708.020, Tentative subdivision map procedures. The project site is a 5.44-acre portion of an 84.5-acre parcel located at the southern periphery of the Town of Minden in the SFR-8,000 (Single Family Residential- 8,000 square foot minimum net parcel size) zoning district, within the Minden/Gardnerville Community Plan area. The applicant is Renee Mack (Mack Land & Cattle Co.), APN 1320-32-201-006. Land Division Application (LDA) 17-033. (Steve Mason) 25 minutes

14. For possible action. Discussion on the adoption 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, second reading. (Mimi Moss) 5 Minutes

COUNTY MANAGER

15. For possible action. Discussion to approve an agreement for Allocation of Catalyst Funds between the State of Nevada, Governor's Office of Economic Development (GOED) and Douglas County for up to \$250,000 in state funding to be sub granted to Starbucks Corporation for the creation of up to 100 jobs. (Lisa Granahan) 15 minutes

16. For possible action. Discussion to approve an agreement between Douglas County and Starbucks Corporation, for the distribution of State of Nevada Catalyst Fund proceeds up to \$250,000 requiring the creation of up to 100 jobs. (Lisa Granahan) 5 minutes

17. For possible action. Discussion to review funding options for the Judicial & Law Enforcement Center expansion and placement of an Advisory Ballot Question to impose a Quarter Cent Infrastructure Sales Tax under NRS 377B to fund the project. (Justice of the Peace Tom Perkins) 20 minutes

18. For possible action. Discussion to approve the appointment of County Commissioners, staff and alternates to various Douglas County boards and committees. These boards/commissions/meetings include but are not limited to the: Nevada Association of Counties; Northern Nevada Development Authority; Carson Water Subconservancy District; Lake Tahoe Visitors Authority; Tahoe Regional Planning Agency; Law Library; NevadaWorks; Carson Valley Chamber of Commerce, Carson Valley Visitors Authority; Carson Area Metropolitan Planning Organization; Tahoe Douglas Visitors Authority; Lake Tahoe South Shore Chamber of Commerce; Western Nevada Development District; Regional Transportation Commission; Nevada Tahoe Conservation District; Carson-Truckee Water Conservancy District; Stateline Stormwater Association; Nevada V & T Railroad Commission; Joint Powers/Waste Management; Tahoe Transportation District, Carson Valley Arts Council; and the Debt Management Commission. (Larry Werner) 10 minutes

19. 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