



Douglas County Board of Commissioners

Meeting Agenda

Steven J. Thaler, Chairman, District 2
Barry Penzel, Vice Chairman, District 5
Nancy McDermid, District 4
Larry Walsh, District 3
David Nelson, District 1

Lawrence Werner, County Manager

Kathy Lewis, Clerk-Treasurer

Thursday February 1, 2018

10:30 AM

**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.

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.igmp2.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

February 1, 2018

10:30 AM

Call to Order

INVOCATION- NONE

PLEDGE OF ALLEGIANCE- Kathy Lewis, Clerk-Treasurer

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 - Special Meeting - Dec 4, 2017 9:00 AM

Board of County Commissioners - Regular Meeting - Dec 7, 2017 10:30 AM

Board of County Commissioners - Special Meeting - Dec 18, 2017 3:00 PM

Board of County Commissioners - Regular Meeting - Dec 21, 2017 1:30 PM

DOUGLAS COUNTY AWARD PRESENTATIONS

Ceremonial presentation of an employee service award to Ron Sagen of 911 Emergency Services for 25 continuous years of service. 10 Minutes

Ceremonial presentation of **Proclamation 2018P-008** recognizing Sheryl Christian, Recreation Supervisor for Douglas County, for 30 years of dedicated service to Douglas County. (Scott Morgan) 10 minutes

Ceremonial presentation of **Proclamation 2018P-009** recognizing Debbie Beam's retirement from Douglas County. (Lawrence Werner) 10 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 accept the auditor's report on Douglas County's general ledger balances through January 2, 2018 per NRS 251.030. (Geoff Bonar)

B. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger balances through January 18, 2018 per NRS 251.030. (Geoff Bonar)

CLERK-TREASURER

C. For possible action. Discussion to accept the cumulative voucher sheets for checks issued for the 12/8/17 Payroll, 12/22/17 Payroll, 12/08/17 Payables, 12/15/17 Payables, 12/22/17 Payables, 12/26/17 Payables, and 12/29/17 Payables. (Kathy Lewis)

D. For possible action. Discussion to accept the December 2017 Douglas County Investment Report submitted per Douglas County Code 3.02.040. (Kathy Lewis)

E. For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by the Hard Rock Hotel and Casino for the 2018 AMA National Snow Bike Series, scheduled for February 10, 2018, from 12:00 p.m. to 10:30 p.m., to be held at the Hard Rock Hotel and Casino, Parking Lot C, 50 Highway 50, Stateline, Nevada. (Kathy Lewis)

F. For possible action. Discussion to approve, with conditions, the Outdoor Festival Permit submitted by the Hard Rock Hotel and Casino for the 2018 Summer Concert Series, to be held on various dates beginning June 21 & June 29, July 1 & July 26 and August 3, August 29 & August 30, 2018, from 5:00 p.m. to 10:30 p.m., at the Hard Rock Hotel and Casino, back parking lot, 50 Highway 50, Stateline, Nevada. (Kathy Lewis)

G. For possible action. Discussion to approve, with conditions, the amended Outdoor Festival Permit submitted by Harveys Resort Hotel/Casino, adding two (2) additional dates to the application previously approved by the Board of Commissioners on December 7, 2017, for 22 Outdoor Summer Entertainment Events, to be held on various dates beginning June 14, June 23, June 30, July 7, July 11, July 13, July 14, July 15, July 17, July 18, July 21, July 22, July 28, August 4, August 11, August 18, August 25, August 31, September 1, September 2, September 8 and September 16, 2018, from 6:00 p.m. to 11 p.m., at the Harveys Resort Hotel/Casino, in the Outdoor Amphitheatre, 18 Highway 50, Stateline, Nevada. (Kathy Lewis)

SHERIFF

H. For possible action. Discussion to approve acceptance of a Domestic Violence Grant Addendum to the existing STOP and SASP grant terms and conditions for the previously accepted grant. (Sheriff Pierini)

I. For possible action. Discussion to approve acceptance of an Edward Byrne Memorial Justice Assistance Grant (JAG) for Tri-NET in the amount of \$50,000. (Sheriff Pierini)

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

TECHNOLOGY SERVICES

K. For possible action. Discussion to approve the Environmental Systems Research Institute, Inc. (Esri) Small Government Enterprise Agreement (SGEA) extension for Geographic Information Systems (GIS) software licensing in the amount of \$105,000. (Sherri McGee)

COMMUNITY DEVELOPMENT

L. For possible action. Discussion to approve acceptance of a public utility easement of varying widths granted to Douglas County across two parcels owned by Bently Family, LLC to operate and maintain a public water line. The easement is approximately 14,700 square feet in area and is located west of US Highway 50 in Douglas County's Skyland water system; 1200 and 1192 US Hwy 50, APN's 1418-34-301-001, and -007). (Erik Nilssen)

M. For possible action. Discussion to accept the 2017 Planning Commission Activities Report. (Heather Ferris)

SENIOR SERVICES

N. For possible action. Discussion to approve the donation of Vehicle #680-205, a 2003 F-150 Home Delivered Meal Truck which includes a home delivered meal refrigeration package, to the Storey County Senior Center at a total value of approximately \$2,000. (Travis Lee)

O. For possible action. Discussion to approve acceptance of a \$7,028 award from the Nutrition Services Incentive Program (NSIP) grant funds from the State of Nevada Aging and Disability Services Division for reimbursement of food purchased through the Senior Center (Grant Number 04-000-57-NX-18). (Travis Lee)

SOCIAL SERVICES

P. For possible action. Discussion to approve acceptance of \$87,876 in AB397 Family Planning Grant funding from the Division of Public and Behavioral Health for Community Health Clinic operations. (Scott Morgan)

AIRPORT

Q. For possible action. Discussion to approve an updated Disadvantaged Business Enterprise Program (DBE), which will provide a written program for the Airport to ensure DBE's have an equal opportunity to receive and participate in United States Department of Transportation (DOT)-assisted projects. (Bobbi Thompson)

R. For possible action. Discussion to approve an amendment to the hangar lease with Aces Aircraft Maintenance Inc (Lease 2323BH) adding specific automobile parking spaces for the tenant's customers and employees for an additional \$46.67 per month for a total annual fee of \$560.04. (Bobbi Thompson)

REPORT OF FEES

S. For possible action. Discussion to approve the receipt of the Douglas County Constable's quarterly report of fees for October 1 through December 31, 2017. (Paul Gilbert)

T. For possible action. Discussion to accept the November 30, 2017, Report of Fees from the Recorder's Office. (Karen Ellison)

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

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

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

COUNTY MANAGER

X. For possible action. Discussion to approve the updated projects list for inclusion in the Western Nevada Development District Comprehensive Economic Development Strategy (CEDS) Update. (Lisa Granahan)

Y. For possible action. Discussion to accept the Law Library's 2017 Annual Report. (Erin Plante)

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

FINANCE

- 1.** For possible action. Discussion on the Comprehensive Annual Financial Report for fiscal year ended June 30, 2017. (Vicki Moore)1 hour

COUNTY MANAGER

- 2.** For possible action. Discussion to approve the adoption of the Douglas County Fraud, Waste, and Abuse Program as developed by MossAdams LLP. (Lawrence Werner)10 Minutes
- 3.** For possible action. Discussion to adopt Policy Number 100.07 establishing the Douglas County Audit Committee. (Lawrence Werner)10 minutes

BREAK FOR LUNCH 12:00 PM to 1:00 PM

**THE FOLLOWING ITEMS WILL BE CONSIDERED AFTER LUNCH,
BEGINNING AT 1:00 PM, INCLUDING ANY UNFINISHED BUSINESS
RELATED TO AGENDA ITEMS 1 to 3:**

COMMUNITY DEVELOPMENT

4. For possible action. Discussion to approve a request for: (1) A Tentative Subdivision Map to create eleven (11) residential lots from 5.0 to 8.9 acres in size; and, (2) a Variance to Floodplain Development Standards (pursuant to DCC 20.50.190) to allow the construction of a 2,200'-length cul-de-sac partially within a designated Special Flood Hazard Area. The project site is comprised of two contiguous parcels totaling 69.8-acres located immediately north of the intersection of Fish Springs Road and Myers Drive in the RA-5 (Rural Agriculture – 5 Acre Minimum Net Parcel Size) zoning district, within the Fish Springs Community Plan Area. The applicant is Midtown Ventures, LLC (APN's 1221-05-001-001 & 1321-32-002-034). Land Division Application (LDA) 17-027 and Major Variance (MVAR) 17-085. (Steve Mason) 45 minutes

PUBLIC WORKS

5. Presentation on the fiscal condition of Douglas County's Carson Valley and Regional Water Utility Funds, and the Sewer Utility Fund. (Ron Roman)15 minutes

6. For possible action. Discussion to determine whether to uphold or reject the Bid Protest submitted by KG Walters Construction, which pertains to the staff's recommendation to award the North Valley Wastewater Treatment Plant Improvements project to Farr Construction Corporation, d.b.a. Resource Development Company. (Nicholas Charles and Walt Johnson, KG Walters Construction)20 Minutes

7. For possible action. Discussion to approve and award a contract to Farr Construction Corporation d.b.a Resource Development Company or to KG Walters Construction Company, Inc., for the construction of the North Valley Wastewater Treatment Plant Improvements project. (Nicholas Charles)10 minutes

8. 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

9. 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

10. 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

11. 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

SHERIFF

12. For possible action. Discussion to approve an agreement with the Washoe Tribe for Douglas County to provide inmate services to the Washoe Tribal Police Department at a cost of \$55.00 per day/per inmate. (Captain Jim Halsey)10 Minutes

DISTRICT ATTORNEY

13. For possible action. Discussion to adopt **Ordinance Number 2018-1498**, 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. Second Reading. (Kathryn Etcheverria & Carey Rosser) 10 minutes

CLERK-TREASURER

14. For possible action. Discussion to approve a contract with Devnet, Inc. for \$798,824.60, for FY2017/18 thru FY 2023/24, for Property Tax, CAMA, wEdge and EdgeMaps software licenses, maintenance and support. Funds of \$500,000 have already been budgeted. (Kathy Lewis and Doug Sonnemann)15 minutes

COUNTY MANAGER

15. For possible action. Discussion to approve a professional services contract with CR Engineering for the Douglas County Mechanical, Electrical and Plumbing Improvement Project, in the amount of \$107,000, which was previously budgeted in FY 2017/18. (Scott McCullough) 5 minutes

16. For possible action. Discussion to approve a letter of support for the Carson Valley Visitors Authority Wayfinding Project. (Lisa Granahan and Jan Vandermade) 20 minutes

17. 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. (Lawrence Werner) 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