



## 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, June 7, 2018

1:00 PM

**Douglas County Community & Senior Center**  
**1329 Waterloo Ln.,**  
**Gardnerville, Nevada 89410**

#### 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:**

El Agaveño Mexican Bistro  
1776 U.S. Hwy 395 N- Minden, NV 89423

**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](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**

**June 7, 2018**

**1:00 PM**

**Call to Order**

**INVOCATION**

Pastor Norm Milz, Shepherd of Sierra Lutheran Church

**PLEDGE OF ALLEGIANCE**

Led by Chairman 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.

**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 Budget Meeting - Apr 3, 2018 9:00 AM

Board of County Commissioners - Special Budget Meeting - Apr 4, 2018 1:00 PM

Board of County Commissioners - Regular - Apr 5, 2018 10:30 AM

Board of County Commissioners - Special Budget Meeting - Apr 10, 2018 9:00 AM

Board of County Commissioners - Regular - Apr 19, 2018 1:30 PM

Board of County Commissioners - Special Budget Meeting - Apr 30, 2018 8:00 AM

Board of County Commissioners - Regular - May 3, 2018 1:00 PM

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

**DOUGLAS COUNTY LIQUOR BOARD**

1. For possible action. Discussion to approve the addition of Chana Oconnell as the on-site store manager to the existing Packaged Retail Liquor License for Safeway, Inc. dba Safeway. Chana Oconnell has signed a Waiver of Notice of Hearing. Safeway is located at 212 Elks Point Road, Zephyr Cove, Nevada 89448. (Bernadette Smith) 5 Minutes

2. For possible action. Discussion to approve the On-Site Unrestricted Retail and Packaged Retail Liquor License for Lake Tahoe Aleworx, LLC, dba Lake Tahoe Aleworx represented by owner Luca Genasci, contingent on the issuance of a Certificate of Occupancy. Luca Genasci has signed a Waiver of Notice of Hearing. Lake Tahoe Aleworx is located at 31 Hwy 50 Suite #105 Stateline, Nevada 89449. (Bernadette Smith) 5 Minutes

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

**DOUGLAS COUNTY AWARD PRESENTATIONS**

Ceremonial presentation of service award to Bobbie Williams of Judicial Services for 20 continuous years of service.

Ceremonial presentation of service award to Doug Sonnemann for 30 years of continuous service to Douglas County. (Chairman Thaler)

**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 - X**

**FINANCE**

**A.** For possible action. Discussion to accept the auditor's report of Douglas County's general ledger balances through May 21, 2018, per NRS 251.030. (Geoff Bonar)

**B.** For possible action. Discussion to accept the Quarterly Grant Report for the Third Fiscal Quarter for all County funds. (Sarah McComb)

**C.** For possible action. Discussion to approve the removal of certain assets from the Douglas County Capital Asset Inventory. (Geoff Bonar)

**CLERK-TREASURER**

**D.** For possible action. Discussion on the Outdoor Festival Permit submitted by the Town of Genoa for the Genoa Americana (July 4th) Celebration, to be held on July 4, 2018, from 9:00 a.m. to 6:00 p.m., at the Mormon Station State Historic Park, Genoa, Nevada. (Kathy Lewis)

**E.** For possible action. Discussion to approve the Outdoor Festival Permit submitted by the Town of Minden for the Minden 4th of July Celebration, to be held on July 4, 2018, from 10:00 a.m. to 2:00 p.m., at the Minden Park, Minden, Nevada. (Kathy Lewis)

**F.** For possible action. Discussion to accept the April 2018 Douglas County Investment Report submitted per Douglas County Code 3.02.040. (Kathy Lewis)

**G.** For possible action. Discussion to accept the cumulative voucher sheets for checks issued for the 5/11/18 Payroll, 5/4/18 Payables, 5/11/18 Payables, and 5/18/18 Payables. (Kathy Lewis)

**ASSESSOR**

**H.** For possible action. Discussion to approve the Douglas County Assessor's request to remove unsecured personal property taxes that were determined to be uncollectible for FY 2017/18, in the amount of \$39,073.42, from the tax roll. (Doug Sonnemann)

**PUBLIC WORKS**

**I.** For possible action. Discussion to ratify a contract with Kingsbury Snow Removal, LTD for previously approved additional plowing and brining, for snow removal and de-icing services, for the winter of 2017-2018 for the sum of \$26,888.50. (Jon Erb)

**HUMAN RESOURCES**

**J.** For possible action. Discussion on the general and property insurance coverage for Douglas County and the Douglas County Redevelopment Agency by the Nevada Public Agency Insurance Pool (POOL), in an amount not to exceed \$693,285.51 for FY 2018-2019. (Wendy Lang)

**K.** For possible action. Discussion on the excess workers' compensation retention coverage for Douglas County and the Towns of Gardnerville, Minden, and Genoa by New York Marine at a cost of \$125,456.00 for FY 2018-2019. (Wendy Lang)

## **DISTRICT COURT**

**L.** For possible action. Discussion to approve a contract between the State of Nevada, acting by and through the Department of Health and Human Services Division of Welfare and Supportive Services, and the Ninth Judicial District Court of the State of Nevada, to provide Child Support Hearing Master services from July 1, 2018, through June 30, 2022, for a total cost not to exceed \$21,810 for FY 2018-2019; \$22,039 for FY 2019-2020; \$22,272 for FY 2020-2021; and \$22,509 for FY 2021-2022 or the approved annual state budget, whichever is less. (Bobbie Williams)

**M.** For possible action. Discussion to approve the indigent legal service contracts with (1) Maria Pence, Esq., (2) Mathew Work, Esq., (3) Matthew Ence, Esq., (4) Kristine L. Brown, Esq., effective July 1, 2018, through June 30, 2019, each in the amount of \$195,833.33, per the previously approved FY 2018-2019 budget. (Bobbie Williams)

**N.** For possible action. Discussion to adopt Resolution 2018R-020, authorizing the Judicial Services Department to collect fines, administrative assessments, or fees imposed for felonies or gross misdemeanors by the courts. (Bobbie Williams)

## **SHERIFF**

**O.** For possible action. Discussion to approve the Inmate Medical Services Contracts for Dr. Holman (\$117,426 annually) and Dr. McEllistrem (\$46,796.40 annually) for fiscal years 2018-2020. (Sheriff Pierini)

## **COMMUNITY DEVELOPMENT**

**P.** For possible action. Discussion to accept an offer of dedication and responsibility of maintenance for public right of way consisting of approximately 1,000 linear feet of pavement known as Last Chance Court depicted as Exhibit A and approximately 1,350 linear feet of pavement, curb, gutter and sidewalk known as Heybourne Road and depicted as Exhibit B. (Erik Nilssen)

## **COMMUNITY SERVICES**

**Q.** For possible action. Discussion to approve the 2017 Annual Report by the Foundation for Douglas County Recreation and Senior Center summarizing the funds transferred to Douglas County as required by the memorandum of understanding between the Foundation and Douglas County. (Scott Morgan)

## **SENIOR SERVICES**

**R.** For possible action. Discussion to approve Resolution 2018R-30 renaming the existing "Douglas County Senior Services Advisory Council" to the "Douglas County Senior Services and Public Transit Advisory Council," and clarifying the public transit related duties of the advisory council. (Travis Lee)

## **SOCIAL SERVICES**

**S.** For possible action. Discussion to approve the 2018 Intrastate Interlocal Contract between the Nevada Department of Health and Human Services and Douglas County for the provision of Developmental Services to children not to exceed \$65,473 for fiscal year 2018-2019. (Karen Beckerbauer)

**RECORDER**

**T.** For possible action. Discussion to approve the proposed office restructure of the Douglas County Recorder's Office and Records Management team, effective July 1, 2018, along with one new job description for the Records Management Clerk Senior and the phasing-in of the office restructuring that will realize a net cost savings upon the retirement of the current Records Management Supervisor. (Karen Ellison)

**COUNTY MANAGER**

**U.** For possible action. Discussion to approve a contract with Color Crafter's Inc. for the County Tennis Court Maintenance Project, in the amount of \$100,600, and authorize the Community Services Director to approve contract change orders by up to 10% of the contract amount. (Scott McCullough)

**V.** For possible action. Discussion to approve a contract for the Carson Valley Wayfinding Project among Douglas County, the Town of Genoa and the Carson Valley Visitors Authority. The \$55,000 contract funding was previously included in the FY 2017-18 budget. (Lisa Granahan)

**REPORT OF FEES**

**W.** For possible action. Discussion to accept the Clerk and Tahoe General Services Report of Fees and Transactions for the month of April 2018. (Kathy Lewis)

**X.** For possible action. Discussion to accept the April 30, 2018, 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**

## **COUNTY MANAGER**

1. For possible action. Discussion to review Senate Bill 462, approved by the 2017 Nevada State Legislature and effective July 1, 2017, and to seek direction from the Douglas County Board of County Commissioners to create a committee to review general improvement districts in the county. (Lawrence Werner) 10 Minutes

## **DISTRICT COURT**

2. For possible action. Discussion to approve the Professional Services Agreement and Software License Agreement with Journal Technologies, Inc. to provide Case Management software to the Douglas County District Courts at a cost of \$589,000.00 upon "go live" of the software, and \$89,000 in annual software license fees thereafter subject to increase based on the Western Region Consumer Price Index. (Bobbie Williams) 5 Minutes

## **COMMUNITY SERVICES**

3. For possible action. Discussion to accept a donation from the Douglas County Community Services Foundation. The donation includes one-80 foot flagpole, two 60 foot flagpoles (flagpoles valued at \$24,587), three 20' x 30' US American outdoor flags, three 12' x 18' State of Nevada outdoor flags, three 12' x 18' Douglas County outdoor flags (flags valued at \$6,177) and a check for \$65,000 for the installation of the flagpoles (total donation value \$95,764). This donation is to support the three flagpole system in front of the Douglas County Community and Senior Center located at 1329 Waterloo Lane, Gardnerville, Nevada. (Scott Morgan) 15 Minutes

4. For possible action. Discussion to accept a \$15,000 donation from Welcome All Veterans Everywhere (WAVE) for a veteran's monument. (Scott Morgan) 15 Minutes

5. For possible action. Discussion to authorize additional funding of up to \$45,000 from Douglas County for enhancements to the Welcome All Veterans Everywhere (WAVE) veteran's monument previously authorized by the Board of County Commissioners in a Memorandum of Understanding on July 6, 2017. The enhancements will include an elevated monument footing/platform, two benches, monument lighting and pavers around the perimeter and pathways. (Scott Morgan) 15 Minutes

## **PUBLIC WORKS**

**6.** For possible action. Discussion to approve and award a contract for the North Valley Wastewater Treatment Plant Improvements project to Farr Construction Corporation, d.b.a Resource Development Company, in the amount of \$9,155,284, and authorize the Public Works Director or County Manager to sign change orders up to 5% of the contract amount. (Nicholas Charles) 10 Minutes

**7.** For possible action. Discussion to approve a contract with Keller Associates, Inc. for engineering services during the construction of the North Valley Wastewater Treatment Plant Improvements project, in the amount of \$563,173, and authorize the Public Works Director or County Manager to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

**8.** For possible action. Discussion to approve a contract with CH2M Hill Engineers, Inc. for engineering services during the construction of the North Valley Wastewater Treatment Plant Improvements project, in the amount of \$84,500, and authorize the Public Works Director or County Manager to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

**9.** For possible action. Discussion to approve a contract with 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 or County Manager to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

**10.** For possible action. Discussion to award a contract to CH2M Hill Engineers, Inc. for instrumentation, controls, and Supervisory Control and Data Acquisition (SCADA) improvements related to the North Valley Wastewater Treatment Plant Improvements project, in addition to general water and sewer utility SCADA improvements, in the amount of \$400,000, and authorize the Public Works Director or County Manager to sign change orders up to 10% of the contract amount. (Nicholas Charles) 10 Minutes

**11.** For possible action. Discussion to grant an easement to Sierra Pacific Power Company d/b/a NV Energy for the purpose of constructing, operating, and maintaining electrical line systems across a portion of APN 1420-29-001-009 related to the North Valley Wastewater Treatment Plant project. (Nick Charles) 5 Minutes

## **COMMUNITY DEVELOPMENT**

**12.** For possible action. Discussion to accept the 24-month review of development agreements pursuant to Nevada law and the Douglas County Code. The following agreements will be considered by the Board: a) Aloha/Rain Shadow Ranch; b) Carson Valley Business Park; c) Drayton Trust (Pleasantview); d) Jobs Peak Ranch; e) Maryanne Road LLC (Rainshadow Ranch Phase 2 & 3), and f) Valley Vista Estates. (Mimi Moss) 10 Minutes



**13.** For possible action. Discussion to introduce Ordinance No. 2018-1511, an ordinance repealing Ordinance No. 96-754, and Ordinances 97-780, 99-889, 2004-1068, 2006-1162, and 2008-1247, which adopted and amended the Job's Peak Ranch Development Agreement, and other properly related matters. (First Reading). (Mimi Moss) 15 Minutes

**14.** For possible action. Discussion to accept a request to amend the Grant of Conservation Easement between the Douglas W & Dana M Curtis Trust and Douglas County, relocating an existing 40-acre "reserved area" (buildable area) and reducing it in size to approximately 34 acres. The subject parcel is located approximately 3.5 miles north-east of the town of Genoa, in the A-19 (Agricultural-19 acre minimum net parcel size) zoning district, in the Genoa Community Plan Area. The applicant is the Douglas W & Dana M Curtis Trust. (APN 1419-00-002-036). Development Application (DA) 18-026. (Steve Mason) 20 Minutes

**15.** For possible action. Discussion on the following (1) Adoption of Resolution No. 2018R-032 approving a Master Plan Amendment (DA 17-110) for an 11.30 acre portion of an 87.02 acre parcel from Commercial, Community Facilities, and Single Family Residential zoning to Multi-Family Residential zoning for 10.68 acres and Community Facilities for 0.62 acres; and (2) Introduction of Ordinance Number 2018-1512, an ordinance for two Major Modifications to the North Douglas County Specific Plan: a Zoning Map Amendment for an 11.30 acre portion of an 87.02 acre parcel from OC (Office Commercial), NC (Neighborhood Commercial), SFR-8000 (Single Family Residential-8000 square foot minimum net parcel size) and PF (Public Facilities) to MFR (Multi-Family Residential) for 10.68 acres and PF (Public Facilities) for 0.62 acres (APN 1420-05-401-005); a modification to Section 4.3 of the North Douglas County Specific Plan to allow for greater flexibility regarding multi-purpose path width and surface types based on location and physical constraints; and other properly related matters. 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). Development Applications (DA) 17-112; 17-110; and 17-111. (First Reading). (Heather Ferris) 45 Minutes

**PLEASE BE ADVISED: ITEM 16 WILL NOT BE HEARD BEFORE 5:00 PM**

**16.** For possible action. Discussion on the following for the Rancho Sierra project (PD18-01): (1.) A Tentative Subdivision Map, including seven variances to Douglas County Code and Improvement Standards, requesting reduction of street and right-of-way corridor widths for collector and local roadways, sidewalk placement, delay of secondary access full buildout, reduction of street intersection separation requirements, modification of curb requirements, allowing private parcels for drainage in lieu of drainage easements, and reduction of the restricted use area on either side of Falke-Tillman Ditch as required by DCC 20.690.030(y)(5). (2.) Introduction of Ordinance 2018-1513, an ordinance for a Planned Development Zoning Map Amendment (ref PD 18-001) to re-establish the SRF 8,000/PD (Single Family Residential-8,000 square foot minimum net parcel size), for the Rancho Sierra project including the creation of 364 total lots (353 single family residential lots, the smallest being 5,000 square feet in size and 11 common area lots) on 80 acres. The subject parcel is located at the terminus of Tillman Lane at the southerly edge of the Gardnerville Ranchos community plan in the Gardnerville Ranchos (APN 1220-28-000-005), and other properly related matters. (Louis Cariola) 60 Minutes

**17.** For possible action. Discussion to approve the recommendations contained within the Johnson Lane Area Drainage Master Plan. (Erik Nilssen) 30 Minutes

**COUNTY MANAGER**

**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. (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**