

## Douglas County Board of Commissioners



### Meeting Agenda

Barry Penzel, Chairman, District 5  
Larry Walsh, Vice Chairman, District 3  
Dave Nelson, District 1  
John Engels, District 2  
Wesley Rice, District 4

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Thursday, August 15, 2019

1:30 PM

Tahoe Transportation Center  
169 Highway 50, Stateline, Nevada

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#### 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 12:00 PM for a social lunch at The Timbers Restaurant at the Lakeside Inn and Casino at 168 US-50, Stateline, NV 89449. Members of the public, press, and staff are welcome. This is a social gathering; no Board of Commissioners 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, and Community and Senior Center. 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 775-782-9014. Supporting material can also be found at <http://douglascountynv.igq2.com> and <https://notice.nv.gov>. 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**

**August 15, 2019**

**1:30 PM**

**Call to Order**

**PLEDGE OF ALLEGIANCE**

Led by Commissioner Engels

*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 items that are for possible action by the Board. The Board wants to encourage the respectful consideration of all views by members of the public.*

**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 County 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 unless additional time is granted by the Board Chairperson. 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 item on the agenda 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**

For possible action. Approval of the following draft minutes: July 1, 2019 and July 18, 2019 regular meetings and the July 2, 2019 Special Tax Rate meeting of the Board of County Commissioners.

Board of County Commissioners - Regular - Jul 1, 2019 1:00 PM

Board of County Commissioners - Regular - Jul 18, 2019 1:30 PM

Board of County Commissioners - Special Meeting - Jul 2, 2019 2:00 PM

**DOUGLAS COUNTY AWARD PRESENTATIONS**

Ceremonial presentation of **Proclamation 2019P-046** recognizing the month of August 2019 as National Shooting Sports Month. 10 minute presentation (approximate).

**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 – I**.

**CLERK-TREASURER**

**A.** For possible action. Discussion on the creation of a new job classification, Clerk/Treasurer System Administrator, to securely maintain, plan, and administer servers and computer systems related to the administration of elections. This position will also troubleshoot all hardware and software issues within the Clerk/Treasurer's Office and coordinate repairs with the Technology Services Department. (Kathy Lewis)

**B.** For possible action. Discussion to accept the cumulative voucher sheets for checks issued for the 7/19/19 Payroll, 7/19/19 Payables, and 7/26/19 Payables. (Kathy Lewis)

**COMMUNITY DEVELOPMENT**

**C.** For possible action. Discussion to renew a professional services agreement with Host Compliance, LLC to provide Vacation Home Rental monitoring, compliance and associated services for the Community Development Department, in an amount not to exceed \$84,272 for Fiscal Year 2019/2020, and authorize Chairman Penzel to ratify and affirm payment authorizations or to execute other documents related to the contract. (Tom Dallaire)

## **COMMUNITY SERVICES**

**D.** For possible action. Discussion to approve a correction to a Supplemental Request from the Senior Services Department as a part of the FY 2019/20 Budget Hearings to increase a Senior Services Driver hours to 0.73 Full Time Equivalent (FTE). The supplemental request submitted in April was for a 0.5 FTE instead of an increase of 0.5 FTE to an existing part-time position. (Scott Morgan)

**E.** For possible action. Discussion to authorize a revision to an application for Federal Transit Administration (FTA) 5339 grant funding, in the amount of \$830,045, with a \$119,955 grant match from Douglas County (total amount of \$950,000) for capital expenses for the Douglas County Area Rural Transit (DART) program. The grant is administered through the Nevada Department of Transportation (NDOT) and is a part of a pilot program utilizing electric and hybrid buses for rural transit. (Scott Morgan)

## **FINANCE**

**F.** For possible action. Discussion to accept the auditor's report on Douglas County's general ledger balances through July 25, 2019 per NRS 251.030. (Geoff Bonar)

## **SOCIAL SERVICES**

**G.** For possible action. Discussion to adopt **Resolution 2019R-045** augmenting the Social Services 2019-20 Fiscal Year Budget revenue and expenditures by \$60,179 and accept a grant award from the State of Nevada Department of Health and Human Services Office of Community Partnerships and Grants, State Family Planning Account, for the Community Health Clinic. Possible action may include authorizing the Social Services Manager to sign an agreement with the State of Nevada Department of Health and Human Services Office of Community Partnerships and Grants, State Family Planning Account, and accept any supplemental materials or minor modifications to the grant. (Karen Beckerbauer)

**H.** For possible action. Discussion to approve the Interlocal Contract between Douglas County and the State of Nevada, Division of Child and Family Services for the provision of Child Protective Investigative Services in the amount of \$497,251 for FY2019/20 and \$505,611 for FY2020/21. (Karen Beckerbauer)

**I.** For possible action. Discussion to approve the Interlocal Contract between the Nevada Department of Health and Human Services, Division of Health Care Finance and Policy (DHCFP), the Division of Welfare and Supportive Services (DWSS), and Douglas County for the County Match program in the amount of \$379,617 for FY2019-20 and \$407,639 for FY2020-21. (Karen Beckerbauer)

## **ADMINISTRATIVE AGENDA**

The Chairman will read the agenda title into the public record and will have the discretion to determine how the item will be presented. On agenda items that are agendaized as "for presentation only", pursuant to NRS 241.020(2)(d)(3) public comment is not required. Individuals interested in commenting on these items may choose to comment at either the beginning or end of the meeting. For agenda

items identified as “for possible action,” although not required, public comment will be allowed as each of those agenda items are heard by the Board.

## **CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION**

### **AIRPORT**

1. For possible action. Discussion to adopt **Resolution 2019R-048** augmenting the Airport 2019-20 Fiscal Year Budget revenue and expenditures by \$2,611,723 and approve the Grant Agreement with the United States of America (through the Federal Aviation Administration) for the Minden-Tahoe Airport's Taxiway "Z" Project. Possible action may also include authorizing the Airport Manager to sign and execute future documents relating to this project. The grant agreement contemplates a maximum federal contribution of \$2,611,723 with a Douglas County match of 6.25% of the total project cost of \$2,785,037. (Chris Johnson) 10 minute presentation (approximate).

2. For possible action. Discussion to award a construction contract to Granite Construction Company for Phase 1 of Minden-Tahoe Airport's Taxiway "Z" Project (Bid Schedule I). The total contract amount is \$2,545,867.90, of which Douglas County is responsible for paying 6.25% of the cost. (Chris Johnson) 10 minute presentation (approximate).

### **COUNTY MANAGER**

3. For possible action. Discussion regarding the services provided to Douglas County by the Western Nevada Development District (WNDD) and consideration of future funding, including the allocation of \$6,875 in Fiscal Year 2019-20. Discussion may include a review of the past activities, accomplishments, and current projects of WNDD. (John Engels, Commissioner and Sheryl Gonzales, WNDD Executive Director) 5 minute presentation (approximate).

### **FINANCE**

4. For possible action. Discussion to approve the proposed Internal Audit Plan for Fiscal Year 2019-20. (Terri Willoughby and Mark Steranka, Moss Adams LLP) 15 minute presentation (approximate).

5. For possible action. Discussion to adopt **Resolution 2019R-038**, establishing a proposed distribution of the proceeds from the Douglas County Sales and Use Tax of 1999 (PALS Sales Tax) in order to allow the benefiting entities and programs to plan and project revenues for tentative budgeting purposes. (Terri Willoughby) 10 minute presentation (approximate).

## **LIBRARY**

6. For possible action. Discussion to approve a request to reorganize the Library through the replacement of one vacant Librarian position (pay grade P1) and one Library Branch Supervisor position (pay grade S1) with two Library Supervisor positions (pay grade S2), as a part of an internal restructuring to meet the needs of the library. These changes will result in a savings of \$41 and no changes to the number of department positions (full time equivalent positions). (Amy Dodson) 10 minute presentation (approximate).

## **COUNTY MANAGER**

7. 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. (Barry Penzel) 10 minute presentation (approximate).

## **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**