

DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

ACTION SUMMARY

June 20, 2024

PUBLIC NOTICE: This is only an **ACTION SUMMARY** that reflects the actions taken during the meeting. This should not be, in any way, used or construed as official minutes of the meeting. The official minutes are posted after being submitted to the Board of Commissioners for their approval. Audio recordings of the meeting are on file in the County Clerk's office and may be listened to by appointment (775-782-9014).

CALL TO ORDER – *The meeting was called to order at 10:00 AM.*

PLEDGE OF ALLEGIANCE – *Led by Commissioner Nowosad*

PUBLIC COMMENT (No Action) – *Held*

APPROVAL OF AGENDA – *Approved*

APPROVAL OF PREVIOUS MINUTES – *Approved*

For possible action. Discussion to approve the minutes of the May 16, 2024, regular meeting and the May 20, 2024, special meeting of the Board of County Commissioners.

RECESS AS BOARD OF COUNTY COMMISSIONERS CONVENE AS DOUGLAS COUNTY LIQUOR BOARD

DOUGLAS COUNTY LIQUOR BOARD

I. For possible action. Discussion to approve adding Jason Sides to the existing Package Retail Liquor License, On-Site Unrestricted License, Caterer's Liquor License, Entertainment Endorsement and a Non-Restricted Gaming License for Neva One, LLC, dba, Golden Nugget Lake Tahoe Hotel and Casino. Jason Sides has signed a Waiver of Notice of Hearing. Neva One, LLC dba Golden Nugget Lake Tahoe Hotel and Casino is located at 50 Highway 50, Stateline, Nevada 89449. (Captain Michitarian) – *Approved*

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

CONSENT CALENDAR

Motion to approve the Consent Calendar items as presented. **A-AI** – *Approved minus Items M, N, P and Q Pulled for Further Discussion*

- A. For possible action. Discussion to approve a month-to-month T-hangar lease, Lease A-6, at the Minden Tahoe Airport with Alyson Rieken retroactively to May 1, 2024, and authorize the County Manager to sign the agreement. (Heather MacDonnell)
- B. For possible action. Discussion to approve a month-to-month T-hangar lease, Lease A-7, at the Minden Tahoe Airport with Robert Trumbly retroactively to May 1, 2024, and authorize the County Manager to sign the agreement. (Heather MacDonnell)
- C. For possible action. Discussion to approve a month-to-month T-hangar lease, Lease C-2, at the Minden Tahoe Airport with Russell Weil retroactively to June 1, 2024, and authorize the County Manager to sign the agreement. (Heather MacDonnell)
- D. For possible action. Discussion to approve task order "A," to reconstruct taxiway A3 at the Minden-Tahoe Airport, Airport Improvement Plan number 3-32-0013-044-2024 in the amount of \$104,960, as set forth in the existing professional services agreement with Armstrong Consultants, Inc.; and authorize the County Manager to execute the task order. (Heather MacDonnell)
- E. For possible action. Discussion on: (1) Lease Amendment #2 to Land Lease 056 between Douglas County and Empire Capital Holdings, LLC at the Minden Tahoe Airport, which will serve to assign a portion of that leasehold to 87 Enterprises LLC and deposit funds with the County to secure the cleanup of the remaining leasehold; and (2) Land Lease 131, a standard 30-year land lease with 10-year option, between Douglas County and 87 Enterprises LLC; and authorize the County Manager to sign the documents. (Heather MacDonnell)
- F. For possible action. Discussion on a Revised conditional Outdoor Festival Permit application submitted by Caesars Entertainment, dba Harveys, for the Harveys Outdoor Concert Series to be held June 14, 2024 through September 21, 2024, from 5:00 PM to 11:00 PM in the back parking lot at Harveys Lake Tahoe Hotel & Casino, 18 Highway 50, Stateline, Nevada, subject to the stated conditions/comments by the reviewing departments. (Amy Burgans)
- G. For possible action. Discussion on three on-call professional service contracts to assist Community Development with engineering review and engineering design services; land surveying services; and civil engineering services through June 30, 2025, with 1) DOWL, LLC for \$49,000, 2) NCE (Nichols Consulting Engineer, CHTD) for \$49,000, and 3) RCI (Resource Concepts, Inc.) for \$49,000 and authorize the County Manager to execute the contracts. (Jeremy Hutchings)
- H. For possible action. Discussion on a Contract for Services between Douglas County and Wood Rodgers, in the amount not-to-exceed \$99,730.00, to prepare the 2025 transportation plan update by evaluating capacity improvement needs at specific intersections and roads throughout Douglas County, for a term of June 20, 2024 through June 30, 2025. (Tom Dallaire)

- I. For possible action. Discussion to: 1. Adopt **Resolution 2024R-067**, which augments the budget in the Senior Services Fund, increasing donation revenue and small equipment expense by \$50,000; and 2. Approve the purchase of new patio furniture for the Community Center in the amount of \$43,210.20, including a down payment of 50% of the costs to be made prior to the delivery of the furniture. (Geoff Bonar)
- J. For possible action. Discussion to adopt **Resolution 2024R-064**, authorizing payment of \$125,000 from Douglas County to the Carson Valley Conservation District for Fiscal Year 2024-25 for weed control and administration expenses. (Ryan Stanton)
- K. For possible action. Discussion on Amendment No.1 to Grantee's Agreement No. PR436-23802 between the Nevada Department of Transportation and the Douglas Area Rural Transit (DART) program to increase federal grant funding in the amount of \$729,685 to be used for the administration, operation and capital expenses of DART. (Geoff Bonar)
- L. For possible action. Discussion on a contract with Justin M. Clouser, Esq. for a total not-to-exceed amount of \$37,500 to provide legal services to the Western Nevada Regional Drug and DUI Court participants as part of the Douglas County Indigent Defense program from July 1, 2024, through June 30, 2025, and authorize the County Manager to sign the contract. (Scott Morgan)
- M. For possible action. Discussion on a contract between Douglas County and Justin Clouser, Esq. to provide, on an as-needed basis, legal services as the Appointed Counsel Program Coordinator for the County's indigent defense services program at a rate of \$150 per hour, not-to-exceed \$168,400, from July 1, 2024, through June 30, 2025; and authorize the County Manager to sign the contract. (Scott Morgan)
- N. For possible action. Discussion on five, one-year indigent legal services contracts with Brian Filter, Martin Hart, Matt Ence, Max Stovall, and Mary Brown, in the not-to-exceed amount of \$265,000 per contract, and \$450 per day for weekend and holidays for each bail hearing they attend, or are available to attend, effective July 1, 2024, through June 30, 2025, and to authorize the County Manager to execute the contracts. (Justin Clouser, Indigent Defense Coordinator)
- O. For possible action. Discussion to approve Douglas County Sheriff's Office Fiscal Year 2024-25 Blanket Purchase Orders (1) for \$210,000 with Sysco Corporation to purchase food and kitchen supplies for the Douglas County Jails and to approve change orders up to 10% of the original purchase order authorization; (2) \$55,000 with Salt Lake Wholesale Sports to purchase ammunition and to approve change orders up to 10% of the original purchase order authorization; and (3) \$54,000 with Bob Barker Company, Inc. to purchase inmate clothing and supplies and to approve change orders up to 10% of the original purchase order. (Undersheriff Elges)
- P. For possible action. Discussion to accept the donation of two trained canines from the Douglas County Sheriff's Advisory Council to the Douglas County Sheriff's Office. (Undersheriff Elges)

- Q. For possible action. Discussion to approve a contract with Recon Healthcare Services to provide comprehensive health care services and related administration to the Douglas County Jail and inmates from July 1, 2024, through June 30, 2027, for a total cost of \$1,966,608 through June 30, 2027, with a Douglas County option to renew for two additional years, through June 30, 2029, for an additional total cost of \$1,455,675.21, and authorize Sheriff Coverley to sign the contract. (Undersheriff Elges)
- R. For possible action. Discussion to approve **Resolution 2024R-065** increasing the budget authority in the Douglas County Sheriff's Office Restricted/Assigned Use Donation Accounts by \$6,061 from community donations. (Undersheriff Elges)
- S. For possible action. Discussion to approve a contract with Motorola Solutions to provide a Server Refresh, remote Linux to Linux Server Migration and five years of Full Managed Services to the Douglas County Sheriff's Office and the Douglas County 911 Emergency Services for their Motorola Solutions/Spillman Software Suite system for the period of July 1, 2024, through June 30, 2029, for a total cost of \$508,621; and authorize Sheriff Coverley to sign the contract. (Undersheriff Elges)
- T. For possible action. Discussion to accept a \$33,995 Fiscal Year 2024-25 State Emergency Response Commission (SERC) Operations, Planning, Training & Equipment Grant for the period of July 1, 2024, through June 30, 2025; adopt **Resolution 2024R-066** augmenting the Emergency Management Fund to account for the grant award; and authorize the Emergency Manager to sign all related documents. (Kara Easton)
- U. For possible action. Discussion to approve the purchase of a Chevrolet Tahoe in an amount not-to-exceed \$62,500 for the Emergency Management Department. (Kara Easton)
- V. For possible action. Discussion to ratify the purchase of eight Motorola GTR8000 Repeaters (VHF T7039A) and four Motorola radios for \$49,900 through Sunny Communications, Inc. (Kara Easton)
- W. For possible action. Discussion on the budget transfer of \$6,412,949 from Fund 218 American Recovery Plan Act (ARPA) to Fund 101 - General Fund to designate currently unspent ARPA funds as lost revenue utilizing the standard allowance method under the United States Treasury Rules for ARPA funding, and thereafter transfer the same \$6,412,949 to Fund 410-County Construction to continue funding and tracking costs for County Commission authorized projects in Fiscal Year 2023-24. (Kathy Lewis)
- X. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through May 24, 2024, per Nevada Revised Statute 251.030. (Kathy Lewis)
- Y. For possible action. Discussion to adopt **Resolution 2024R-068** to augment the Fiscal Year 2023-24 budgets in various funds by \$660,712. (Kathy Lewis)

- Z. For possible action. Discussion on amendments to Douglas County Administrative Policy and Procedure 200.11-*Compensation*, eliminating language specific to the classification of Captain due to compensation and benefits being covered by a collective bargaining agreement. (Christine Vido)
- AA. For possible action. Discussion to approve a professional services contract between Justin W. Clouser, Esq. and Douglas County to provide legal assistance to the Douglas County Public Administrator from July 1, 2024, through June 30, 2025, in an amount not-to-exceed \$382.43 per month and authorize the County Manager to execute the contract. (Steve Walsh)
- AB. For possible action. Discussion on a Contract Amendment No. 1 with Lumos and Associates for additional professional services related to the rehabilitation evaluation of the Lakeridge and Skyline Tank in the amount of \$6,000 for a total amended contract price of \$29,500 and authorize the County Manager to execute Contract Amendment No. 1. (Rick Robillard)
- AC. For possible action. Discussion to increase to the Public Works Department's annual purchase order with Home Depot (2024-00000104) from \$47,600 to \$51,900. (Nicole Hubbard)
- AD. For possible action. Discussion on Public Works annual purchase orders (and corresponding contract amendment for Qual-Econ) over \$50,000 for Fiscal Year 24-25 for the following vendors: F & B Inc - \$99,999.00 (Roads); Granite Construction - \$150,000.00 (Roads); Home Depot - \$54,400.00 (all departments) and approve change orders up to 10% of the original purchase order; Qual-Econ - \$278,173.00 (Facilities), which includes the contractually authorized annual increase of 4% (and authorize the County Manager to sign the corresponding contract amendment); Silver State Analytical - \$51,000.00 (Utilities & Stormwater) and approve change orders up to 10% of original purchase order; Thatcher Co - \$124,000.00 (Utilities) and approve change orders up to 10% of the original purchase order; USA Bluebook - \$61,300.00 (Utilities) and approve change orders up to 10% of the original purchase order; Western Nevada Supply (meters) - \$118,000.00 (Utilities) and approve change orders up to 10% of the original purchase order; Western Nevada Supply (supplies) \$117,100.00 (all departments) and approve change orders up to 10% of the original purchase order. (Rick Robillard, Philip Ritger)
- AE. For possible action. Discussion on an increase to the Cummins, Inc. purchase order from \$45,500 to \$63,000 (an increase of \$17,500) in order to perform maintenance service on all of Douglas County's generators. (Jeff MacDonnell, Philip Ritger)
- AF. For possible action. Discussion on an increase to purchase order 2024-00000154 for Thatcher Company of Nevada, Inc. in the amount of \$30,302.66 for a new total purchase order of \$139,302.66. Thatcher Company of Nevada, Inc. provides water treatment chemicals for both the Water and Sewer Utility. (Rick Robillard)
- AG. For possible action. Discussion on an agreement with Tyler Technologies to process credit card payments for Douglas County utility customers; associated costs are dependent on credit card transaction amounts and volume, which will be paid from the water and sewer utility enterprise funds and authorize the County Manager to execute the agreement. (Philip Ritger)

- AH. For possible action. Discussion to accept the County Recorder's report on the use of the Recorder's Technology Funds for Fiscal Year 23-24 as required pursuant to NRS 247.306. (Shawnyne Garren)
- AI. For possible action. Discussion on a \$68,304.22 Managed Services Agreement with Naviant, Inc. to provide an upgrade, ongoing administration, and support of the OnBase document management system for year one with automatic renewals thereafter until the agreement is canceled; and authorize the County Manager to sign all related documents. (Peace Ruggia)

ADMINISTRATIVE AGENDA

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION – *Items M, N, P and Q* ***Approved***

1. For possible action. Discussion on conditional approval of an Outdoor Festival Permit application for the Beer Garden-4th of July Celebration-Zephyr Cove, to be held July 4-6, 2024, from 9:00 AM to 6:00 PM at Zephyr Cove Resort, 760 Highway 50, Zephyr Cove, Nevada, submitted by Mark McDonald on behalf of Aramark, subject to the stated conditions/comments by the reviewing departments. (Amy Burgans) – ***Approved***
2. For possible action. Discussion on one appointment to the Library Board of Trustee to serve the remaining unexpired term of a Trustee who resigned (June 20, 2024 through December 31, 2027) in adherence with NRS Chapter 379. (Scott Morgan) – ***Martha Betcher Appointed***
3. For possible action. Discussion to accept the donation of a scoreboard for Field #1 at Lampe Park with a value of \$17,560 from Carson Valley Little League. (Ryan Stanton) – ***Accepted***
4. For presentation only. Presentation from the Carson Water Subconservancy District's (CWSD) update on the 30-Year Carson River Watershed Regional Drought & Water Sustainability Plan. (Ed James, Carson Water Subconservancy District General Manager) – ***Presentation Held***
5. For possible action. Discussion to approve a labor agreement between Douglas County and the Douglas County Sheriff's Administrative Protective Association (DCSAPA) from July 1, 2024, through June 30, 2027. (Wendy Lang) – ***Approved***
6. For possible action. Discussion to approve a labor agreement between Douglas County and the Douglas County Sheriff's Protective Association (DCSPA) from July 1, 2024, through June 30, 2025. (Wendy Lang) – ***Approved***
7. For possible action. Discussion on a labor agreement between Douglas County and the Douglas County Sheriff's Protective Association Sergeant's Bargaining Unit (DCSPA-SBU) from July 1, 2024 through June 30, 2025. (Wendy Lang) – ***Approved***

8. For possible action. Discussion and evaluation of County Manager, Jenifer Davidson's, annual performance including, the potential granting of a salary adjustment, merit increase and/or reward for exemplary job performance; and time permitting the setting of goals, expectations, and objectives for Ms. Davidson's 2025 evaluation. Notice requirements consistent with NRS Chapter 241 regarding discussion of character have been provided to Mrs. Davidson. (Christine Vido) – *Discussion Held and \$3,000 Recognition of Excellence bonus, Merit Increase of 3%, and Cost of Living Adjustment Approved. Goals, Expectations and Objectives Continued to a Future Meeting.*
9. For possible action. Discussion and canvass of returns from the June 11, 2024, Primary Election including, entering an abstract of the results in the Board's records, ordering the County Clerk to certify the abstract and transmit a report of the abstract to the Nevada Secretary of State in compliance with NRS 293.387. (Amy Burgans) – *Approved*
10. For presentation only. Announcements/reports/updates from County Commission members including updates on the various boards and/or commissions that they may be a member of or a liaison to or meetings/functions they have attended and any request by a Commissioner for discussion of a future agenda item. (Chairman Rice) – *Reports Were Given*

CLOSING PUBLIC COMMENT (No Action) – *Held*

ADJOURNMENT – *The meeting was adjourned at 4:12 PM.*