

# DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

## ACTION SUMMARY

August 1, 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 Clerk-Treasurer, Amy Burgans*

**PUBLIC COMMENT (No Action)** - *Held*

**APPROVAL OF AGENDA** - *Approved*

**APPROVAL OF PREVIOUS MINUTES** - *Approved*

For possible action. Discussion to approve the draft minutes of the June 20, 2024, regular meeting and the June 25, 2024, special meeting of the Board of County Commissioners.

## CONSENT CALENDAR

Motion to approve the Consent Calendar items as presented. ~~A-X~~ - *Approved with Consent Calendar Items H, Q, and R moved to the Administrative Agenda for Further Discussion*

- A. For possible action. Discussion on the conditional approval of the Outdoor Festival Permit application for the Genoa Candy Dance Arts & Crafts Faire to be held September 28, 2024, from 7:00 AM to 10:00 PM, and September 29, 2024, from 7:00 AM to 8:00 PM, to be held throughout the Town of Genoa, subject to the stated conditions/comments by the reviewing departments. Submitted by Jody Brunz, Genoa Town Manager. (Amy Burgans)
- B. For possible action. Discussion on the conditional approval of an amended Outdoor Festival Permit application to add four additional dates for the Harveys Outdoor Concert Series to be held August 29, 2024; August 30, 2024; August 31, 2024; and September 14, 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. Submitted by Caesars Entertainment, dba Harveys. (Amy Burgans)
- C. For possible action. Discussion to approve a \$60,000 purchase order with Sysco Food Services for food commodities and for operating supplies for Fiscal Year 2024-25; and a \$40,000 purchase order with US Foods for food commodities and for operating supplies for Fiscal Year 2024-25. (Kathy Lewis)

- D. For possible action. Discussion to approve a \$45,000 blanket purchase order for Superior Plus-High Country Propane (G/L Account #242-362-520-088) for Fiscal Year 2024-25. (Kathy Lewis)
- E. For possible action. Discussion to approve an Easement Relocation Agreement for a drainage easement located at 1310 Downs Drive, Minden, Nevada (APN: 1420-33-602-009) in order to accommodate the construction of a detached garage by the homeowner. (Jeremy Hutchings)
- F. For possible action. Discussion to: 1. Accept a \$6,000 Mobile Outreach Safety Team (MOST) grant award for the period of July 1, 2024, through June 30, 2025; 2. Adopt **Resolution 2024R-082** which augments the budget in the Social Services Fund to account for the grant award; and 3. Authorize the County Manager to sign the grant award and all associated grant paperwork. (Geoff Bonar)
- G. For possible action. Discussion to retroactively approve an independent services contract from July 1, 2024, through December 31, 2026 for: (1) the appointment of Dr. John R. Holman, M.D. as the Douglas County Health Officer for a cost of \$400 per month; and (2) the appointment of Dr. John R. Holman, M.D. as the Medical Director for Douglas County for a total cost not-to-exceed \$62,800 annually; and (3) authorize the County Manager to execute the contract. (Jodi Martinez)
- H. For possible action. Discussion to authorize a settlement with Anthony and Selah Sullivan for outstanding room taxes and penalties owed for the vacation home rental located at 705 Gary Lane, Unit A, Stateline, Nevada requiring the Sullivan's to pay the \$2,188.52 outstanding Room Tax principal and \$800 of outstanding penalties for a total payment of \$2,988.52, and authorize Douglas County staff to write-off the remaining \$4,698.82 in assessed penalties and interest. (Zach Wadle')
- I. For possible action. Discussion to approve the purchase of fourteen (14) APX 8000 ALL Band Handheld Radios, eight (8) single-unit chargers, and eight (8) remote speaker microphones from Motorola Solutions at a total cost of \$99,968.56 by the Douglas County Sheriff's Office. (Undersheriff Elges)
- J. For possible action. Discussion to approve the purchase of two Ford F-150 trucks for the Douglas County Sheriff's Office fleet from Capitol Ford in Carson City for a total cost of \$95,710.50. (Undersheriff Elges)
- K. For possible action. Discussion to accept the Douglas County Sheriff's Office Quarterly Fee and Compensation Report for April 2024 to June 2024. (Undersheriff Elges)
- L. For possible action. Discussion to approve a \$88,522.60 purchase order for the purchase of two communications service monitors and accessories from Testforce USA. (Kara Easton)
- M. For possible action. Discussion to approve a \$111,532 purchase order for the purchase of radio equipment from JPS Interoperability Solutions, Inc., and authorize the County Manager to execute any required documents. (Brent Finster)

- N. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through July 1, 2024, per Nevada Revised Statute 251.030. (Kathy Lewis)
- O. For possible action. Discussion to adopt **Resolution 2024R-078** ratifying the elimination of the \$200 District Courts I and II and \$250 Tahoe Justice Court Indigent petty cash accounts. (Kathy Lewis)
- P. For possible action. Discussion to approve using the \$76,700 Energy Efficiency and Conservation Block Grant (EECB Grant) to upgrade the heating/cooling unit at the Animal Shelter and replace the lights in County buildings to be more energy efficient. (Kathy Lewis)
- Q. For possible action. Discussion to adopt **Resolution 2024R-079**, authorizing the distribution of transient occupancy taxes collected in the Room Tax fund to the Carson Valley Visitors Authority, in an amount equal to 5/8 of the 1% transient occupancy tax collected, and 3% of the transient occupancy tax, less a 1% administrative fee, for Fiscal Year 2024-25 per Douglas County Code sections 3.14.020(A) and 3.12.020(A). (Jenni Cartwright)
- R. For possible action. Discussion to adopt **Resolution 2024R-080**, authorizing the distribution of Fiscal Year 2024-25 transient occupancy taxes collected in the Room Tax fund per Douglas County Code 3.14.020(A) to the Lake Tahoe South Shore Chamber of Commerce, in the amount of \$75,000, and the remaining funds to the Lake Tahoe Visitors Authority. (Jenni Cartwright)
- S. For possible action. Discussion to approve a \$51,758 Purchase Order with NV JFG Systems LLC to provide software, service, managed detection response, equipment and maintenance to Court IT for Fiscal Year 2024-25. (Delores Goelz)
- T. For possible action. Discussion to approve Public Works Fiscal Year (FY) 2024-25 annual purchase orders for the following vendors: SHI International Corp - \$24,700 (water and sewer utilities); and Western Nevada Supply (Cla-Val parts) - \$45,000 (water utilities). The goods and services purchased by Douglas County Public Works from SHI International Corp under this purchase order support the system compliance monitoring software for the water and sewer utility. The equipment purchased by Douglas County Public Works from Western Nevada Supply under this purchase order is required for the operation and maintenance of the Water and Sewer Utility. (Nicole Hubbard)
- U. For possible action. Discussion to (1) approve a \$168,851.71 construction contract change order for the North Valley Wastewater Treatment Plant Effluent Storage Pond Repair Project with Rapid Construction, Inc., which increases the total contract price to \$584,354.71, and authorize the Director of Public Works to execute the change order; and (2) adopt **Resolution 2024R-081** to augment Capital Outlay Project 22S02 from Capital Reserves. (Rick Robillard)
- V. For possible action. Discussion to approve a \$12,205.01 services contract with Pacific States Communications of Nevada, Inc., d/b/a PacStates, for annual maintenance, support and licenses for the Mitel VoIP phone system at China Spring; and authorize the County Manager to execute the contract. (Peace Ruggia)

- W. For possible action. Discussion to approve a \$79,277.47 purchase order with Cloudnomics for the purchase of annual licensing, support, and VPN for the County firewalls for Fiscal Year 2024-25. (Peace Ruggia)
- X. For possible action. Discussion to authorize the Town of Genoa to accept a cash donation of \$49,048.71 from the non-profit organization Friends of Genoa to be used to reimburse town expenses related to the Genoa Community Church projects which exceeded the amount of previously allocated American Rescue Plan Act funds. (Jody Brunz)

## ADMINISTRATIVE AGENDA

### **CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION-** *Consent Calendar Items H and Q Approved, Consent Calendar Item R Continued to a Future Meeting*

1. For possible action. Discussion to accept the Douglas County Public Administrator's quarterly report for April 1, 2024, through June 30, 2024. (Steve Walsh) - *Accepted*
2. For possible action. Discussion on the reorganization of the Douglas County Juvenile Detention Center, including the elimination of three Youth Counselor positions (Pay Grade 109) and replacing these positions with two Youth Detention Counselor Senior positions (Pay Grade 110), and creating a Youth Detention Supervisor position (Pay Grade 202). (Tammy Morris) - *Approved*
3. For possible action. Discussion on the adoption of **Resolution 2024R-085** transferring Douglas County's unused 2024 Private Activity Bond Volume Cap of \$ 3,346,667.73 to the Nevada Rural Housing Authority (NRHA). (Kathy Lewis) - *Resolution Adopted*
4. For possible action. Discussion to approve a Memorandum of Understanding between the Carson Valley Arts Council and Douglas County to establish a Public Art Advisory Organization and for a funding commitment starting at \$15,000 per year and escalating each year thereafter. (Brook Adie) - *Approved*
5. For possible action. Discussion on Tentative Subdivision Map (TSM) Application DP 24-0040, a request to subdivide 28.55 acres into: (a) 25 single family residential lots, the smallest being .84 acres and the largest being 1.01 acres in size; and (b) two drainage and access parcels of 1.20 and .58-acres respectively. The subject parcel is located on the north side of Stephanie Way, just east of the intersection of Kayne Avenue in the SFR-1 (Single Family Residential-1-acre minimum net parcel size) zoning district, within the Johnson Lane Community Plan area. The applicant is Armil Properties, LLC, and the applicant's representative is Michael Stanka, Stanka Consulting, LTD. This is a resubmittal of the previously approved TSM application 18-002. APN: 1420-27-401-010. (Kate MorolesO'Neil) – *Approved*

6. For possible action. Discussion on Tentative Subdivision Application DP 24-0087, a request to subdivide 7.59 acres into 6 single-family residential lots, the smallest being 1.0 acre and the largest being 1.58 acres in size. The subject parcel is located at 3282 Plymouth Drive in the SFR-1 (Single Family Residential- 1-acre minimum net parcel size) zoning district, within the Indian Hills/Jacks Valley Community Plan area. The applicant is Peter Beekhof, Westridge Homes, Inc., and the applicant's representative is Michael Stanka, Stanka Consulting, LTD. APN: 1420-18-301-017. (Lucille Rao) - *Approved*
7. For possible action. Discussion on the 24-month review of the adopted development agreements between Douglas County and the following entities: (a) Drayton Trust (Pleasantview); (b) Aloha/Rain Shadow Ranch (Phase 1); (c) Maryanne Road LLC (Rain Shadow Ranch Phases 2 and 3); and (d) Valley Vista Estates. (Andrea Pawling and Tom Dallaire) - *Approved*
8. 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 3:20 PM.***