

DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

ACTION SUMMARY

May 2, 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 Chief Deputy District Attorney, Doug Ritchie*

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 March 26, 27, 28 and 29, 2024, special meetings of the Board of County Commissioners.

CONSENT CALENDAR

Motion to approve the Consent Calendar items as presented. **A-U** - *Approved*

- A. For possible action. Discussion to approve the five-year Minden-Tahoe Airport Capital Improvement Plan for the years 2024-2029, and authorize the County Manager to sign the data sheet to send to the Federal Aviation Administration for agency approval. (Heather MacDonnell)
- B. For possible action. Discussion to accept the Douglas County March 2024 Investment Report submitted per Douglas County Code 3.02.040. (Amy Burgans)
- C. For possible action. Discussion to accept the Douglas County Treasurer/Ex-Officio Tax Receiver's affidavit affirming the required Notice of Tax Delinquency was mailed to each of the 1,078 delinquent parcels for Fiscal Year 2023-24 per NRS 361.5648(3). (Amy Burgans)
- D. For possible action. Discussion to: 1. Accept a donation of \$3,700 from Rotary Club of Minden to the Community Services Department to be used to purchase benches for the new pickleball complex at Herbig Park, and 2. Adopt **Resolution 2024R-049**, which will augment the budget in the Room Tax fund to account for the donation and will increase the budget for the pickleball complex (23P01) by \$3,700. (Geoff Bonar)
- E. For possible action. Discussion to approve the Douglas County Sheriff's Office Quarterly Fee and Compensation Report for January 2024 to March 2024. (Undersheriff Elges)

- F. For possible action. Discussion to accept the Douglas County Sheriff's Office Quarterly Jail Division Status Report for the Second Quarter of April to June, 2023. (Captain Stanley)
- G. For possible action. Discussion to accept the Douglas County Sheriff's Office Quarterly Jail Division Status Report for the Third Quarter of July to September, 2023. (Captain Stanley)
- H. For possible action. Discussion to accept the Douglas County Sheriff's Office Jail Division Status Report for the Fourth Quarter of October to December, 2023. (Captain Stanley)
- I. For possible action. Discussion to accept the Douglas County Sheriff's Office Quarterly Jail Division Status Report for the First Quarter of January to March, 2024. (Captain Stanley)
- J. For possible action. Discussion to retroactively approve the first amendment to the contract between Douglas County and M3 Planning, Inc., dba OnStrategy, to increase the contract by \$1,500 for the development of action planning and implementation workbooks related to the Douglas County Strategic Plan. (Jenifer Davidson)
- K. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through April 2, 2024, per Nevada Revised Statute 251.030. (Kathy Lewis)
- L. For possible action. Discussion to adopt **Resolution 2024R-043** augmenting the Fiscal Year 2023-24 Town of Minden Capital Equipment/Construction Fund by \$91,101, related to increasing the Fiscal Year 2023-24 Road Rehabilitation project. (Caroline Chieffo)
- M. For possible action. Discussion to approve: 1) A Fiscal Year 2023-24 Road Operating Fund budget transfer of \$680,000, related to the purchase of a new paver and 10 Wheel Dump truck and snow plow sander/blade set; and 2) Fiscal Year 2023-24 General Fund budget transfer of \$94,369, related to reallocating the Special Victims Response Team (SVRT) Domestic Violence grant expense budget. (Caroline Chieffo)
- N. For possible action. Discussion on updates and amendments to Douglas County Administrative Policy and Procedure 100.04-*Smoking* consistent with the Nevada Clean Indoor Air Act. (Christine Vido)
- O. For possible action. Discussion on amendments to Douglas County Administrative Policy and Procedure 100.11- Conditions of Employment, including but not limited to, clarifying background screening requirements including periodic checks, reporting requirements, and candidate/employee responsibilities. (Christine Vido)
- P. For possible action. Discussion to (1) award a \$630,000 construction contract with Gerhardt & Berry Construction, Inc. for the Barling Street Lift Station Improvement Project and authorize the County Manager or Public Works Director to execute the construction contract and change orders up to 5% of the original contract price; and (2) adopt **Resolution 2024R-050** augmenting the project budget in the total amount of \$110,500 from Capital Reserves. (Rick Robillard)
- Q. For possible action. Discussion to award a \$118,764 contract with Summit Plumbing Co., LLC for the 2024 Closed Circuit Television Pipeline Assessment Certification Program (CCTV PACP) Gravity Sewer Inspection project and authorize the County Manager or Public Works Director to execute the contract and contract change orders up to 10% of the

original contract. (Rick Robillard)

- R. For possible action. Discussion to approve a \$97,516 contract with J-U-B Engineers, Inc. for Engineering Professional Services for the Clubhouse Lift Station Rehabilitation Project and authorize the County Manager to execute the contract. (Rick Robillard)
- S. For possible action. Discussion to approve a Cooperative Agreement between the Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Reno, Nevada Seismological Laboratory, ("UNR") and Douglas County, on behalf of the Douglas County Division of Emergency Management, to replace an existing camera with a new camera on the New Cingular Wireless tower at the Judicial and Law Enforcement Center (JLEC) for public safety and wildfire monitoring; and to authorize the County Manager to sign the Cooperative Agreement. (Kara Easton)
- T. For possible action. Discussion to approve the purchase of access control badge readers from RFI Enterprises, Inc. for twenty-one (21) County doors in an amount not-to-exceed \$68,268.73; and authorize the County Manager to sign the contract documents. (Kara Easton)
- U. For possible action. Discussion to approve a \$300,000 increase to the existing \$497,500 blanket purchase order with Software House International (SHI) Corp., for a total of \$797,500, for equipment to update the software and hardware capabilities throughout Douglas County. (Kara Easton)

ADMINISTRATIVE AGENDA

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION - *None*

- 1. For presentation only. Ceremonial presentation of **Proclamation 2024P-047**, proclaiming the month of May 2024 as "Nevada Wildfire Awareness Month" in Douglas County. (Chairman Rice) - *Presentation Held*
- 2. For presentation only. Ceremonial presentation of **Proclamation 2024P-048** designating May through October 2024 as "Lake Tahoe Wildfire Awareness" months. (Chief Cranch and Michelle Turner) - *Presentation Held*
- 3. For presentation only. Presentation on the Tahoe Destination Stewardship Plan including the state of tourism and the issues Lake Tahoe is facing due to tourism. The presentation will outline the vision of the Stewardship Plan, development process, and what the future looks like as the plan is implemented. (Nikki Rudelbach, Nettie Pardue and Devin Middlebrook) - *Presentation Held*
- 4. For possible action. Discussion on the appointment of one member to the Douglas County Audit Committee for a term of four years with an expiration date of December 31, 2027. (Jenifer Davidson) - *Kirby Mays Appointed*
- 5. For possible action. Discussion on one appointment to the Douglas County Airport Advisory Committee in accordance with Douglas County Code Chapter 2.58; the appointee would fill the remaining unexpired term of a member from the Community-at-Large for a term of May 2, 2024, through December 31, 2025. (Jenifer Davidson) - *Tim Gardner Appointed*

6. For possible action. Discussion on the adoption of **Ordinance 2024-1636**, an ordinance approving a zoning map amendment and planned development overlay district for APNs 1220-03-000-034 and 1220-03-000-043, by: (1) repealing Ordinance No. 2006-1179 - which changed the zoning on the subject property from A-19 (agricultural, 19-acre minimum lot size) to SFR-8,000 (single-family residential, 8,000 square foot minimum lot size), PF (Public Facilities) and SI (Service Industrial) with a PD (planned development) overlay (PD 06-003) - because the associated development was never inaugurated and the tentative map expired; and (2) reclassifying the subject property as SFR-8,000 (single-family residential, 8,000 square foot minimum lot size), MFR (Multi-Family Residential, 24,000 square foot minimum lot size), PF (Public Facilities) and NC (Neighborhood Commercial) with a PD (planned development) overlay. The board will also consider adoption of three associated Tentative Subdivision Maps (DP23-0050, DP23-0051 & DP24-0014). The subject property is located south of Toler Lane and east of Muller Parkway, within the Virginia Ranch Specific Plan in the Gardnerville Community Plan. The applicant is Stan Lucas and the applicant's representative is Chris Baker, Manhard Consulting. Second Reading. (Kate Moroles-O'Neil) - **Ordinance Adopted**
7. For possible action. Discussion on the adoption of **Ordinance 2024-1637**, an ordinance approving a Zoning Map Amendment for the site of the proposed Douglas County Justice Center, a 57-acre parcel on APN 1320-28-000-045, located at 1280 Buckeye Road, changing the zoning designation from A-19 (Agricultural, 19-acre minimum lot size) to PF (Public Facilities). The subject parcel is located in the Minden Community Plan and the Buckeye Farm Specific Plan. The applicant is Douglas County and the applicant's representative is Robert O. Anderson of R.O. Anderson Engineering, Inc. Second Reading. (Linda Doherty) - **Ordinance Adopted**
8. For possible action. Discussion on Land Division Application DP24-0005, a request for a Merger and Re-subdivision (an amendment) of an existing Subdivision Map (AM 96-01) to reduce the number of parcels (units) from 49 to 43, in the MFR (Multi-family residential) Zoning District in the Sierra Planning Area. The parcel is located at 323 Tramway Drive (APNs: 1319-30-544-000 through 1319-30-544-054). The applicant's representative is Robert O. Anderson of R.O. Anderson Engineering, Inc. and the owner is Peak Tahoe, LLC. (Lucille Rao) - **Approved**
9. 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 1:07 PM.