Douglas County

Board of County Commissioners
Public Meeting Notice and Agenda

Mark Gardner
Sharla Hales
Walt Nowosad
Wesley Rice
Danny Tarkanian

Thursday, November 2, 2023 **10:00 AM** **Historic Courthouse**
1616 Eighth Street
Minden, Nevada 89423

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" may include discussion by the County Commissioners and they may take action to approve, modify, deny, take "no action," or continue the item.

To Watch the Meeting: Members of the public may click on the following link to watch the livestream of the Board of County Commissioners meeting: **https://youtu.be/Ci99dVj8x1o**

Written Public Comment: To offer public comment before the Board meeting, members of the public may submit public comments online through the County's public comment form by clicking on the following link:
https://www.douglascountynv.gov/government/board_of_county_commissioners/public_comment

Public Comment During the Meeting: Members of the public may attend the meeting in person at the address listed at the top of the agenda to provide public comment.

Supporting Materials:
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 Nicki Leeper at 775-782-9014. Electronic copies of the agenda and supporting materials are also available at the following websites:

State of Nevada Public Notices Website: https://notice.nv.gov/
Douglas County Meeting website: https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1

Notice to Persons with Disabilities:
Members of the public who are disabled or require special assistance or accommodations are requested to notify the Douglas County Manager's Office in writing at Post Office Box 218, Minden, Nevada 89423 or by calling 775-782-9821 at least 20 hours in advance of the meeting.

Members of the public may call the County Manager's office at 775-782-9821 to obtain help making public comment using any of the foregoing methods.

A copy of the finalized agenda is posted at the Minden Inn at 1594 Esmeralda Avenue, Minden Nevada.

DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FINAL AGENDA

November 2, 2023

LUNCH BREAK
The Board of County Commissioners may break for lunch at approximately noon and will reconvene after a break at the discretion of the Chairperson.

CALL TO ORDER

PLEDGE OF ALLEGIANCE
Led by County Manager Jenifer Davidson

PUBLIC COMMENT (No Action)
Forum Restrictions and Orderly Conduct of Business
The Board of County Commissioners conducts the business of Douglas County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. Hand clapping, making remarks or gestures from the audience that may interrupt, interfere or prevent the speaker from commenting should not occur. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Responses to Public Comments
The Board of County Commissioners can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda as long as those matters are within the jurisdiction and control of the Board of County Commissioners. The Open Meeting Law does not expressly prohibit responses to public comments by the Commissioners. However, responses from Commissioners to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel, and to ensure the public has notice of all matters the Board of County Commissioners will consider, Commissioners may choose not to respond to public comments, except to correct factual inaccuracies, ask clarifying questions, or to ask that a matter be listed on a future agenda.

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.

In addition to opening public comment, public comment will also be taken on administrative agenda items that are identified for possible action and closing public comment. If you plan to speak on a specific agenda item that is on the administrative agenda and identified for possible action, then please provide your public comment when that agenda item is heard.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of County Commissioners.

APPROVAL OF AGENDA
For possible action. Approval of the 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. Discussion to approve the draft minutes of the September 21, 2023, regular meeting of the Board of County Commissioners.

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. If items are pulled for discussion by a vote of the Board of County Commissioners, they will automatically be placed on the Administrative Agenda to be heard at the discretion of the Chairperson or may be continued until another meeting.

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

A. For possible action. Discussion to approve changes to the Fiscal Year 2023-24 secured and unsecured property tax rolls presented by the Douglas County Assessor pursuant to NRS 361.765 and/or NRS 361.768 to adjust the assessed values of the affected properties by a total aggregate net decrease in assessed value of $66,285.00, authorize Chairman Gardner to execute an Order to Adjust Tax Bills and Correct Secured and Unsecured Tax Rolls, and direct the Douglas County Treasurer to correct the errors in the tax rolls pursuant to Nevada law. (Trent Tholen)

B. For possible action. Discussion on the Outdoor Festival Permit application submitted by Sarah Sanchez of Carson Valley Community Food Closet for the Carson Valley Turkey Trot to be held November 23, 2023, from 7:00 AM to 12:00 PM at Minden Park, 1601 Sixth Street, and the surrounding neighborhood, Minden, Nevada. (Amy Burgans)

C. For possible action. Discussion to accept the Douglas County September 2023 Investment Report submitted per Douglas County Code 3.02.040. (Amy Burgans)

D. For possible action. Discussion to approve the Douglas County Sheriff's Office quarterly fee and compensation report for July 2023 to September 2023. (Undersheriff Elges)

E. For possible action. Discussion to authorize Chairman Mark Gardner and Sheriff Dan Coverley to sign the Douglas County Sheriff's Office Equitable Sharing Agreement and Certification to be filed with the United States Department of Justice for Fiscal Year 2017-18. (Undersheriff Elges)

F. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through October 5, 2023, per Nevada Revised Statutes 251.030. (Terri Willoughby)

G. For possible action. Discussion to approve the change of the awardee of $171,000 in American Rescue Plan Act (ARPA) funding from the Tahoe Douglas Fire Protection District, a governmental entity, to the Tahoe Douglas Rotary Club Foundation, a private non-profit corporation, for the restoration of a boat owned by the Tahoe Rotary, and authorize the County Manager to sign the ARPA beneficiary agreement with the Tahoe Douglas Rotary Club Foundation. (Debbie Swickard)

H. For possible action. Discussion to approve the purchase of the annual Microsoft Unified Support from SHI International for $73,000 (covering a 12 month period); and authorize the County Manager to sign the agreement. (Daniel Johnson)

I. For possible action. Discussion to approve a $15,000 purchase order with SHI for the purchase of AutoCAD subscription renewals, Civil 3D subscription renewal and All Access CAD Learning for Public Works Engineering and authorize the department head to sign the purchase order. (Rick Robillard)

ADMINISTRATIVE AGENDA

The Chairperson will read the agenda title into the public record and will have the discretion to determine how the item will be presented. Agenda items may be considered ahead of or after the schedule indicated by this agenda. Public comment will be taken on items that are identified for possible action.

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

1. For presentation only. Introduction of **Ordinance 2023-1625**, adopting Planned Development (PD)/Tentative Subdivision Map (TSM) Application DP22-0207, requesting to (a) establish a PD Overlay Zone for an 80-acre single family residential subdivision site and (b) to subdivide 80 acres into 80 single family residential lots, the smallest being 21,780 square feet with five common open space parcels. The subject property is located on the west side of Vicky Lane, north of North Santa Barbara Drive in the SFR-1 zoning district within the Johnson Lane Community Plan. The property owner is Bently Family Limited Partnership, represented by Keith Ruben, R.O. Anderson Engineering. First Reading. (APN 1420-00-002-014). (Kate Moroles-O'Neil)

2. For possible action. Discussion to approve the creation of an internal Douglas County Airport Division and approve the addition of five new full-time employee positions: three new positions within the Airport Division (Airport Manager, Airport Operations Specialist, and Office Assistant) and two new positions in the Fleet and Facility Services Division (Maintenance Specialist and Maintenance Assistant); and approve a budget transfer from Professional Services (360-611 521.100) to Salaries (360-611 510.000), in the amount of $272,014, and to Benefits (360-611 511.180), in the amount of $124,220, to fund the new positions. The County Manager is further directed and authorized to recruit an Airport Manager, Airport Operations Specialist, Office Assistant, Maintenance Specialist and Maintenance Assistant as the core staff to support all operational, maintenance and business aspects of the Minden-Tahoe Airport. (Philip Ritger)

3. For possible action. Discussion to approve an Interlocal Agreement between Douglas County, acting as the Tahoe Douglas Transportation District (the "District"), and the Tahoe Douglas Visitors Authority to partially fund the operation of a Micro-Transit System to facilitate public transit within the District from the 1% Transient Lodging Rental Tax collected pursuant to Douglas County Code Section 3.14.020(B), in an amount to be determined by the Board for Fiscal Year 2023-2024, and direct staff to return to the Board to finalize the associated resolution at a future meeting. (Scott Morgan and Zach Wadle')

4. For presentation only. Presentation regarding the Douglas County Judicial Law Enforcement Center (JLEC) and the Douglas County Justice Center project. The presentation may include a discussion of the history of the Justice Center project, the current space and operational deficiencies of the JLEC building and the justification for the Justice Center, an overview and status of the Design and Construction Manager At Risk (CMAR) process which is currently underway, the approximate budget and current expenses related to the project, as well as an overview of the financing options available to the County for funding. (Jenifer Davidson, Terri Willoughby, Scott McCullough)

5. For possible action. Discussion to adopt **Resolution 2023R-106**, a resolution concerning the financing of a building project for Douglas County; directing the Clerk-Treasurer to notify the Douglas County Debt Management Commission of the County's proposal to issue general obligations therefor; providing certain details in connection therewith; and providing the effective date hereof, relating to the Justice Center construction project. The anticipated amount of the proposed general obligation bonds portion of the Justice Center financing is up to $37,000,000. (Terri Willoughby and Marty Johnson, JNA Consulting Group, LLC)

6. For possible action. Presentation regarding the caseload of the Tahoe Township Justice Court and the East Fork Township Justice Court and discussion to provide direction to staff to bring forward a resolution creating one township for Douglas County pursuant to NRS 257.010. (Bobbie Williams, Jenifer Davidson, Doug Ritchie)

7. For possible action. Discussion regarding possible amendments to Douglas County Code, Section 20.622.030(B), and changes to code enforcement practices related to the administration of vacation home rental (VHR) code enforcement complaints and the number of VHR permits allowed within Douglas County, including: (a) new limitations related to proximity, distance, and/or other locational factors; (b) stricter limitations on the density of VHRs within certain residential communities, including the criteria that will be used to set those limitations; and (c) methods that can be used to achieve compliance with any limitations. (Ernie Strehlow)

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 Gardner)

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.

ADJOURNMENT