Douglas County

Board of County Commissioners
Public Meeting Notice and Agenda

Mark Gardner
Sharla Hales
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Thursday, January 4, 2024 **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://www.youtube.com/@douglascountynevada**

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

January 4, 2024

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 Clerk-Treasurer Amy Burgans

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 November 30, 2023, special 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-K**

A. For possible action. Discussion to accept the cumulative voucher sheets submitted under NRS 244.210 for checks and electronic fund transfers issued for the 11/03/2023 Payables, 11/03/2033 Payables, 11/03/2023 Payroll, 11/09/2023 Payables, 11/17 /2023 Payables, 11/17/2023 Payroll, and 11/22/2023 Payables. (Amy Burgans)

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

C. For possible action. Discussion to approve a joinder contract through OMNIA Partners Public Sector (a cooperative purchasing organization) between Douglas County and Playcore Wisconsin, Inc. d/b/a GameTime for a total amount not-to-exceed $177,350.00 and authorize the County Manager to execute the necessary documents and change orders up to 10% of the total amount. The agreement will be to provide playground and outdoor fitness equipment, site accessories, surfacing, and related products and surfaces for the Kahle Park Tot Playground. (Ryan Stanton)

D. For possible action. Discussion to: 1. Approve a $70,693 contract with Desert Hills Electric, Inc. d/b/a Desert Hills Fire & Security Systems to install a surveillance system at Lampe Park and authorize the County Manager to sign; and 2. approve a budget transfer which increases the budget for the Lampe Park Surveillance Project (24P01) by $693 and decreases the budget for the Stodick Park Surveillance Project (24P02) by $693. (Ryan Stanton)

E. For possible action. Discussion to accept the auditor's report on Douglas County's general ledger cash balances through December 7, 2023, per Nevada Revised Statutes 251.030. (Terri Willoughby)

F. For possible action. Discussion on amendments to Douglas County Administrative Policy and Procedure 200.11-*Compensation*, including but not limited to, increasing the shift differential per hour rate and revise applicable hours. (Wendy Lang)

G. For possible action. Discussion on amendments to Douglas County Administrative Policy and Procedure 200.38-*Employee Absence Due to Hazardous Conditions,* including compensating employees an additional $3.00 per hour, when required to physically report to work, during office closures due to hazardous conditions. (Wendy Lang)

H. For possible action. Discussion on amendments to Douglas County Administrative Policy and Procedure 200.13-*Public Employees' Retirement System Contribution Changes,* including but not limited to, covering increases up to 2% in retirement contribution rates for employees. (Wendy Lang)

I. For possible action. Discussion on the approval of **Resolution 2024R-001**, a resolution establishing a merit increase scale and implementation of cost of living adjustment (COLA) for employees not represented by a labor association in January 2024 and the beginning of each fiscal year. (Wendy Lang)

J. For possible action. Discussion to approve amendments to Douglas County Administrative Policy and Procedure 200.36-*Annual Leave*, including eliminating carry-over of annual leave and providing for a cash-out option under certain circumstances. (Wendy Lang)

K. For possible action. Discussion on amendments to Douglas County Administrative Policy and Procedure 200.44-*Sick Leave Program*, including increasing the annual accrual of sick leave from 88 hours to 96 hours. (Wendy Lang)

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

Administrative Agenda Items 5, 6 and 7 will be heard after the lunch break and not before 1:00 p.m.

1. For possible action. Discussion on the election of the Chairperson and Vice-Chairperson of the Board of County Commissioners in compliance with NRS 244.070 and County Code 2.04.025. (Amy Burgans)

2. For possible action. Discussion on the election of the Chairperson of the Douglas County Liquor Board in compliance with NRS 244.350. (Chairperson)

3. For presentation only. Nevada Ethics in Government law training will be provided by Ross Armstrong, Executive Director. (Ross Armstrong Executive Director)

4. For presentation only. Training on Nevada's Open Meeting Law by the Douglas County District Attorney's Office. (Doug Ritchie)

5. For presentation only. Ceremonial presentation of an employee service award to Luise Davis for 25 continuous years of service to Douglas County. (Timothy DeGhelder)

6. For presentation only. Ceremonial presentation of **Proclamation 2024P-005**, a proclamation recognizing the dedicated service of Terri Willoughby to Douglas County Nevada. (Chairperson)

7. For presentation only. Ceremonial presentation of **Proclamation 2024P-006** declaring January 2024 as National Radon Action Month in Douglas County. (Chairperson)

8. For presentation only. Presentation on the status of thirty-six (36) projects funded by the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) as part of the American Rescue Plan Act (ARPA). (Terri Willoughby and Debbie Swickard)

9. For presentation only. Presentation by the Douglas County Community Development Department on land use, planning and development applications and the respective roles of the Douglas County Community Development staff, the Planning Commission and the Board of County Commissioners. (Kate Moroles-O'Neil)

10. For possible action. Discussion on the adoption of **Ordinance 2023-1628**, an ordinance enacting revisions to the Town of Minden's trash and garbage collection regulations, Douglas County Code 18.04, including changes to green waste program. Second Reading. (JD Frisby)

11. For presentation only. Introduction of **Ordinance 2024-1632**, amending Douglas County Code, Chapter 2.02-*County Personnel Regulation,* including: corrections, allowing for the extension of probation in certain circumstances, and revising provisions related to approving of leaves of absence. First Reading. (Wendy Lang)

12. For possible action. Discussion to approve a labor agreement between Douglas County and the Douglas County Employees' Association (DCEA) from January 2024 through June 30, 2028. (Wendy Lang)

13. For possible action. Discussion to approve the appointment of County Commissioners, staff and alternates to various Douglas County boards and committees. These boards/commissions/meetings include but are not limited to: the Nevada Association of Counties; Northern Nevada Development Authority; Carson Water Subconservancy District; Lake Tahoe Visitors Authority; Tahoe Regional Planning Agency; Law Library; NevadaWorks; Carson Valley Chamber of Commerce, Carson Valley Visitors Authority; Carson Area Metropolitan Planning Organization; Tahoe Douglas Visitors Authority; Lake Tahoe South Shore Chamber of Commerce; Western Nevada Development District; Regional Transportation Commission; Nevada Tahoe Conservation District; Carson-Truckee Water Conservancy District; Stateline Stormwater Association; Joint Powers/Waste Management; Tahoe Transportation District, Carson Valley Arts Council; Audit Committee; Quad County Coalition; China Spring Youth Camp & Aurora Pines Girls Facility Advisory Board Executive Committee; Douglas County Lake Tahoe Sewer Authority; State Land Use Planning Advisory Council; South Shore Transportation Management Authority; and the Debt Management Commission. (Jenifer Davidson)

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