

**\*\*\*AMENDED AGENDA\*\*\***

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS  
AND LIQUOR AND ENTERTAINMENT BOARD**

**Day:** Thursday  
**Date:** February 1, 2018  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Bruce Henderson, Airport Rd Church of Christ**
- 4. Pledge of Allegiance**
- 5. Public Comment:\*\***  
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
- 6. For Possible Action: Approval of Minutes - January 18, 2018**
- 7. For Possible Action: Adoption of Agenda**

**Consent Agenda**

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All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.  
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**8. Finance**

8.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through January 19, 2018 per NRS 251.030 and NRS 354.290. (Jason Link, JLink@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – [www.carson.org](http://www.carson.org).

## 9. Public Works

9.A For Possible Action: To approve a Non-Exclusive Utility Easement Amendment between the State of Nevada, Division of State Lands and Carson City for Well 49 and underground utilities located on APN 004-022-01 at the Bryan Building. (Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: The subject easement is located at the Bryan Building on APN 004-022-01, a parcel owned by the State of Nevada. The easement agreement was recorded in July 2012 for the maintenance of Well 49 and associated underground utilities. The easement totals approximately 1,401 square feet and is necessary in order to allow Carson City to maintain existing Well 49 and the associated water distribution system. In consideration for the non-exclusive permanent easement, Carson City pays an annual easement fee which was recently re-evaluated by State Lands. The easement amendment requests an increase in the annual fee from \$2,900.00 to \$3,415.00 per year for the next five years.

9.B For Possible Action: To approve a Non-Exclusive Utility Easement Amendment between the State of Nevada, Division of State Lands and Carson City for a water line located on APN 004-022-02 at the Bryan Building. (Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: The subject easement is located at the Bryan Building on APN 004-022-02, a parcel owned by the State of Nevada. The easement agreement was recorded in August 2008 for the construction and maintenance of an underground water line across the parcel. The easement totals approximately 2,105 square feet and is necessary in order to allow Carson City to maintain the existing water distribution system. In consideration for the non-exclusive permanent easement, Carson City pays an annual easement fee which was recently re-evaluated by State Lands. The easement amendment requests an increase in the annual fee from \$864.00 to \$1,500.00 per year for the next five years.

9.C For Possible Action: To terminate a Lease Agreement between the State of Nevada, Division of State Lands and Carson City for a sewer lift station on APN 010-281-46 at the Northern Nevada Correctional Facility. (Stephanie Hicks, [SHicks@carson.org](mailto:SHicks@carson.org))

Staff Summary: The subject lease termination is being requested by the State of Nevada, Division of State Lands, for a sewer lift station lease at the Northern Nevada Correctional Center on APN 010-281-46, a parcel owned by the State of Nevada. The lease agreement was recorded in 1997 for the replacement of a sewer lift station and installation of associated sewer lines. The current lease expired March 2017, with an option for a 20-year extension. The lease was recently re-evaluated by State Lands. State Lands determined that a Non-Exclusive Easement is the preferred authorization document over the prior Lease/Easement and therefore is requesting the termination of the lease agreement. The Non-Exclusive Easement will be heard under a separate item.

*\*9.D For Possible Action: To approve a Non-Exclusive Utility Easement agreement between the State of Nevada, Division of State Lands and Carson City for a sewer lift station and sewer lines located on APN 010-281-46 at the Northern Nevada Correctional Facility. (Stephanie Hicks; SHicks@carson.org)*

Staff Summary: The subject easement is located at the Northern Nevada Correctional Center on APN 010-281-46, a parcel owned by the State of Nevada. The lease agreement was recorded in 1997 for the replacement of a sewer lift station and installation of associated sewer lines. The current lease expired March 2017, with an option for a 20-year extension. The lease was recently re-evaluated by State Lands. State Lands determined that a Non-Exclusive Easement is the preferred authorization document over the prior Lease/Easement. Additionally, the easement annual use fee has been increased from \$250.00 to \$4,400.00 per year for the next 5 years. The easement totals approximately 82,628 square feet and is necessary in order to allow Carson City to maintain the existing sewer system.

**(End of Consent Agenda)**

**Ordinances, Resolutions, and Other Items**

**10. Item(s) pulled from the Consent Agenda will be heard at this time.**

**11. Finance**

11.A For Possible Action: To approve the application to remove the uncollectible accounts receivable specified in the application from the records of the Ambulance Fund for a total amount of \$405,753.70 in uncollectible accounts receivable. (Jason Link, jlink@carson.org)

Staff Summary: NRS 354.256 requires that the Controller apply to the Board for permission to remove uncollectible accounts receivable from the records of the County.

**12. Public Works**

12.A For Possible Action: To adopt a resolution approving and authorizing the Mayor to sign an Interlocal Agreement by and between Carson City and Lyon County which provides for mutual delivery of water resources to each utility. (Darren Schulz, Dschulz@carson.org)

Staff Summary: This agreement updates an agreement entered into in 2008 which provides for Carson City and Lyon County to provide continued mutual cooperation for the delivery of water resources between each utility.

12.B For Possible Action: To approve and authorize the Mayor to sign a Temporary Easement Deed by the City (Grantor) to Sierra Nevada Association of Realtors, Inc. (Grantee), for construction of drainage improvements on property owned by the City (APN 003-114-06), as it will be in the best interest of Carson City and realign flood control facilities pursuant to NRS 244.281 and NRS 244.276. (Stephanie Hicks, SHicks@carson.org)

Staff Summary: During the severe winter storm events of January and February 2017, the stormwater infrastructure along South Nevada Street reached its capacity. As a result, the

rainfall collected on site at 301 S. Nevada Street in the parking lot for the Sierra Nevada Association of Realtors could not enter the storm drain system and flooded the parking lot as well as backed up into their building. Sierra Nevada Association of Realtors is requesting an 892.5 square foot drainage easement in order to construct a valley gutter which will allow future runoff from their site to drain overland onto South Curry Street to enter the storm drain system.

### **13. Community Development - Planning**

13.A For Possible Action: To accept the Historic Resources Commission Annual Report for 2017. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The Historic Resources Commission (HRC) bylaws require the HRC to submit an annual report to the Board of Supervisors, including information about cases reviewed by the HRC, administrative reviews and information regarding other historic preservation activities.

### **14. Board of Supervisors**

Non-Action Items:

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

### **15. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

### **16. For Possible Action: To Adjourn as the Board of Supervisors**

#### **Liquor and Entertainment Board**

### **17. Call to Order & Roll Call - Liquor and Entertainment Board**

### **18. Public Comment:\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

### **19. For Possible Action: Approval of Minutes - May 18, 2017**

### **20. Community Development - Business License**

20.A For Discussion Only: To accept the Liquor Hearings Officer Annual Report for 2017. (Lee Plemel, lplemel@carson.org)

Staff Summary: The CCMC Liquor Board and Liquor Licensing and Sales ordinance requires the submittal of an annual report to the Board of Supervisors, including disciplinary actions and

penalties resulting from the hearings officer's decisions and the Administrative Citation process.

**21. Public Comment:\*\***

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**22. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

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\*\*PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is Carson City's aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

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To request a copy of the supporting materials for this meeting contact Janet Busse at [jbusse@carson.org](mailto:jbusse@carson.org) or call (775) 887-2100.

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This agenda and backup information are available on the City's website at [www.carson.org/agendas](http://www.carson.org/agendas) and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775)887-2100.

This notice has been posted at the following locations:  
Community Center 851 East William Street  
Courthouse 885 East Musser Street  
City Hall 201 North Carson Street  
Community Development Permit Center 108 East Proctor Street  
<http://notice.nv.gov>