

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS**

Day: Thursday
Date: August 6, 2020
Time: Beginning at 8:30 am
Location: Community Center, Sierra Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor’s Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will NOT have a physical location open to the public until such time this Directive is removed.

- **Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191.**
- **The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.**
- **Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.**

Join by phone:

Phone Number: +1-408-418-9388

Meeting Number: 146 876 4563

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Ken Haskins, First Christian Church**

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 - July 2, 2020

7. For Possible Action: Adoption of Agenda

Consent Agenda

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.

8. Finance

8.A For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through July 24, 2020, per NRS 251.030 and NRS 354.290. (Sheri Russell, srussell@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.

9. Purchasing and Contracts

9.A For Possible Action: Discussion and possible action regarding a Forensic Support Services Agreement between Washoe County on behalf of the Washoe County Sheriff's Office and Carson City on behalf of the Carson City Sheriff's Office, for a fee not to exceed \$111,020 through June 30, 2021, and authorization for the Sheriff to execute the contract. (Carol Akers, CAkers@carson.org and Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: The Washoe County Sheriff's Office Forensic Science Division will perform forensic services listed in the Agreement (Option B) as deemed necessary by the Carson City Sheriff/Coroner. This contract does not include toxicology services; toxicology services are to be billed on a per test basis. This will be funded from the Professional Services/Laboratory Expense Account in Fiscal Year 2021.

10. Sheriff

10.A For Possible Action: Discussion and possible action regarding a proposed acceptance of a grant from the Nevada Office of the Attorney General, 2020 Services-Training-Officers-Prosecutors ("STOP") Grant, to fund a Victim Witness Coordinator position at the Carson City Sheriff's Office ("CCSO") in the amount of \$75,620.00. (Sheriff Furlong, kfurlong@carson.org)

Staff Summary: Acceptance of this grant would provide funds to increase the ability of the CCSO to provide victim services and crisis intervention to victims and witnesses of crimes and to assist them in navigating through the criminal justice process. The Victim Witness Coordinator would fill a full-time position, funded for one year by this grant (ending June 30, 2021), and would work alongside both front line peace officers as well as the District Attorney's Office.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

12. City Manager

12.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Library Board of Trustees to fill a four-year term that will expire in June, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Board of Supervisors appoints five persons who are residents of Carson City to serve as library trustees. There is one vacancy due to the expiration of a term. Beth Lucas submitted an application for reappointment. New applications were submitted by William Harris, Richard Karpel, Jaimi Wolf-Ray and Elizabeth Markle.

13. Purchasing and Contracts

13.A For Possible Action: Discussion and possible action regarding a determination that Reno Tahoe Construction, Inc. is the lowest responsive and responsible bidder pursuant to NRS Chapter 338, and whether to award Contract No. 20300024, Sherman Lane and Viking Way Water Main Replacement Project, to Reno Tahoe Construction, Inc., for a total not to exceed amount of \$822,442.60. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Sherman Lane and Viking Way Water Main Replacement Project includes replacing the water main and water services, patching sidewalks, and patching roadway in Sherman Lane between Airport Road and East College Parkway and in Viking Way between Sherman Lane and East Nye Lane. The construction contract is for the base bid amount of \$747,675.09 plus a 10% contingency amount of \$74,767.51. The engineer's estimate for construction was \$870,130.

13.B For Possible Action: Discussion and possible action regarding Contract No. 20300122 to rebuild the existing Al-Jon 500 compactor for Carson City Landfill with Tri-County Equipment and Repair for an amount not to exceed \$480,860, to be funded from the Landfill Equipment

Replacement Program Account. (Carol Akers, Cakers@carson.org and Rich Hardcastle, RHardcastle@carson.org)

Staff Summary: Carson City Landfill is looking to rebuild its Al-Jon 500 compactor and to include the option for the Lincoln Automatic Grease System. The current unit is a 2012 model with over 11,000 hours of use and needs to be rebuilt. The certified rebuild is approximately half the cost of a new compactor. This rebuild was planned for and is funded as part of the current Landfill equipment replacement budget. Tri-County Equipment and Repair is a sole source for Factory Certified Remanufactured Al-Jon compactors in the United States.

14. Public Works

14.A For Possible Action: Discussion and possible action regarding a Watershed and Wetlands Agreement ("Agreement") between Carson City and Carson Tahoe Regional Healthcare ("CTH") for Carson City to execute and record a declaration of restrictions on Carson City detention basins (APNs 007-531-35 and 007-531-36) in exchange for CTH paying \$24,650 to Carson City for mitigation of stormwater erosion upstream of the detention basins. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The proposed Agreement between Carson City and the CTH is a result of the current building expansion from the main hospital to the surgical center via an enclosed building crossing over Eagle Creek. The addition of the new structure and associated channel improvements in Eagle Creek triggered an U.S. Army Corps of Engineers ("USACE") permit which requires a deed restriction to protect existing wetlands within the City's detention basins. In exchange for the deed restriction placed on City-owned property, CTH will provide funds to the City to construct upstream stormwater and erosion control improvements within the Lakeview Watershed to reduce sediment transport to the basins.

14.B For Possible Action: Discussion and possible action regarding a Declaration of Restrictions for the Eagle Valley Creek Storm Water Detention Basins, portions of APN 007-531-35 and APN 007-531-36. (Darren Schulz; DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Declaration of Restrictions is the result of the Carson Tahoe Regional Healthcare's ("CTH") current building expansion from the main hospital to the surgical center via an enclosed building crossing over Eagle Creek. The addition of the new structure and associated channel improvements in Eagle Creek triggered a U.S. Army Corps of Engineers ("USACE") permit which requires a declaration of restrictions or deed restriction to protect existing wetlands within the City's detention basins (Basins "1" and "3"). The restriction is part of a required USACE 404 permit that allows channel improvements to be constructed within Eagle Creek as part of the CTH's hospital expansion project.

14.C For Possible Action: Discussion and possible action regarding a Bureau of Land Management (BLM) Right-of-Way Grant Amendment to allow Carson City to perform roadway maintenance and use a portion of Sedge Road and Brunswick Canyon Road to access existing right-of-way previously granted under NVN-038823 for another portion of the road, a pipeline, reservoir site, dam, and spillway. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: During the January 2017 winter storms, significant stormwater runoff through Brunswick Canyon caused substantial erosion to Brunswick Canyon Road at multiple locations. Since the events, Carson City has worked with the Federal Emergency Management Agency (FEMA) to secure grant funding for the roadway repairs. Additionally, the sections of roadway requiring repair are located on BLM property where formal right-of-way was never established. Therefore, as part of the process for developing construction plans for the roadway repairs, the City coordinated with BLM to amend an existing right-of-way grant for the reservoir site to add right-of-way along a portion of Sedge Road and Brunswick Canyon Road in order to repair the roadway, perform future roadway maintenance, and allow for access to the Brunswick Reservoir and the various components of the dam, reservoir, spillway, and the effluent transmission main. The additional right-of-way included in this amended grant is critical for the overall operations and maintenance of the reservoir site and effluent transmission main, as well as for performing necessary testing for permit compliance. The Brunswick Canyon Road Project design is at 100% and construction is anticipated for summer/fall of 2020.

14.D For Possible Action: Discussion and possible action regarding initiation of the process to change stormwater rates for the stormwater utility. (Darren Schulz, DSchulz@Carson.org and Andy Hummel, AHummel@Carson.org)

Staff Summary: On February 7, 2019, the Board of Supervisors approved a contract with Farr West Engineering to do an update of the stormwater rate and rate structure. The objective of the Stormwater Rate Update Study was to review the financial position of the respective fund; to incorporate current and projected operating, maintenance, and capital improvement plan costs; to determine revenue requirements to meet the projected revenue requirements; and to develop new rate structures to improve equity between the system users. The consultant will present the results and recommendations of the study. After consideration of the rate study, the Board of Supervisors may direct staff to proceed with the rate change process.

15. Finance

15.A For Possible Action: Discussion and possible action regarding an application to remove \$521,935.47 in uncollectible accounts receivable from the records of the Ambulance Fund. (Sheri Russell, srussell@carson.org)

Staff Summary: The Carson City Fire Department's emergency medical billing and collection services contractor, Wittman Enterprises, notified Carson City that certain accounts receivable on the records of the Ambulance Fund are uncollectible. Under NRS 354.256, the Carson City Auditor applies to the Board of Supervisors for permission to remove uncollectible accounts receivable from the records of Carson City.

15.B For Possible Action: Discussion and possible action regarding a Plan of Expenditure for \$10,211,415 that the State of Nevada has granted to Carson City through the Coronavirus Aid, Relief, and Economic Security ("CARES") Act. (Sheri Russell, srussell@carson.org)

Staff Summary: Through the CARES Act, the State of Nevada has allocated \$10,211,415 in Coronavirus Relief Funds ("CRF") to Carson City. Staff presented the Plan of Expenditure informally at the July 16th, 2020 meeting, and has prepared this preliminary Plan of Expenditure for the Board of Supervisor's consideration and approval. The State required a signed Eligibility Certification, signed Terms and Conditions for Local Governments, as well as a Plan of

Expenditure before releasing the first half of the City's allocation. Staff submitted these items to the State of Nevada on July 21, 2020. Approval of the Plan of Expenditure today will allow the City to award funding, as indicated in the Plan of \$1,550,000 to the Carson City School District ("CCSD"), \$1,850,000 to Carson Tahoe Hospital ("CTH") and \$200,000 to Eagle Valley Care Center, LLC ("Eagle Valley"), a long term care facility, through memorandums of understanding. On August 20, 2020, staff will bring the recommended non-profit organization awards and a Final Plan of Expenditure before the Board of Supervisors for approval.

16. Health and Human Services

16.A For Possible Action: Discussion and possible action regarding proposed revisions to the Guidelines and Standards of the Human Services Division of the Carson City Health and Human Services Department (CCHHS), including a proposed fee increase from \$550 to \$650 as the amount to be paid to funeral homes for each indigent cremation or burial service. (Nicki Aaker, Naaker@carson.org)

Staff Summary: In June 2019, Carson City representatives met with representatives from funeral homes that serve the Carson City community. The funeral homes suggested an increase in the indigent cremation/burial services fee that has not been increased in approximately 25 years. Because the Guidelines and Standards have not been updated and approved by the Board of Supervisors since November 2013, the entire document has been updated to reflect various clerical revisions for approval.

17. Board of Supervisors

17.A For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions and functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)

Staff Summary: As the status of the global coronavirus is constantly in a state of unpredictability and a rapidly changing landscape with regard to the rate of infection, exposure to infection and the issuance of international, federal and state guidelines and recommendations to mitigate exposure to and the transmission of infectious disease, various staff will present an update on Carson City's role in protecting the health, safety and welfare of its residents. In addition, this item is for the Board of Supervisors to issue, if it elects to do so, certain directives to City staff and departments concerning City-related functions, as well as any recommendations to the public or directives pursuant to the City's emergency powers under a state of emergency in accordance with legal authority expressly granted by state and local law.

18. 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

Closed Non-Meeting to Confer with Management Representatives and Counsel:

Following a recess or adjournment, the Carson City Board of Supervisors will gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

19. 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.

20. For Possible Action: To Adjourn

****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. **Although it has been the ordinary practice of these public bodies to provide an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via telephonic means.** 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.

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.

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 agendized item.

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.

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

This agenda and backup information are available on the City's website at 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.

NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites:

www.carson.org/agendas

<http://notice.nv.gov>