

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

**Day:** Thursday  
**Date:** August 20, 2020  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

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**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](http://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](mailto: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:** 146 526 8673

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1. **Call to Order - Board of Supervisors**
2. **Roll Call**
3. **Invocation - Brian Underwood, Sierra Lutheran High School**

#### **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 16, 2020**

#### **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. City Manager**

8.A For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of July 4, 2020 through August 7, 2020. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to CCMC 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall by motion entered into its minutes, ratify the action taken.

#### **9. Finance**

9.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 August 7, 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.

#### **10. Purchasing and Contracts**

10.A For Possible Action: Discussion and possible action regarding an amendment to Contract No. 20300042, Irrigation Upgrades Phase 2, to include the purchase of irrigation equipment for an additional amount not to exceed \$11,158.35, for a new total contract amount of \$148,460.27

from the Quality of Life-Capital Fund, with SiteOne Landscape Supply as a sole source vendor. (Carol Akers, CAkers@carson.org and David Navarro, DNavarro@carson.org)

Staff Summary: Approval of this request would authorize the purchase of a WeatherTRAK controller from SiteOne Landscape Supply for the Parks, Recreation & Open Space Department. When the Board of Supervisors approved the purchase of WeatherTRAK irrigation equipment and installation for Phase II, the bid quote for the Park Terrace Weather TRAK controller was not submitted with the proposal and was not included in the amount requested. Park Terrace is one of the 13 sites considered for irrigation infrastructure replacement and updating in Phase II. This increase request is for equipment only, as the labor for Park Terrace was included in the original amount approved of \$137,301.92.

10.B For Possible Action: Discussion and possible action regarding a determination that Sierra Nevada Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 20300048, Juvenile Court Parking Lot Reconstruction Project, to Sierra Nevada Construction, Inc., for a total not to exceed amount of \$129,807.70. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Juvenile Court Parking Lot Reconstruction Project involves reconstruction of the west parking lot at the Juvenile Court, including removing the existing AC pavement and aggregate base, installing new AC pavement and aggregate base, reconstructing concrete curbs, replacing signs, and restriping the parking lot. The project was approved as part of the Fiscal Year 2020 capital improvement plan and the construction contract is for the base bid amount of \$118,007.00 plus a 10% contingency amount of \$11,800.70. The engineer's estimate for construction was \$153,400.

### **(End of Consent Agenda)**

### **Ordinances, Resolutions, and Other Items**

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

**12. Fire**

12.A For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department ("CCFD") to apply for a grant in the amount of \$147,290 from the Round 18 Southern Nevada Public Land Management Act (SNPLMA) through the Bureau of Land Management-Carson City Westside Hazardous Fuels Collection Project to fund the CCFD Trailer-Dumpster Program for six years. (Dave Ruben, druben@carson.org)

Staff Summary: Through the CCFD Trailer-Dumpster Program, CCFD provides to homeowners in Carson City trailers (7'X12") and roll-off dumpsters (20 cu. yds.) for homeowners to fill with vegetation removed to create defensible space around their home. The collection bins are offered free of charge, and are funded through this grant. The requested grant amount, if awarded, will provide funding for the Hazardous Fuels Collection Project over a six-year period.

12.B For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department ("CCFD") to apply for a grant in the amount of \$1,946,882 from the Round 18 Southern Nevada Public Land Management Act (SNPLMA) through the Bureau

of Land Management-Carson City Westside Hazardous Fuels Reduction Project to fund CCFD's treatment of 850 acres to remove fuels in the wildland urban interface surrounding Carson City. (Dave Ruben, druben@carson.org)

Staff Summary: Through the Bureau of Land Management-Carson City Westside Hazardous Fuels Collection Project, CCFD will treat approximately 850 acres in the wildland urban interface surrounding Carson City over a six-year period. This treatment will reduce hazardous fuels along the west side of Carson City, which has a long history of wildfires. By reducing the fuels in these strategic locations, the potential impact of a wildfire will be greatly reduced.

### **13. Purchasing and Contracts**

13.A For Possible Action: Discussion and possible action regarding the purchase of vaccinations for the Carson City Health and Human Services Department (CCHHS) through joinder contracts with GlaxoSmithKline, Merck Sharp & Dohme Corp. and Sanofi Pasteur Inc. for a total amount not to exceed \$319,974 for fiscal year (FY) 2021, and authorization for the Purchasing and Contracts Administrator to extend the Sanofi Pasteur Inc. joinder contract when it is renewed. (Carol Aakers, CAkers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS would like to utilize current joinder contracts through the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) to purchase vaccinations for CCHHS clients.

13.B For Possible Action: Discussion and possible action regarding the purchase of various components of hardware and software through joinder contracts with Insight Public Sector, ConvergeOne, Inc., Dell, CDW Government LLC, Microsoft, SHI International Corporation, EyeP Solutions and Juniper Networks for a total aggregate amount not to exceed \$900,000 to be funded from various city accounts as approved in the Fiscal Year (FY) 2021 budget, and authorization for the Purchasing and Contracts Administrator to extend the joinder contracts when they are renewed. (Carol Akers, cakers@carson.org and James Underwood, JUnderwood@carson.org)

Staff Summary: Each year, the vendor contracts that the Carson City Information Technology (IT) Department relies on to perform a majority of the purchases of hardware, software, and services for City departments are brought to the Board of Supervisors for approval. While many of the individual purchases and projects are not significant, when aggregated over the course of the year, they are substantial.

13.C For Possible Action: Discussion and possible action regarding Contract No. 20300139, AV (Audio-Visual) Retrofit-Theater and Sierra Room, with CCS Presentation Systems, for a not to exceed amount of \$117,378.50 (Carol Akers, CAkers@carson.org and James Underwood, JUnderwood@carson.org)

Staff Summary: If approved, this contract will provide the services to temporarily move audio-visual hardware and software into the Bob Boldrick Theater at the Community Center for public meetings, utilizing the stack of audio-visual equipment located in the Sierra Room; once the Sierra Room is reconfigured, the audio visual hardware and software will move back. There are some additional options for consideration to complete this project. The contract is with CCS

Presentation Systems, which is the same company that has installed and supported the equipment in the Sierra Room.

13.D For Possible Action: Discussion and possible action regarding a determination that Spanish Springs Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338, and whether to award Contract No. 20300062, Flint Road Reconstruction Project, to Spanish Springs Construction, Inc., for a total not to exceed amount of \$433,888.00. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Flint Road Reconstruction Project includes a full depth reconstruction of Flint Road between Highway 50 and Eastgate Siding Road. The construction contract is for the base bid amount of \$394,444 plus a 10% contingency amount of \$39,444. The engineer's estimate for construction was \$410,000.

13.E For Possible Action: Discussion and possible action regarding a determination that Gerhardt & Berry Construction, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300182, Production Well 3B Well House & Equipping Project, to Gerhardt & Berry Construction, Inc., for a total not to exceed amount of \$698,021.50. (Carol Akers, CAkers@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: The Well 3B Well House and Equipping Project includes all work associated with constructing a new well house, equipping the well, installing pipe to connect the well into the City's water system, and completing associated site improvements at the City's Municipal Well 3 site. The construction contract is for the base bid amount of \$634,565, plus a 10% contingency amount of \$63,456.50. The engineer's estimate for construction was \$430,000.

## 14. Public Works

14.A For Possible Action: Discussion and possible action regarding Carson City right-of-way, along South Carson Street from near the southerly right-of-way line of Appion Way to the southerly right-of-way line of Fairview Drive, that is not currently planned to be used for roadway or related appurtenances. (Darren Schulz, DSchulz@carson.org and Dan Stucky, DStucky@carson.org)

Staff Summary: In August 2017, the State of Nevada, Department of Transportation (NDOT) opened Phase 2B-3 of the Carson City Freeway completing the link between Reno and Carson City. As a result of the completion of Phase 2B-3 and per Highway Agreement No. R386-04-002 with NDOT, Carson City agreed to take ownership of right-of-way along South Carson Street extending from the northerly right-of-way line of IR-580 to the southerly right-of-way line of Fairview Drive, portions of frontage roads along South Carson Street, one mile of Snyder Avenue extending easterly from South Carson Street, and eighteen surplus parcels located along the IR-580 corridor from Colorado Street to South Carson Street. Certain portions of the South Carson Street right-of-way transfer between Appion Way and Fairview Drive are separate parcels owned in fee simple or are easements for right-of-way use that are located outside of the active roadway prism and are utilized by adjacent commercial property owners for parking or landscape areas. Many of these "surplus" right-of-way areas are not required by the City for the current South Carson Street infrastructure project. Staff has developed options for the sale, abandonment, lease, or license of the surplus right-of-way for the Board of Supervisors to consider based on the state of the City's ownership rights to the right-of-way. At this time, staff recommends licensing

the unused right of way, unless liability considerations or other circumstances unique to a property suggest that the best interest of the City would be better served by a different approach. Further action regarding any individual parcel will be brought back to the Board of Supervisors for approval.

## **15. Community Development - Planning**

15.A For Possible Action: Discussion and possible action regarding a request for an amendment to Tentative Subdivision Map (TSM-19-165) to delete condition 26A requiring the interior streets to be privately owned and maintained, on property zoned Neighborhood Business (NB), located on the east side of Emerson Drive, north of College Parkway and south Highway 580, APN 002-751-07. (Heather Ferris, hferris@carson.org)

Staff Summary: On February 20, 2020 the Board of Supervisors approved a Tentative Subdivision Map (TSM-19-165) subject to 28 conditions of approval, including condition 26A which requires the internal streets to be privately owned and maintained. The applicant is now seeking to eliminate this condition and allow the internal streets to be publicly owned and maintained.

15.B For Possible Action: Discussion and possible action regarding an update from Tahoe Western Asphalt regarding odor mitigation efforts and modification of its Nevada Department of Environmental Protection permit associated with an asphalt plant and aggregate crushing facility known as Tahoe Western Asphalt zoned General Industrial, located at 8013 Highway 50 East, APN 008-611-35. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of June 4, 2020, in accordance with CCMC 18.02.060, the Board considered an appeal of the February 26, 2020 decision of the Planning Commission concerning its amendment to conditions of approval related to a Special Use Permit (SUP) for an asphalt plant and aggregate crushing facility. More specifically, the appellant made six requests of the Board of Supervisors including that it remove the SUP requirement that odors not be detectable beyond the property line of the facility, and replace that requirement with alternative language. The Board denied that portion of the appeal and modified the decision of the Planning Commission by adding to Condition 17 that Tahoe Western Asphalt shall report their Nevada Department of Environmental Protection (NDEP) permit information at the August 20, 2020 Board of Supervisors meeting. With this agenda item, the applicant will have the opportunity to report to the Board.

## **16. 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

## 17. City Manager

17.A For Possible Action: Discussion and possible action regarding the appointment of four members to the Carson City Culture and Tourism Authority, two as representatives for hotel/motel operators, one as a representative for other commercial interests and one as a citizen-at-large representative, each for two-year terms expiring in July, 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 244A.599 requires the Board of Supervisors to appoint representatives to the Culture and Tourism Authority ("CTA"). The categories for representatives are as follows: two members must represent the hotel and motel industry operators in the City; one member must represent the other commercial interests in the City; one member must be a member of the Carson City Board of Supervisors; and one member must represent the City at large. An application for reappointment was received from Michael Jones and new applications were received from Elizabeth O'Leary and Steven Kehm for the hotel/motel positions. An application for reappointment was received from Mike Riggs and new applications were received from Benjamin Miller and Elaine Barkdull-Spencer for the position representing other commercial interests in the City. New applications were received from Bobbi Rahder, Danny Miller, Dominic Martinelli, Denise Bradshaw and Charlene Billow for the citizen-at-large position.

17.B For Possible Action: Discussion and possible action on a business impact statement related to, and the introduction on first reading of, an ordinance revising certain qualification criteria for the office of Supervisor on the Board of Supervisors in accordance with the qualification requirements established by the Carson City Charter. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This proposed ordinance amends the existing language in Carson City Municipal Code ("CCMC") 2.02.030, which establishes qualification criteria for the office of Supervisor on the Board of Supervisors, for consistency with the qualification criteria set forth in the Carson City Charter ("Charter") which is controlling and supersedes any conflicting language in CCMC. Included with the proposed ordinance is a business impact statement required by Nevada Revised Statutes ("NRS") Chapter 237, for consideration by the Board.

## 18. Finance

18.A For Possible Action: Discussion and possible action regarding the Audit Committee's recommendation to approve the completed remediation plans and remove the completed findings from the Audit Findings Tracking Summary Report. (Sheri Russell, srussell@carson.org)

Staff Summary: The completed remediation plans for various recommendations and findings have been presented and approved by the Carson City Audit Committee. Upon approval by the Board of Supervisors, the completed recommendations and findings will be considered closed and removed from the Audit Findings Tracking Summary Report maintained by the internal auditor and City staff.

18.B For Possible Action: Discussion and possible action regarding the Fiscal Year ("FY") 2021 Audit Work Program and audit services recommended to be performed by the City's retained internal auditor, Eide Bailly, LLP, for the amount of \$108,500, plus a contingency

amount of \$1,500, for a total not to exceed amount of \$110,000. (Sheri Russell, srussell@carson.org)

Staff Summary: Eide Bailly, LLP made recommendations for future audit projects at the Audit Committee's June 15, 2020 meeting. The Committee discussed those recommendations and agreed that Eide Bailly, LLP should perform the following internal audit projects: Risk Assessment Evaluation FY 2021 - \$10,000; Citywide Revenue & Accounts Receivable Audit - \$23,500; Vehicle Fleet Audit - \$30,000; IT Vulnerability Audit - \$35,000; Findings Follow-up - \$9,500; Fraud, Waste & Abuse Hotline Monitoring - \$500; TOTAL - \$108,500.

18.C For Possible Action: Discussion and possible action regarding the allocation of \$790,469 to local non-profit organizations from 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. The Board of Supervisors approved a Preliminary Plan of Expenditure at the August 6, 2020 meeting. Carson City's Preliminary Plan of Expenditure allocated \$1 million to be awarded to non-profit organizations located in Carson City. Staff has advertised and received applications for the Non-Profit funding, and applications were reviewed by a Carson City management team on August 10, 2020. Staff recommends that \$790,469 be awarded to various non-profits in the community.

18.D For Possible Action: Discussion and possible action regarding the Final Plan of Expenditure for the amount of \$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. At the August 6, 2020 Board of Supervisors meeting, staff presented the Preliminary Plan of Expenditure, which had been submitted to the State on July 21, 2020, to receive the first half of the CRF, which was received on July 28, 2020. Approval of the Final Plan of Expenditure will allow the City to receive the second half of the funding.

## **19. Health and Human Services**

19.A For Discussion Only: Discussion and presentation on the intended use of the Epidemiology Laboratory Capacity (ELC) grant in the amount of \$3,149,971, received by the Carson City Health and Human Services Department (CCHHS) from the State of Nevada, Department of Public and Behavioral Health, originating from the Centers for Disease Control and Prevention (CDC) ELC for Infectious Disease program, for the grant period of January 20, 2020 through November 17, 2022. (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS received emergency funding in the amount of \$3,149,971 from the CDC ELC for Infectious Disease program, which is passed through the State of Nevada, Department of Public and Behavioral Health to local health departments that currently receive ELC funds. There was no application with this grant. The grant period is January 20, 2020 through November 17, 2022. These funds will be used for personnel including IT support staff, rental space, and a portion of the operating expenses for testing, surveillance, monitoring and investigation of

COVID-19 cases. This grant does not require a match. The fully executed grant document is included as supporting documentation.

## 20. Board of Supervisors

20.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.

## 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

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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. 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.

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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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**[www.carson.org/agendas](http://www.carson.org/agendas)**

**<http://notice.nv.gov>**