

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the September 17, 2015 Meeting**

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**DRAFT**

A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, September 17, 2015 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Mayor Robert Crowell  
Supervisor Karen Abowd, Ward 1  
Supervisor Brad Bonkowski, Ward 2  
Supervisor Lori Bagwell, Ward 3  
Supervisor Jim Shirk, Ward 4

**STAFF:** Nick Marano, City Manager  
Sue Merriwether, Clerk - Recorder  
Adriana Fralick, Chief Deputy District Attorney  
Kathleen King, Chief Deputy Clerk

**NOTE:** A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Recording Secretaries Division of the Clerk's Office, during regular business hours.

**1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE** (8:30:23) - Mayor Crowell called the meeting to order at 8:30 a.m. Ms. Merriwether called the roll; a quorum was present. Salvation Army Lieutenant Mark Cyr provided the invocation. At Mayor Crowell's request, John Barrette led the pledge of allegiance.

**5. PUBLIC COMMENT** (8:32:26) - Mayor Crowell entertained public comment. (8:32:45) Hope Tingle requested the Board to consider ordinances to prohibit parking recreational vehicles on City streets and to implement a "leash law." (8:34:56) Ken Beaton announced a fund raiser for a 92-year-old World War II veteran, who served four years, five months on the Battleship Nevada, and who wishes to travel to Carson City. Mayor Crowell entertained additional public comment; however, none was forthcoming.

**6. POSSIBLE ACTION ON APPROVAL OF MINUTES - June 25, 2015 and August 6, 2015** (8:36:45) - Supervisor Bonkowski moved to approve the minutes of June 25, 2015, with the corrections detailed in the errata sheet distributed prior to the start of the meeting. Supervisor Abowd seconded the motion. Motion carried 5-0. In response to a question regarding the August 6, 2015 minutes, Ms. King requested Supervisor Bagwell to submit a copy of her written statement relative to item 9. Mayor Crowell entertained a motion. Supervisor Bagwell moved to approve the minutes of August 6, 2015, with the addition to the record of the referenced written statement. Supervisor Abowd seconded the motion. Motion carried 5-0.

**7. POSSIBLE ACTION TO ADOPT THE AGENDA** (8:38:03) - Mayor Crowell entertained modifications to the agenda. Mr. Marano advised that item 21(E) had been withdrawn. With no further modifications, Mayor Crowell deemed the agenda adopted, as published.

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**8. SPECIAL PRESENTATIONS:**

**8(A) PRESENTATION OF A PROCLAMATION FOR THE 50<sup>TH</sup> ANNIVERSARY OF THE FRIENDS OF THE CARSON CITY LIBRARY (8:38:45)** - Mayor Crowell introduced this item, and requested the Board members to join him at the podium, where he read into the record the language of the Proclamation which was included in the agenda materials. Mayor Crowell presented the original Proclamation to Phyllis Patton, who commended the Friends of the Carson City Library members and volunteers. She thanked the Board, and introduced representatives of the Friends of the Carson City Library and the Library staff. The Board members, City staff, and citizens present applauded.

**8(B) PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES (8:45:34)** - Mayor Crowell introduced this item, and presented Certificates of Appreciation commemorating five years' continuous, dedicated service to Fleet Services Supervisor Zach Good and Mechanic Michael Jerrums. Mayor Crowell presented Certificates of Appreciation commemorating ten years' continuous, dedicated service to Deputy Sheriff Kip Lee, Mechanic Tony Miguel, Senior Permit Technician Lena Reseck, and Bailiff Meliah Gonzales. Mayor Crowell presented Certificates of Appreciation commemorating 15 years' continuous, dedicated service to Department Business Manager Daria Wirth, Senior Clerk Julie Harkleroad, and Detective Sam Hatley. Mayor Crowell presented a Certificate of Appreciation commemorating 20 years' continuous, dedicated service to GIS Systems Analyst Ken Shannon. Mayor Crowell presented a Certificate of Appreciation to Account Manager Debbie Devall commemorating 25 years' continuous, dedicated service. Mayor Crowell presented a Certificate of Appreciation for Operations Manager Curtis Horton commemorating 30 years' continuous, dedicated service. The Board members, City staff, and citizens present applauded.

**9. RECESS BOARD OF SUPERVISORS MEETING (8:53:39)** - Mayor Crowell recessed the Board of Supervisors meeting at 8:53 a.m.

**LIQUOR AND ENTERTAINMENT BOARD**

**10. CALL TO ORDER AND ROLL CALL (8:53:44)** - Chairperson Crowell called the Liquor and Entertainment Board meeting to order at 8:53 a.m. All members of the board were present, including Sheriff Ken Furlong, constituting a quorum.

**11. PUBLIC COMMENT (8:53:49)** - Mayor Crowell entertained public comment; however, none was forthcoming.

**12. COMMUNITY DEVELOPMENT DEPARTMENT, BUSINESS LICENSE DIVISION - POSSIBLE ACTION TO APPROVE THE LIQUOR LICENSE LOCATION TRANSFER OF JAMY, INC. DBA BEN'S FINE WINE AND SPIRITS, FROM 444 EAST WILLIAM STREET TO 3777 NORTH CARSON STREET, SUITE 105; JAMAL KESHMIRI WILL REMAIN THE LIQUOR MANAGER (8:54:04)** - Chairperson Crowell introduced this item. Senior Permit Technician Lena Reseck reviewed the agenda materials, noting staff's recommendation of approval. Ms. Reseck introduced Ashley Carey, representing Jamal Keshmiri. (8:54:58) Ms. Carey described the new building. In response to a question, Member Furlong described Ben's Fine Wine and Spirits as "an outstanding business."

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Chairperson Crowell entertained board member questions or comments and, when none were forthcoming, a motion. **Member Bonkowski moved to approve the liquor license location transfer of Jamy, Inc., dba Ben's Fine Wine & Spirits, from 444 East William Street to 3777 North Carson Street, Suite 105; Jamal Keshmiri will remain the liquor manager. Member Abowd seconded the motion.** Chairperson Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [6 - 0]
<b>MOVER:</b>	Member Brad Bonkowski
<b>SECOND:</b>	Member Karen Abowd
<b>AYES:</b>	Members Bonkowski, Abowd, Bagwell, Furlong, Shirk, and Chair Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**13. PUBLIC COMMENT(8:56:02)** - Chairperson Crowell entertained public comment; however, none was forthcoming.

**14. ACTION TO ADJOURN LIQUOR AND ENTERTAINMENT BOARD MEETING (8:56:10)** - Chairperson Crowell adjourned the Liquor and Entertainment Board meeting at 8:56 a.m.

**15. RECONVENE BOARD OF SUPERVISORS MEETING (8:56:12)** - Mayor Crowell reconvened the Board of Supervisors at 8:56 a.m.

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

**16. TREASURER - POSSIBLE ACTION TO ORDER AND DIRECT THE CARSON CITY TREASURER TO SELL, AFTER GIVING NOTICE OF SALE, FOR A TOTAL AMOUNT NOT LESS THAN THE AMOUNT OF TAXES, COSTS, PENALTIES AND INTEREST LEGALLY CHARGEABLE AGAINST THE PROPERTY, AS STATED IN THE ORDER, THE FOLLOWING PROPERTIES: 001-156-03; 002-123-05; 002-601-03; 005-072-15; 005-073-06; 005-073-07; 007-231-03; 008-035-02; 008-083-14; 008-141-19; 008-161-24; 008-184-36; 008-241-10; 008-262-02; 008-303-13; 008-303-28; 008-501-06; 008-631-03; 008-752-21; 008-798-26; 008-821-09; 008-821-10; 009-216-01; 009-238-12; 009-341-02; 009-393-08; 009-511-09; 009-657-30; WHILE THIS REQUIRED STEP TOWARDS A TAX SALE IS NOW BEING TAKEN, SOME OF THESE PROPERTIES MAY BE PROTECTED FROM SALE UNDER U.S. BANKRUPTCY LAWS (8:56:15)** - Mayor Crowell introduced this item. Treasurer Gayle Robertson reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to order and direct the Carson City Treasurer to sell, after giving notice of sale, for a total amount not less than the amount of taxes, costs, penalties, and interest legally chargeable against the property, as stated for the list of properties set forth in the agenda posted and published for this meeting. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Brad Bonkowski
<b>AYES:</b>	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**17. JUVENILE PROBATION DEPARTMENT - POSSIBLE ACTION TO APPROVE ELIMINATING THE HOURLY PART-TIME YOUTH ADVISORY POSITIONS AT THE CARSON CITY JUVENILE DETENTION CENTER, AND CREATING A FULL-TIME YOUTH ADVISOR POSITION IN PLACE OF THE PART-TIME POSITIONS; ADDITIONALLY, TO APPROVE UTILIZING THE EXISTING PART-TIME POSITION FUNDING SOURCE TO FUND THE FULL-TIME YOUTH ADVISOR POSITION (8:59:36)** - Mayor Crowell introduced this item. Deputy Chief of Detention Scott Davis reviewed the agenda materials, and responded to questions of clarification. Following extensive discussion, Mayor Crowell requested Mr. Davis to return with more information relative to overtime and other costs associated with the subject request. Mayor Crowell entertained public comment and, when none was forthcoming, tabled this item until the next meeting.

**18. ALTERNATIVE SENTENCING - POSSIBLE ACTION TO APPROVE THE STATE OF NEVADA DEPARTMENT OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY PROJECT NUMBER 956 781 041, GRANT AWARD OF \$50,000 FOR THE PERIOD OF OCTOBER 1, 2015 - SEPTEMBER 30, 2016, TO PARTIALLY FUND A FULL-TIME DUI CASE MANAGER POSITION AND ONE PART-TIME DAS OFFICER (9:16:28)** - Mayor Crowell introduced this item. Alternative Sentencing Chief Tad Fletcher introduced Case Manager Regina Baca, reviewed the agenda materials, and responded to questions of clarification. Following discussion, Mayor Crowell entertained public comment. When no public comment was forthcoming, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to approve the State of Nevada Department of Public Safety Office of Traffic Safety Project No. 956 781 041, grant award of \$50,000, for the period of October 1, 2015 through September 30, 2016, and to approve a transfer of \$32,720 from the general fund to the Department of Alternative Sentencing to partially fund a full-time DUI Case Manager position and one part-time DAS Officer. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Bonkowski, Bagwell, Abowd, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**19. PUBLIC WORKS DEPARTMENT**

**19(A) POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO SIGN A CONVEYANCE DEED PERTAINING TO APN 002-101-91, DEPICTED AS PARCEL “B” ON PARCEL MAP 2725-B (9:25:04)** - Mayor Crowell introduced this item, and Real Property Manager Ruth Borrelli reviewed the agenda materials. Ms. Borrelli responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to authorize the Mayor to sign a Conveyance Deed, pertaining to APN 002-101-91, depicted as Parcel “B” on Parcel Map 2725-B. Supervisor Bagwell seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Lori Bagwell
<b>AYES:</b>	Supervisors Abowd, Bagwell, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**19(B) POSSIBLE ACTION TO ADOPT A RESOLUTION DETERMINING THAT THE SALE OF CITY PROPERTY, LOCATED AT THE NORTHWEST CORNER OF WEST ROLAND STREET AND VOLTAIRE STREET, APN 009-271-04, CONSISTING OF APPROXIMATELY 400 SQUARE FEET, IS IN THE BEST INTERESTS OF THE CITY; BECAUSE THIS PARCEL IS TOO SMALL TO ESTABLISH AN ECONOMICALLY VIABLE USE BY ANYONE OTHER THAN A PERSON WHO OWNS THE ADJACENT REAL PROPERTY, PURSUANT TO NRS 244.281(1)(e), THE PUBLIC WORKS DEPARTMENT STAFF IS REQUESTING THE BOARD OF SUPERVISORS TO ALLOW STAFF TO INITIATE THE SALE OF THE PROPERTY TO THE ADJACENT PROPERTY OWNER (9:26:20)** - Mayor Crowell introduced this item, and Real Property Manager Ruth Borrelli reviewed the agenda materials. Supervisor Bonkowski pointed out that the cost of the appraisal would be waived in exchange for selling the property for \$1. He expressed the opinion that the property has no value to the City, noting that waiver of the appraisal represents a cost savings. Ms. Borrelli and Public Works Department Director Darren Schulz responded to questions of clarification.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to adopt Resolution 2015-R-38, determining that the sale of City property, located at the northwest corner of West Roland Street and Voltaire Street, APN 009-271-04, approximately 400 square feet in size, is in the best interests of the City and, as a result of its size being too small to establish an economically-viable use by anyone other than the person who owns real property adjacent to it, pursuant to NRS 244.281(1)(e), that staff be directed to initiate a sale of the property to the adjacent property owner for \$1.00. Supervisor Shirk seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Jim Shirk
<b>AYES:</b>	Supervisors Bonkowski, Shirk, Abowd, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**19(C) POSSIBLE ACTION TO APPROVE, AND AUTHORIZE THE MAYOR TO SIGN, A SEWER LINE REPLACEMENT PARTICIPATION AGREEMENT, BY AND BETWEEN HERMAN AND EMMY BAUER, AND CARSON CITY, NEVADA, A CONSOLIDATED MUNICIPALITY, FOR WORK INCLUDING, BUT NOT LIMITED TO, THE REPLACEMENT OF A SEWER LINE IN ACCORDANCE WITH APPROVED PLANS AND SPECIFICATIONS FOR THE WEST ANN STREET SEWER MAIN IMPROVEMENTS; THE TOTAL CITY COMMITMENT TO THIS PROJECT, AS SPECIFIED IN THE AGREEMENT, SHALL NOT EXCEED \$15,000 FROM THE SEWER FUND (9:31:02)** - Mayor Crowell introduced this item. Engineering Manager Danny Rotter provided background information, reviewed the agenda materials, and responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to approve, and authorize the Mayor to sign, a Sewer Line Participation Agreement, by and between Herman and Emmy Bauer, and Carson City, Nevada, a consolidated municipality, for work including, but not limited to, the replacement of a sewer line in accordance with approved plans and specifications for the West Ann Street sewer main improvements; the total City commitment to this project, as specified in the agreement, shall be 50 percent of the construction cost and shall not exceed a total of \$15,000 from the sewer fund. Supervisor Shirk seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Jim Shirk
<b>AYES:</b>	Supervisors Abowd, Shirk, Bonkowski, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**20. FINANCE DEPARTMENT - POSSIBLE ACTION TO ACCEPT THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES, THROUGH SEPTEMBER 8, 2015, PURSUANT TO NRS 251.030 AND NRS 354.290 (9:36:32)** - Mayor Crowell introduced and provided an overview of this item. Chief Financial Officer Nancy Paulson responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures, through September 8, 2015, pursuant to NRS 251.030 and NRS 354.290. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**21. PURCHASING AND CONTRACTS**

**21(A) POSSIBLE ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT, IN THE AMOUNT OF \$25,835.60, FOR CONTRACT NO. 1415-126, TITLED, "ASH CANYON WATER TANK RE-PAINT, TO FARR CONSTRUCTION CORPORATION DBA RESOURCE DEVELOPMENT COMPANY (9:38:31)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bagwell moved to accept the work as completed, the accept the contract summary as presented, and to approve the release of final payment, in the amount of \$25,835.60, for Contract No. 1415-126, titled, "Ash Canyon Water Tank Re-paint," to Farr Construction Corporation dba Resource Development Company. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**21(B) POSSIBLE ACTION TO ACCEPT THE WORK AS COMPLETED, TO ACCEPT THE CONTRACT SUMMARY AS PRESENTED, AND TO APPROVE THE RELEASE OF FINAL PAYMENT, IN THE AMOUNT OF \$250,119.13, FOR CONTRACT 1314-175, TITLED, "EAST / WEST TRANSMISSION MAIN PROJECT, PHASE 2A-1," TO SIERRA NEVADA CONSTRUCTION, INC. (9:40:23)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Ms. Tadman and Construction Manager Rick Cooley responded to questions of clarification. Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to accept the work as completed, to accept the contract summary as presented, and to approve the release of final payment, in the amount of \$250,119.13, for Contract No. 1314-175, titled, "East / West Transmission Main, Phase 2A-1," to Sierra Nevada Construction, Inc. Supervisor Shirk seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

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<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Jim Shirk
<b>AYES:</b>	Supervisors Bonkowski, Shirk, Abowd, Bagwell, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**21(C) POSSIBLE ACTION TO APPROVE PURCHASE ORDER NO. 2016-8807 FOR THE PURCHASE OF ROOFING SUPPLIES, FROM GARLAND / DBS, INC., THROUGH JOINDER CONTRACT 1516-038, WITH US COMMUNITIES, A NATIONAL COOPERATIVE PURCHASING PROGRAM, FOR A TOTAL AMOUNT OF \$93,091.07, WITH A TEN PERCENT CONTINGENCY AMOUNT OF \$9,309.11, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$102,400.18, TO BE FUNDED FROM CAPITAL PROJECTS, AS PROVIDED FOR IN THE FY 2015 / 2016 BUDGET (9:43:10)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Facilities Maintenance Manager Ron Reed, Chief Financial Officer Nancy Paulson, and The Garland Company, Inc. Territory Manager Tim Samaniego responded to questions of clarification.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bagwell moved to approve Purchase Order 2016-8807 for Roofing Supplies Joinder Contract No. 1516-038, for an amount not to exceed \$93,091.07, and any additional freight necessary to pay the invoice. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion. Following a brief discussion regarding estimated freight costs, Mayor Crowell called again for public comment. When no public comment was forthcoming, Mayor Crowell called for a vote on the pending motion.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**21(D) POSSIBLE ACTION TO DETERMINE THAT SIERRA NEVADA CONSTRUCTION IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1516-015, TITLED, "EAST / WEST TRANSMISSION MAIN, PHASE 2A-2," TO SIERRA NEVADA CONSTRUCTION FOR THE BID AMOUNT OF \$1,556,007.00, WITH A TEN PERCENT CONTINGENCY AMOUNT OF \$155,600.70, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$1,711,607.70, TO BE FUNDED FROM THE WATER ACCOUNT, AS PROVIDED IN THE FY 2015 / 2016 BUDGET; FUNDING FOR THIS PROJECT IS FROM STATE REVOLVING DRINKING WATER FUNDS (9:56:54)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Engineering Manager Danny Rotter responded to questions of clarification regarding



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the contract, and provided an update on the east / west transmission main project.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Abowd moved to determine that Sierra Nevada Construction is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1516-015, titled, “East / West Transmission Main, Phase 2A-2,” to Sierra Nevada Construction for the bid amount of \$1,556,007.00, and a contingency amount of \$155,600.70, for a total not-to-exceed amount of \$1,711,607.70. Supervisor Bonkowski seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Karen Abowd
<b>SECOND:</b>	Supervisor Brad Bonkowski
<b>AYES:</b>	Supervisors Abowd, Bonkowski, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**21(E) POSSIBLE ACTION TO MAKE A DETERMINATION ON THE BID PROTEST BY K7 CONSTRUCTION REGARDING THE CITY'S RECOMMENDATION TO AWARD CONTRACT NO. 1415-143, ENTITLED, “CARSON CITY ANIMAL SERVICES FACILITY”, TO SHAHEEN BEAUCHAMP BUILDERS, LLC (10:01:18)** - Mayor Crowell introduced this item, and expressed the understanding that the bid protest had been withdrawn. At Mayor Crowell's request, Ms. Fralick provided background information on the bid protest withdrawal.

**21(F) POSSIBLE ACTION TO DETERMINE THAT SHAHEEN BEAUCHAMP BUILDERS, LLC IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, PURSUANT TO NRS CHAPTER 338, AND TO AWARD CONTRACT NO. 1415-143, TITLED, “CARSON CITY ANIMAL SERVICES FACILITY,” TO SHAHEEN BEAUCHAMP BUILDERS, LLC FOR A BASE BID AMOUNT OF \$3,063,000, AND A CONTINGENCY AMOUNT OF \$270,000, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$3,333,000, TO BE FUNDED FROM THE CAPITAL PROJECTS / CONSTRUCTION ACCOUNT (PROJECT NO. 020806) IN THE INFRASTRUCTURE TAX FUND, AS PROVIDED IN THE FY 2015 / 2016 BUDGET (10:02:13)** - Mayor Crowell introduced this item, and Purchasing and Contracts Administrator Laura Tadman reviewed the agenda materials. Engineering Manager Danny Rotter and Supervisor Bagwell responded to questions of clarification regarding the status of the Nevada Humane Society pledge for furniture, fixtures, and equipment. Mr. Rotter and Public Works Department Director Darren Schulz responded to additional questions of clarification and discussion followed.

Mayor Crowell entertained public comment. (10:08:17) In reference to the list of value engineering items, Fred Voltz suggested reconsidering “the things that were removed to try and keep the costs down ...”

Mayor Crowell entertained additional public comment and, when none was forthcoming, a motion. **Supervisor Bagwell moved to determine that Shaheen Beauchamp Builders, LLC is the lowest responsive and responsible bidder, pursuant to NRS Chapter 338, and to award Contract No. 1415-143, titled, “Carson City Animal Services Facility,” to Shaheen Beauchamp Builders, LLC, for a base**

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**bid amount of \$3,063,000.00, and contingency amount of \$270,000.00, for a total not-to-exceed amount of \$3,333,000.00. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion. Supervisor Shirk discussed his support of the motion. Mayor Crowell entertained additional discussion and, when none was forthcoming, called for a vote on the pending motion.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Lori Bagwell
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bagwell, Abowd, Bonkowski, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

Mayor Crowell recessed the meeting at 10:11 a.m., and reconvened at 10:20 a.m.

**22. INFORMATION TECHNOLOGY DEPARTMENT - POSSIBLE ACTION TO APPROVE AN EXTENSION OF THE CONTRACT, BETWEEN CARSON CITY AND THE BREWERY ARTS CENTER (“BAC”), TO PROVIDE PUBLIC, EDUCATIONAL, AND GOVERNMENT ACCESS PROGRAMMING, FOR THE PERIOD OF OCTOBER 1 THROUGH DECEMBER 31, 2015, AS A TRANSITION PERIOD FOR THE CARSON CITY INFORMATION TECHNOLOGY DEPARTMENT TO ESTABLISH POLICIES AND PROCEDURES TO PROVIDE THESE SERVICES NO LATER THAN JANUARY 1, 2016** (10:20:52) - Mayor Crowell introduced this item. Chief Information Officer Eric Von Schimmelmann reviewed the agenda materials and responded to questions of clarification. (10:22:54) Brewery Arts Center Board of Directors President Kyle Horvath responded to additional questions.

At Mayor Crowell's request, Mr. Von Schimmelmann narrated a demonstration of the Granicus agenda and meeting software. Mr. Von Schimmelmann, Mr. Horvath, and Mr. Marano responded to questions of clarification, and discussion followed. Mayor Crowell discussed the importance of transparency in government, and commended the City Manager and City staff on their corresponding efforts.

Mayor Crowell entertained public comment and, when none was forthcoming, a motion. **Supervisor Bonkowski moved to approve an extension of the contract, between Carson City and the Brewery Arts Center, to provide public, educational, and government access programming for the period of October 1 through December 31, 2015, as a transition period for the Carson City Information Technology Department to establish policies and procedures to provide these services no later than January 1, 2016. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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Mayor Crowell thanked Mr. Horvath and Mr. Von Schimmelmann for their presentation.

**23. CITY MANAGER**

**23(A) POSSIBLE ACTION TO RATIFY THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER, FOR THE PERIOD OF AUGUST 11, 2015 THROUGH SEPTEMBER 7, 2015 (10:40:21)** - Mayor Crowell introduced this item, and entertained questions or comments of the Board members and of the public. When no questions or comments were forthcoming, Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to ratify the approval of bills and other requests for payment by the City Manager, for the period August 11, 2015 through September 7, 2015. Supervisor Abowd seconded the motion.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [5 - 0]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Bonkowski, Abowd, Bagwell, Shirk, and Mayor Crowell
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**23(B) DISCUSSION AND POSSIBLE ACTION TO DETERMINE IF STAFF SHOULD PROVIDE ALL BOARD MEMBERS WITH INFORMATION PROVIDED TO ONE MEMBER (10:40:50)** - Mayor Crowell introduced this item. Mr. Marano provided background information, and reviewed the agenda materials. He advised of having received email correspondence from Andrea Engleman and, at Mayor Crowell's request, read the same into the record. A copy of the correspondence was provided to the Clerk for the record. Mayor Crowell offered Supervisor Shirk the opportunity to provide an overview of the subject item. Supervisor Shirk advised of having discussed his proposal with District Attorney Jason Woodbury, and read into the record portions of email correspondence from Mr. Woodbury. In response to a question, Ms. Fralick advised that "as long as everybody gets the same information and the same information is provided to the public, then you are complying with the Open Meeting Law." Ms. Fralick cautioned against polling and deliberation prior to public meetings, however. Supervisor Shirk expressed the belief that "the sharing of information about agenda items is ... relevant to the discussion. It helps people make up their mind and to see clearly something else. Because one question, one answer may spark an interest going the other way." He expressed the opinion that the Board members are entitled to information provided by staff to any individual Board member, and read a prepared statement into the record.

In response to a previous statement, Mayor Crowell pointed out the distinct difference between the public meeting process and an advocacy process in a criminal case. He discussed the responsibility of individual Board members to conduct their own due diligence relative to each agenda item. "... each Board member owes a duty to the public to do their own due diligence." He expressed serious concern over the potential of the proposal to violate the Nevada Open Meeting Law. He was unwilling as to "the merit in running that risk for something like this."

Supervisor Bonkowski expressed agreement with Mayor Crowell's comments, and expressed adamant opposition to Supervisor Shirk's proposal for the following reasons: "First, it's going to stifle initiative on

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the part of the members of the Board by making your casual conversations with staff public.” He reviewed his due diligence process. “It also allows Board members to sit back and not do their homework. ... It's our job to do our job and ... we have adequate time and we have a good system in place to be able to do that.” “Finally,” Supervisor Bonkowski expressed serious concern “that this is going to violate the Open Meeting Law because, as part of the public record, you're going to put out each one of our thoughts on an issue prior to the meeting, sometimes as much as a week before the meeting which is going to generate interest by the other Board members on items they may not have thought of. They are then going to deliberate or initiate conversations about that which is a violation of the Open Meeting Law.” Supervisor Bonkowski reiterated the opinion that “the system we have in place is good; it's adequate; it provides us the information we need.” He reiterated adamant opposition to the proposal.

Supervisor Abowd expressed agreement with Mayor Crowell's and Supervisor Bonkowski's opinions, and adamant opposition to the proposal. She expressed additional opposition to “being put in harm's way by having all this information disseminated ahead of time. ... It does lead to deliberation.” In reference to the portions of Mr. Woodbury's email correspondence read into the record by Supervisor Shirk, Supervisor Abowd agreed that “it is the City Manager's duty, obligation, job description to determine what needs to go out to the Board and what does not.” Supervisor Abowd reiterated opposition to changing the current procedure.

Supervisor Bagwell stated that “the most important thing is public access,” and “applaud[ed] Jim for trying to look for transparency ... and to provide the most information to the public ...” Supervisor Bagwell expressed the belief that sharing “the information of each Board member in advance of the meetings, we are opening ourselves up to liability.” She expressed the desire for “as much public transparency as possible while I protect the public from anything we might do that would cost them in a lawsuit.” In reference to her process for reviewing the Board's agenda materials, she advised of having not received “a single response” to her questions posed prior to the meeting. She expressed the opinion that “the public process is working the way that it is and we're protecting both sides of this issue.”

Supervisor Shirk advised of never having requested the subject item be agendized, and expressed respect for each of the Board members' opinions and processes.

Mayor Crowell entertained a motion. **Supervisor Bonkowski moved to direct the City Manager to provide all Board members only information that contains material facts that impact published agenda items. Supervisor Abowd seconded the motion.** Supervisor Bagwell suggested an amendment to indicate **that the information be labeled as “Late Material” for public review. Supervisor Bonkowski so amended his motion. Supervisor Abowd continued her second.** Mayor Crowell entertained discussion on the motion and, when none was forthcoming, called for a vote.

<b>RESULT:</b>	Approved [4 - 1]
<b>MOVER:</b>	Supervisor Brad Bonkowski
<b>SECOND:</b>	Supervisor Karen Abowd
<b>AYES:</b>	Supervisors Abowd, Bonkowski, Bagwell, and Mayor Crowell
<b>NAYS:</b>	Supervisor Jim Shirk
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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**24. BOARD OF SUPERVISORS NON-ACTION ITEMS:**

**FUTURE AGENDA ITEMS (11:07:37)** - Supervisor Bagwell requested a report from Code Enforcement staff “detailing the types of complaints and if there are any areas we should be addressing.”

**STATUS REVIEW OF PROJECTS**

**INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**CORRESPONDENCE TO THE BOARD OF SUPERVISORS**

**STATUS REPORTS AND COMMENTS FROM BOARD MEMBERS (11:05:19)** - Supervisor Abowd advised of having distributed the Carson City Visitors Bureau Executive Director's goals and objectives, as well as Kyle Horvath's marketing direction. Supervisor Abowd advised of having spent many hours with the University of Nevada Cooperative Extension Search Committee to interview for the Extension Educator position, recently vacated by JoAnne Skelly. She further advised that Lindsey Chichester was recommended for selection last Friday. Supervisor Bonkowski commended the City Manager and City staff on Carson City Connect.

(11:07:53) Supervisor Bagwell advised that she would be mentoring Carson High School Senior Juan Covarrubias as part of his senior project. Supervisor Shirk commended staff on Carson City Connect. He advised that a meeting has been scheduled to discuss the possibility of a noise ordinance. He advised that the State representatives have yet to recommend appointments to the Charter Review Committee. He requested that the recent discussion on the boards, commissions, and committees policy be re-agendized for follow-up. He expressed appreciation for the work being done on Colorado Street, and expressed the hope that surrounding roads will also be repaired. He discussed plans to attend an upcoming NNDA luncheon, and requested staff to provide the Board a brief status report. (11:10:35) Supervisor Shirk discussed objection to #CarsonProud.

(11:11:14) Mayor Crowell advised of having been informed that The Carrington Company recently purchased the property which was formerly Copeland Lumber. He further advised of having recently been informed that, by October 6<sup>th</sup>, the School District will have distributed lap top computers to every high school student in Carson City. He related anecdotal information relative to Carson City Connect, and commended City staff. He read into the record a letter expressing appreciation for the prompt attention given to a recent complaint. He advised of articles in the *Nevada Appeal* and in the *Reno Gazette - Journal* about Epic Rides coming to Carson City. He further advised of having received, from the Nevada Society of the American Planning Association, the Number One Elected Official award in the area of planning “based on what we're doing in the downtown.”

**STAFF COMMENTS AND STATUS REPORTS (11:10:22)** - Mr. Marano provided a status report on Carson City Connect.

**25. PUBLIC COMMENT(11:16:17)** - Mayor Crowell entertained public comment. (11:16:27) Carson Animal Services Initiative Founder Lisa Schuette expressed gratitude for the community cooperation and the progress on the new animal shelter.

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(11:17:17) Tommy Hughes discussed concerns relative to item 21(E). Mayor Crowell provided clarification, and assured Mr. Hughes that the District Attorney's staff had reviewed the matter. "It was a unilateral decision by the protestor to withdraw the protest and ... the District Attorney said ... the bid was proper." Following additional discussion, Ms. Fralick offered to discuss Mr. Hughes' concerns outside the public meeting, without disclosing any attorney / client confidentiality.

Mayor Crowell entertained additional public comment. (11:27:21) Colleen Schiller thanked Mr. Marano and Supervisors Bonkowski and Bagwell for "coming out and talking with our people in the neighborhood." Mayor Crowell entertained additional public comment; however, none was forthcoming.

**26. ACTION TO ADJOURN BOARD OF SUPERVISORS MEETING (11:28:14)** - Mayor Crowell adjourned the Board of Supervisors meeting at 11:28 a.m.

**BOARD OF HEALTH**

**27. CALL TO ORDER AND ROLL CALL (1:59:52)** - Chairperson Pintar called the meeting to order at 1:59 p.m. Ms. Merriwether called the roll. All members of the Board of Health were present, constituting a quorum.

**28. PUBLIC COMMENT (2:00:27)** - Chairperson Pintar entertained public comment; however, none was forthcoming.

**29. POSSIBLE ACTION ON APPROVAL OF MINUTES - July 16, 2015 (2:00:41)** - Chairperson Pintar entertained suggested revisions and, when none were forthcoming, a motion. **Member Bonkowski moved to approve the minutes, as presented. Member Abowd seconded the motion. Motion carried 7-0.**

**30. HEALTH AND HUMAN SERVICES DEPARTMENT**

**30(A) PRESENTATION OF A PROCLAMATION FOR RIDE FOR READING WEEK, SEPTEMBER 28 THROUGH OCTOBER 4, 2015 (2:01:03)** - Chairperson Pintar introduced this item, and Mayor Crowell invited Cortney Bloomer to join him at the podium. Mayor Crowell read into the record the language of the Proclamation which was included in the agenda materials, and presented the original to Ms. Bloomer. Ms. Bloomer provided background information, and described related activities.

**30(B) REPORT, DISCUSSION, AND POSSIBLE ACTION TO DIRECT STAFF REGARDING THE HEALTH OFFICER'S REPORT CONCERNING ACTIVITIES IN WHICH THE HEALTH OFFICER IS ENGAGED, BOTH INSIDE AND OUTSIDE THE CARSON CITY HEALTH AND HUMAN SERVICES DEPARTMENT (2:05:01)** - Chairperson Pintar introduced this item, and presented her report. At Member Abowd's request, Mr. Marano provided a status report on the Sexual Assault Response Team ("SART"). In response to a question, Chairperson Pintar requested any nurses interested in participating in the SART to contact her directly. She entertained additional questions and, when none were forthcoming, a motion. **Member Bagwell moved to accept the Health Officer's report and give direction to staff on CCHHS activities. Member Bonkowski seconded the motion.**

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<b>RESULT:</b>	Approved [7 - 0]
<b>MOVER:</b>	Member Lori Bagwell
<b>SECOND:</b>	Member Brad Bonkowski
<b>AYES:</b>	Members Bagwell, Bonkowski, Abowd, Furlong, Shirk, Vice Chair Crowell, Chair Pintar
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**30(C) REPORT, DISCUSSION, AND POSSIBLE ACTION TO DIRECT STAFF REGARDING THE DIRECTOR'S REPORT ON CARSON CITY HEALTH AND HUMAN SERVICES DEPARTMENT ACTIVITIES (2:10:32)** - Chairperson Pintar introduced this item, and Disease Control and Prevention Manager Dustin Boothe and Human Services Division Manager Mary Jane Ostrander presented the Director's report in conjunction with displayed slides. Mr. Boothe, Ms. Ostrander, and Chairperson Pintar responded to questions of clarification, and discussion took place, throughout the presentation.

Chairperson Pintar entertained additional questions or comments and, when none were forthcoming, a motion. **Member Abowd moved to accept the Director's report and give direction to staff on CCHHS activities. Member Bonkowski seconded the motion.**

<b>RESULT:</b>	Approved [7 - 0]
<b>MOVER:</b>	Member Karen Abowd
<b>SECOND:</b>	Member Brad Bonkowski
<b>AYES:</b>	Members Abowd, Bonkowski, Bagwell, Furlong, Shirk, Vice Chair Crowell, Chair Pintar
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

**30(D) POSSIBLE ACTION TO ACCEPT THE UPDATED CARSON CITY HEALTH AND HUMAN SERVICES STRATEGIC PLAN (2:37:34)** - Chairperson Pintar introduced and provided background information on this item. Public Health Educator Valerie Cauhape reviewed the agenda materials. Chairperson Pintar entertained questions or comments and, when none were forthcoming, a motion. **Member Bagwell moved to accept the updated Carson City Health and Human Services Strategic Plan. Member Shirk seconded the motion.**

<b>RESULT:</b>	Approved [7 - 0]
<b>MOVER:</b>	Member Lori Bagwell
<b>SECOND:</b>	Member Jim Shirk
<b>AYES:</b>	Members Bagwell, Shirk, Abowd, Bonkowski, Furlong, Vice Chair Crowell, Chair Pintar
<b>NAYS:</b>	None
<b>ABSENT:</b>	None
<b>ABSTAIN:</b>	None

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**30(E) PRESENTATION AND DISCUSSION ONLY ON PUBLIC HEALTH ACCREDITATION; THIS IS THE FIRST EDUCATIONAL PRESENTATION IN PREPARATION FOR THE ACCREDITATION SITE VISIT IN LATE 2015 / EARLY 2016** (2:42:24) - Chairperson Pintar introduced and provided background information on this item. Public Health Educator Valerie Cauhape reviewed the agenda materials in conjunction with displayed slides. Ms. Cauhape responded to questions of clarification, and discussion took place, throughout the presentation.

**31. PUBLIC COMMENT** (2:56:51) - Chairperson Pintar entertained public comment. (2:57:20) At Member Bagwell's request, Juan Covarrubias introduced himself for the record and discussed his senior project. Chairperson Pintar entertained additional public comment; however none was forthcoming.

**32. ACTION TO ADJOURN BOARD OF HEALTH MEETING** (2:58:26) - Member Furlong moved to adjourn the meeting at 2:58 p.m. The motion was seconded and carried unanimously.

The Minutes of the September 17, 2015 Carson City Board of Supervisors meeting are so approved this \_\_\_\_\_ day of October, 2015.

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ROBERT L. CROWELL, Mayor

ATTEST:

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SUSAN MERRIWETHER, Clerk - Recorder