

# CARSON CITY BOARD OF SUPERVISORS

## Minutes of the December 3, 2020 Meeting

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, December 3, 2020 in the Community Center Bob Boldrick Theater, 851 East William Street, Carson City, Nevada.

#### **PRESENT:**

Acting Mayor Brad Bonkowski  
Supervisor Stacey Giomi, Ward 1  
Supervisor Lori Bagwell, Ward 3  
Supervisor John Barrette, Ward 4

#### **STAFF:**

Nancy Paulson, City Manager  
Stephanie Hicks, Deputy City Manager  
Dan Yu, Assistant District Attorney  
Tamar Warren, Senior Public Meetings 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 Clerk's Office, during regular business hours. All meeting minutes and audio recordings are available for review at: <https://www.carson.org/minutes>.

#### **1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE**

(8:30:48) – Acting Mayor Bonkowski called the meeting to order at 8:31 a.m. Ms. Warren called roll and determined quorum. Fountainhead Foursquare Church Senior Pastor Louis Locke provided the invocation and led the Pledge of Allegiance.

#### **5. PUBLIC COMMENT**

(8:32:25) – Acting Mayor Bonkowski entertained public comments. Sarah Adler introduced herself as a member of the Carson City Affordable Housing Task Force and spoke in favor of accessory dwelling units (ADUs) to be discussed in item 18.A. Ms. Adler recommended that the Board consider rentals of ADUs for a minimum of 30 days, to avoid having them become vacation rentals. She believed that rented ADUs would alleviate some of the affordable housing issues facing the community, and believed housing choice vouchers should be utilized for ADU rentals. Ms. Adler also thanked the Board for the South Carson Street bicycle lane from Clearview Drive to Downtown Carson City.

#### **6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – NOVEMBER 5, 2020, NOVEMBER 5, 2020 SPECIAL MEETING AND NOVEMBER 16, 2020 SPECIAL MEETING**

(8:36:02) – Acting Mayor Bonkowski introduced the item and entertained changes, corrections, and/or a motion.

**(8:37:44) – Supervisor Bagwell moved to approve the minutes of the November 5, 2020 regular meeting, the November 5, 2020 special meeting, and the November 16, 2020 special meeting. Supervisor Barrette seconded the motion which carried 4-0-0.**

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**7. FOR POSSIBLE ACTION: ADOPTION OF AGENDA**

(8:37:03) – Acting Mayor Bonkowski introduced the item and noted that items 15.A, 15.B, and 15.E would be pulled from the agenda. Ms. Paulson and the Supervisors indicated they had no additional changes. Acting Mayor Bonkowski considered the agenda adopted with the aforementioned changes.

**CONSENT AGENDA**

(8:37:42) – Acting Mayor Bonkowski introduced the item and requested pulling item 10.A. Supervisor Bagwell requested pulling item 11.A as well. Acting Mayor Bonkowski entertained a motion.

**(8:38:09) – Supervisor Bagwell moved to approve the Consent Agenda items listed under item 8 and item 9. Supervisor Barrette seconded the motion.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Bagwell
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**8. CITY MANAGER**

**8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE REAPPOINTMENT OF TWO MEMBERS TO THE 9-1-1 SURCHARGE ADVISORY COMMITTEE, EACH FOR A TERM ENDING IN DECEMBER, 2022.**

**8.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF THREE MEMBERS TO THE AUDIT COMMITTEE, TWO FOR A FULL-TERM ENDING IN DECEMBER, 2022 AND ONE TO FILL AN UNEXPIRED TERM ENDING IN DECEMBER, 2021.**

**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 NOVEMBER 20, 2020, PER NRS 251.030 AND NRS 354.290.**

**10. PUBLIC WORKS**

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**10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED GRANT OF NON-EXCLUSIVE EASEMENT FROM THE STATE OF NEVADA, DIVISION OF STATE LANDS TO CARSON CITY FOR \$250 PER YEAR FOR FIVE YEARS, FOR A TOTAL OF \$1,250 WHICH IS THEN SUBJECT TO A POSSIBLE FEE ADJUSTMENT UNLESS TERMINATED BY EITHER PARTY, FOR PRODUCTION WELL #50 AND A WATERLINE CONNECTION FROM THE WELL TO THE CITY WATER SYSTEM LOCATED AT THE NORTHERN NEVADA CORRECTIONAL CENTER (NNCC), APN 010-281-46.**

(8:38:39) – Acting Mayor Bonkowski introduced the item. Real Property Manager Robert Nellis presented the Staff Report, incorporated into the record, and noted the change in the signature line to reflect that of Acting Mayor Brad Bonkowski. He also responded to clarifying questions by the Board. Acting Mayor Bonkowski was informed that the \$250 annual fee was the minimum amount that would be charged per the Nevada Revised Statute (NRS) Chapter 322. Acting Mayor Bonkowski entertained additional comments or questions and when none were forthcoming, a motion.

**(8:44:23) – Supervisor Giomi moved to approve and accept, and authorize the Acting Mayor to sign, the grant of a non-exclusive easement with the corrected signature line to reflect it being signed by Acting Mayor Bonkowski. The motion was seconded by Supervisor Barrette.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Giomi
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Giomi, Barrette, Bagwell, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**11. PURCHASING AND CONTRACTS**

**11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AMENDMENT NO. 1 TO CONTRACT NO. 20300032, ON-CALL GEOGRAPHIC INFORMATION SYSTEM SERVICES, WITH ATKINS, TO INCREASE THE CONTRACT AMOUNT BY \$50,000 FOR A NEW TOTAL CONTRACT AMOUNT OF \$99,999 THROUGH JUNE 30, 2021 TO BE FUNDED FROM THE GENERAL FUND / GIS-PROFESSIONAL SERVICES ACCOUNT.**

(8:45:14) – Acting Mayor Bonkowski introduced the item. Deputy Information Technology Director Matthew Lawton presented the Staff Report and supporting documentation. Acting Mayor Bonkowski entertained Board comments or questions and when none were forthcoming, a motion.

**(8:46:47) – Supervisor Bagwell moved to approve the amendment as presented in the late material. The motion was seconded by Supervisor Giomi.**

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<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Bagwell
<b>SECONDER:</b>	Supervisor Giomi
<b>AYES:</b>	Supervisors Bagwell, Giomi, Barrette, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

**12. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME.**

Please see the minutes for items 10.A and 11.A.

**13. FINANCE**

**13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A FINAL APPROPRIATION FOR THE COMMUNITY SUPPORT SERVICES 5-YEAR GRANT ("CSSG") FUNDING FOR FISCAL YEAR ("FY") 2022 TO FY 2026.**

(8:47:08) – Acting Mayor Bonkowski introduced the item and entertained disclosures. Supervisor Giomi read into the record a prepared disclosure statement, advised of a disqualifying conflict of interest and noted that he would not participate in discussion and action. Acting Mayor Bonkowski reminded the Board that the remaining Board members must all vote in the affirmative for the item to be approved.

(8:48:20) – Grants Administrator Mirjana Gavric gave background and presented the Staff Report which includes recommendations made by the Application Review Work Group (ARWG) for the five- year Community Support Services Grant (CSSG) for FY 2022-2026. She also responded to clarifying questions by the Board. Supervisor Bagwell inquired about the same programs that were funded both annually and as a part of the five-year grant and about not funding the Meals on Wheels part-time Case Manager program despite receiving a 72 percent score. Discussion ensued regarding the five-year Meals on Wheels door-to-door delivery program post COVID-19 pandemic and whether the seniors would return to the Senior Center after the pandemic. Acting Mayor Bonkowski inquired about the low score received by the Court Appointed Special Advocate (CASA) request and was informed that the application “wasn’t as well-written as it could be.” Ms. Gavric also reviewed the pre-application process and the scoring methodology for the applicants which explained why newcomers had been selected this year. Chief Financial Officer Sheri Russell noted that the five-year grant amount had not been increased in order not to take away from the remaining funds which would be used for the competitive grants. Per Supervisor Bagwell’s request, Ms. Gavric reviewed all the applicant requests and responded to questions.

(9:25:45) – Acting Mayor Bonkowski invited the applicants to provide a five-minute presentation of their grant request and to address the concerns brought forth by the Board. The following applicants (applications are incorporated into the record) presented to the Board and responded to clarifying questions:

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- Melanie Barkley, Nevada Rural Counties RSVP Program, Inc. – Senior Independent Living Programs.
- Lisa Lee, Advocates to End Domestic Violence – Crisis Intervention Program.
- Courtney Warner, Carson City Senior Center – Meals-On-Wheels Vehicle Expenses.
- Susan Sorenson, Northern Nevada Dream Center – Door to Door Delivery Program.
- Diana Mayoral-Ortiz, Carson City Community Counseling – Evidence Based Addiction Treatment.
- Joyce Buckingham, Ron Wood Family Resource Center – Operational Grant Youth Services.
- Melanie McCormick, Carson City Court Appointed Special Advocate (CASA) – Guardian ad Litem Program.

(10:30:20) – Ms. Gavric clarified that she had not requested a presentation from the applicants whose funding requests were not recommended. Acting Mayor Bonkowski entertained Board comments. Supervisor Barrette found the presentations to be valuable and explained that he would follow the leads of Mayor Elect (Supervisor) Bagwell and Acting Mayor Bonkowski, calling himself “a lame duck.” Supervisor Bagwell thanked the applicants for serving their “clientele with needs” and for their “wonderful work.” She recommended several changes such as moving the Northern Nevada Dream Center award to an annual funding because of “the insufficient knowledge base” to warrant a five-year award. She also recommended removing \$50,000 from the annual youth services grant for the Ron Wood Family Resource Center to the five-year grant and award them the requested \$54,120. Supervisor Bagwell also recommended funding CASA for the requested amount of \$35,000 to meet the statutory compliance requirements of providing the youth services. She suggested maintaining the Community Counseling award as recommended by Staff, totaling the grant amount at \$163,120. Acting Mayor Bonkowski was in agreement with the modifications suggested by Supervisor Bagwell and entertained a motion.

**(10:53:36) – Supervisor Bagwell moved to award the [CSSG] funding as follows:**

- **Nevada Rural Counties RSVP Program, Inc. – Senior Independent Living Programs \$15,000**
- **Advocates to End Domestic Violence – Crisis Intervention Program \$15,000**
- **Carson City Senior Center – Meals-On-Wheels Vehicle Expenses \$24,000**
- **Carson City Community Counseling – Evidence Based Addiction Treatment \$20,000**
- **Ron Wood Family Resource Center – Operational Grant Youth Services \$54,120**
- **Carson City Court Appointed Special Advocate (CASA) – Guardian ad Litem Program \$35,000**

**\$50,000 will be removed from the youth annual funding to meet this need. Additionally, Staff will be directed to update the Five-Year Funding Program to only allow applicants that have had at least three years of annual funding experience. The motion was seconded by Supervisor Barrette.**

<b>RESULT:</b>	<b>APPROVED (3-0-1)</b>
<b>MOVER:</b>	Supervisor Bagwell
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Bagwell, Barrette, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Supervisor Giomi
<b>ABSENT:</b>	None

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(10:55:01) – Ms. Gavric thanked the Board for their time “and dedication to this program.” Acting Mayor Bonkowski thanked the presenters and the workgroup for their time.

(10:55:28) – Acting Mayor Bonkowski recessed the meeting at 10:55 a.m.

(11:06:08) – Acting Mayor Bonkowski reconvened the meeting at 11:06 a.m.

**14. PURCHASING AND CONTRACTS**

**14.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT LP INSURANCE SERVICES, INC., IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 332 AND WHETHER TO AWARD CONTRACT NO. 20300070 FOR INSURANCE BROKERAGE AND CONSULTING SERVICES TO LP INSURANCE SERVICES, INC. FOR A NOT TO EXCEED ANNUAL AMOUNT OF \$35,000 THROUGH DECEMBER 31, 2025 FOR A TOTAL CONTRACT AMOUNT OF \$175,000 TO BE FUNDED FROM THE GROUP MEDICAL INSURANCE PROFESSIONAL SERVICES ACCOUNT.**

(10:06:18) – Acting Mayor Bonkowski introduced the item. Human Resources Director Melanie Bruketta presented the Staff Report and the supporting documents. Supervisor Giomi requested receiving a scoring recap and a summary of all the bidders, similar to ones received from the Public Works Department, with future contracts. There were no additional comments; therefore, Acting Mayor Bonkowski entertained a motion.

**(11:08:58) – Supervisor Giomi moved to approve Contract No. 20300070. The motion was seconded by Supervisor Barrette.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Giomi
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Giomi, Barrette, Bagwell, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**14.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF 32 VEHICLES FOR SEVERAL DEPARTMENTS THROUGHOUT THE CITY, UTILIZING THE STATE OF NEVADA’S COMPETITIVE BID LIST AND COOPERATIVE PURCHASING AGREEMENTS THROUGH SOURCEWELL AND HGACBUY FOR A TOTAL NOT TO EXCEED AMOUNT OF \$2,594,450.39.**

(11:09:14) – Acting Mayor Bonkowski introduced the item. Purchasing and Contracts Administrator Carol Akers presented the agenda materials. Transportation Manager Lucia Maloney informed Supervisor Barrette that the City currently had 585 vehicles and pieces of equipment in the fleet. Supervisor Bagwell thanked Ms. Maloney for responding to her request by providing a budget tracking spreadsheet for the vehicles, incorporated in the

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agenda materials. Acting Mayor Bonkowski reminded members of the public that the City’s goal is to replace vehicles in its fleet every 7-10 years to avoid creating “a bubble” which would cause additional expenditures. He also entertained a motion

**(11:23:54) – Supervisor Bagwell moved to approve the purchases as presented. Supervisor Barrette seconded the motion.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Bagwell
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**15. PUBLIC WORKS**

**15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A BUSINESS IMPACT STATEMENT CONCERNING A PROPOSED ORDINANCE AMENDING TITLE 12 AND TITLE 18 APPENDIX OF THE CARSON CITY MUNICIPAL CODE (“CCMC”), AND CONCERNING A PROPOSED “CARSON CITY DRAINAGE MANUAL” (“DRAINAGE MANUAL”), WHICH TOGETHER WOULD IMPLEMENT LOW IMPACT DEVELOPMENT (“LID”) STANDARDS IN CARSON CITY.**

This item was pulled from the agenda (see item 7).

**15.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE AMENDING TITLE 12 AND TITLE 18 APPENDIX OF THE CARSON CITY MUNICIPAL CODE (“CCMC”) TO ESTABLISH VARIOUS PROVISIONS IMPLEMENTING LOW IMPACT DEVELOPMENT STANDARDS, ESTABLISHING GENERAL REQUIREMENTS FOR COMPLIANCE WITH LOW IMPACT DEVELOPMENT STANDARDS, AUTHORIZING EXEMPTIONS TO COMPLIANCE WITH LOW IMPACT DEVELOPMENT STANDARDS UNDER CERTAIN CIRCUMSTANCES, ADOPTING AND INCORPORATING BY REFERENCE THE CARSON CITY DRAINAGE MANUAL AND REPEALING VARIOUS PROVISIONS OF DIVISION 14 OF TITLE 18 APPENDIX.**

This item was pulled from the agenda (see item 7).

**15.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED UTILITY RATE SCHEDULE TO BECOME EFFECTIVE ON JANUARY 1, 2021, FOR CARSON CITY WATER, WASTEWATER AND STORM WATER UTILITY RATES AND FEES, TO INCREASE THE EXISTING WATER RATES BY 3% AND THE WASTEWATER RATES BY 3.5% AND TO RAISE THE STORM WATER RATES BASED ON THE SQUARE FOOTAGE OF**

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**STRUCTURES ON SINGLE-FAMILY PROPERTIES AND THE IMPERVIOUS AREA FOR ALL OTHER PROPERTIES, AS PROVIDED IN THE RATE SCHEDULE.**

(11:13:20) – Acting Mayor Bonkowski introduced the item and acknowledged that the Board had received and read the public comments, incorporated into the record, on this item. Public Works Director Darren Schulz noted that items 15.C and 15.D will be discussed concurrently but will be acted upon separately. He, along with Wastewater Utility Manager Andy Hummel, also provided background and reviewed the agenda materials which are incorporated into the record. Deputy District Attorney Todd Reese highlighted the following edits to the Rate Schedule and the proposed Ordinance:

- The last page of the stormwater rate schedule (section 4.0) to read:
  - Single Family Residential by ~~residence~~ *structure* square footage.
- Section XI of the proposed Ordinance to read:
  - 12.17.025 – Calculation of area.
    - 1. The square footage of a ~~residence~~ *structure* on a single-family property must be based on the records of the Carson City Assessor that establish the square footage of the structures ~~on the property, if any.~~
- Section XV of the proposed Ordinance to read:
  - 12.17.020 – Rate Policy
    - For a single-family property, the square footage of ~~any~~ *a single* structure located on the *Property or multiple structures located on the Property.*

(11:32:14) – Acting Mayor Bonkowski requested that Staff address the public comments regarding the item. Mr. Schulz recognized Staff’s efforts to lower operating costs, utilizing budget-friendly technology, and reorganizing the Water and Wastewater Divisions within the Public Works Department. He also clarified that General Fund money will not be used to subsidize utility funds. Mr. Schulz stated that the new rates were to take effect on July 1, 2020; however, with the COVID-19 pandemic the increase was tabled to take effect partially on January 1, 2021 and then on July 1, 2021, adding “the problem with delaying this any more is, the longer you delay it, the increase...has to catch up with the delay, because the total need in the revenue doesn’t change.” He also discussed the base charge that allows the fluctuation of usage patterns and clarified for Supervisor Barrette that the Carson City rates are “right in the middle” in comparison to neighboring counties, adding that within a year, with their increasing rates, the rates would be closer to the bottom third of the neighboring rates. Supervisor Giomi noted the reduced capacity of local businesses such as restaurants and requested the increase to begin on July 1, 2021. Supervisor Bagwell was open to the July 1, 2021 start date for both the water and stormwater increases. She believed this was a “good compromise.” Acting Mayor Bonkowski clarified for Mr. Schulz that there was no reduction in the increase, but a six-month delay. He also entertained a motion when there were no additional comments.

**(11:53:08) – Supervisor Bagwell moved to approve the Utility Rate Schedule to be effective July 1, 2021, with the following changes to Utility rate Structure:**

- In Section 2.0, A, 1 and 2 (water) – remove the first column titled Effective 1/1/2021.*
- In Section 3.0, A, 1 (wastewater) – remove the first column titled Effective 1/1/2021.*
- In Section 4.0, A (stormwater) – change the column headings to read 7/1/2021, 7/1/2022, 7/1/2023, and 7/1/2024.*



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**Additionally, she moved to incorporate the changes noted earlier by the Deputy District Attorney. Supervisor Barrette seconded the motion.**

In response to a question by Mr. Hummel, Mr. Reese recommended changing the date of the Ordinance (item 15.D) as well to reflect an effective date of 7/1/2021. He also clarified that another first reading of the Ordinance was not required.

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Bagwell
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**15.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION, ON SECOND READING, OF BILL NO. 115, A PROPOSED ORDINANCE AMENDING TITLE 12 OF THE CARSON CITY MUNICIPAL CODE ("CCMC") TO REVISE VARIOUS PROVISIONS RELATING TO WATER, WASTEWATER AND STORM WATER UTILITY RATES, AND TO REVISE PROVISIONS RELATING TO THE UTILITY RATEPAYER ASSISTANCE PROGRAM.**

(11:58:38) – Acting Mayor Bonkowski read the item into the record, noted the discussion during item 14.D, and entertained a motion.

**(11:59:20) – Supervisor Bagwell moved to adopt, on second reading, Bill No. 115, Ordinance No. 2020-15 effective July 1, 2021, and to incorporate the edits and comments made by the Deputy District Attorney during the discussion of item 14.C. The motion was seconded by Supervisor Barrette.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Bagwell
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Bagwell, Barrette, Giomi, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**15.E FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED CARSON CITY DRAINAGE MANUAL CONCERNING THE DEVELOPMENT AND IMPLEMENTATION OF BEST MANAGEMENT PRACTICES, LOW IMPACT DEVELOPMENT ("LID") PRACTICES AND CONTROL MEASURES NEEDED TO**

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**PROTECT WATER QUALITY AND REDUCE THE DISCHARGE OF POLLUTANTS FROM THE CITY'S STORM DRAINAGE FACILITIES.**

This item was pulled from the agenda (see item 7).

**15.F FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERIM INTERLOCAL CONTRACT ("AGREEMENT") WITH THE STATE OF NEVADA FOR THE PURCHASE OF WATER BY CARSON CITY FROM THE MARLETTE LAKE WATER SYSTEM IN FISCAL YEAR ("FY") 2022 AND 2023, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$2,700,000.**

(12:00:19) – Acting Mayor Bonkowski introduced the item. Water Utility Manager Eddy Quaglieri presented the Staff Report which included the attached *Interim Interlocal Contract for FY22 -FY23 Water Sale Agreement*, and responded to clarifying questions. Mr. Schulz explained that the not-to-exceed amount was for additional water purchases, if necessary. He clarified that the usability of the Marlette Lake water, which cost less, was not consistent as the quality depended on the weather each year which would be remedied in the future with the Quill Water Treatment Plant. Supervisor Bagwell wished to give the Public Works Department “the maximum amount of flexibility” to help reduce operational costs. Mr. Quaglieri noted that the Treatment Plan improvement construction would begin in 2023. Acting Mayor Bonkowski entertained a motion.

**(12:09:12) – Supervisor Giomi moved to approve the agreement as presented. The motion was seconded by Supervisor Bagwell.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Giomi
<b>SECONDER:</b>	Supervisor Bagwell
<b>AYES:</b>	Supervisors Giomi, Bagwell, Barrette, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**16. BOARD OF SUPERVISORS**

**16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING DIRECTIVES AND RECOMMENDATIONS CONCERNING CARSON CITY DEPARTMENTAL AND STAFF 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.**

(12:09:36) – Acting Mayor Bonkowski introduced the item. Carson City Health and Human Services (CCHHS) Director Nicki Aaker reported that “influenza-like illnesses” had been at their lowest in the past four years; however, during week November 25-December 1, 2020, Carson City, Douglas County and Lyon County had over

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150 COVID-19 cases. Ms. Aaker thanked all the volunteers who had assisted during the spike in November, including Supervisor Bagwell, and clarified a change in the reporting process to have “a more complete report,” and reporting positive results as active cases. She also provided the following data: 1,357 confirmed cases from November 15-November 25, 2020 which equaled to 57 percent of all Quad-County cases; 31percent of the 1,357 cases were “prison-related.” The second largest exposure was “community-related” followed by work-related exposure. Ms. Aaker noted that a Quad-County vaccination plan had been submitted to the State and thanked Click Bond, Inc. for their assistance in securing an ultracold freezer. She explained that a plan is underway to “shadow” the National Guard for training, as their services will terminate. Ms. Aaker praised several members of her staff, adding that CVS and Walgreens would vaccinate the care facility patients and staff. Supervisor Giomi provided additional information on the COVID-19 vaccine and encouraged everyone to get vaccinated, noting it was a two-step process. Supervisor Bagwell thanked the CCHHS staff “for their hard work and dedication.”

(12:29:15) – Chief Financial Officer Sheri Russell reported on the September Consolidated Tax (CTAX) noting that the taxable sales were 15.5 percent higher than a year ago, and 14.1 percent higher than last year, three months into the fiscal year; however, fuel taxes were 10 percent lower. Supervisor Bagwell was informed that the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds were being utilized. Ms. Russell explained that she had been informed by the Carson City School District that the funds would be spent.

(12:34:18) – Ms. Paulson noted that additional COVID-19 related funding (possibly \$160 billion) may be allocated to local, state, and tribal governments. She also noted that she had been informed through the Nevada Association of Counties (NACO) that NV Energy had begun to send shutoff notices to its Northern Nevada customers, adding that Clark County had used CARES Act funding to pay the bills to avoid shutoffs. Ms. Russell noted that most of the CARES Act funding had been spent; however, should the City wish to utilize some funds, the Public Safety salaries, which she noted were already budgeted, could be excluded from the CARES Act funding to pay for utilities to avoid shutoffs. Acting Mayor Bonkowski inquired about using the year-over-year tax surplus as well for utilities payments. Supervisor Bagwell recommended working with Friends in Service Helping (FISH) to administer a program for Southwest Gas. Acting Mayor Bonkowski was also in favor of waiving business license fees which Ms. Russell estimated to be around \$400,000-\$650,000 per year, depending on the economy. Supervisor Bagwell noted that not all businesses in Carson City had experienced losses and wished to see if revenue losses will be included in the expected new funds. Ms. Russell explained that revenue loss could not be funded by the current CARES Act. Discussion ensued regarding the business license fee payments and Supervisor Giomi noted they were due in January 2021. Supervisor Giomi recommended waiving restaurant health inspection fees as an alternative to business license fee waivers. Discussion ensued and Supervisor Bagwell was in favor of using the added tax revenue for Regional Transit Commission (RTC) expenditures and for utility assistance funds; however, she was not in favor of the business license fee waiver, adding that the base business license fee was around \$63. Acting Mayor Bonkowski was in favor of waiving the business license fees apart from those for the cannabis industry, as the type of fee was different.

(12:48:19) – Mr. Yu clarified that any action relating to business license fees would require the Board to direct Staff to return at a subsequent meeting with an emergency ordinance which would only require one reading. Acting Mayor Bonkowski entertained a motion.

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**(12:58:10) – Supervisor Giomi moved to allocate \$123,106 from the CARES Act funding to the NV Energy Utility Rate Assistance Program. The motion was seconded by Supervisor Barrette. Supervisor Bagwell received clarification that the action was to pay the utility bills for COVID-19-related shutoffs.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Giomi
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Giomi, Barrette, Bagwell, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**(1:00:02) – Supervisor Giomi moved to direct Staff to return with an emergency ordinance at the next Board meeting to exempt business license renewal fees in the general business category for the calendar year of 2021. The motion was seconded by Supervisor Barrette.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Supervisor Giomi
<b>SECONDER:</b>	Supervisor Barrette
<b>AYES:</b>	Supervisors Giomi, Barrette, Bagwell, and Acting Mayor Bonkowski
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**17. BOARD OF SUPERVISORS – NON-ACTION ITEMS**

Discussed as part of item 16.A.

**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**

(1:01:03) – Acting Mayor recessed the meeting until 2:00 p.m.

**-- LUNCH BREAK - RETURN - 1:30 P.M. [CHANGED TO 2:00 P.M.] --**

**18. COMMUNITY DEVELOPMENT - PLANNING**

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**DRAFT**

**18.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION REGARDING POSSIBLE AMENDMENTS TO TITLE 18 OF THE CARSON CITY MUNICIPAL CODE ("CCMC"), WHICH ESTABLISHES LOCAL ORDINANCE PROVISIONS RELATING TO ZONING.**

(2:04:40) – Acting Mayor Bonkowski reconvened the meeting and introduced the item. Community Development Director Lee Plemel gave background and reviewed the proposed changes discussed and recommended by the Planning Commission regarding Title 18 of the Carson City Municipal Code (CCMC) [amendments to CCMC Chapters 18.05 (General Provisions) and the Development Standards Division 1 (Land Use and Site Design)]. He also explained that all the Title 18 amendment materials are available on the City’s website at: [carson.org/title18](http://carson.org/title18) and responded to clarifying questions. Discussion ensued regarding home businesses and Mr. Plemel clarified that a home business may not have clients and sales events at the homes and should not create parking issues. The Board recommended adding *gunsmiths* to item 2 (federally licensed gun dealers) of section 18.05.045 - Home occupation. They also recommended deleting the second line of item 6.

(2:27:40) – Discussion ensued regarding guest buildings and Mr. Plemel noted that the Planning Commission had been concerned that should guest buildings be allowed to become rentals, they will be built for additional income. A recommendation was made to ensure the primary or one of the guest buildings be owner-occupied and it was agreed that rentals should be for more than 28 days, per the suggestion earlier during the public comment period. The Board was also in favor of changing the minimum parcel size for accessory dwellings to 8,000 square feet. Mr. Plemel offered to incorporate the Board’s recommendations and return with the revisions at a future meeting. He also reviewed the recommended changes to the accessory structure sizes and the Special Use Permit requirements.

(2:52:10) – Mr. Plemel presented the Planning Commission’s recommendations regarding metal storage containers. Acting Mayor Bonkowski recommended having Code Enforcement continue enforcing the existing code until a final decision is made regarding the metal storage containers. Supervisor Giomi thanked the Planning Commission for the work done on the Title 18 amendments and Mr. Plemel reviewed the additional chapters that needed to be addressed. Mr. Yu also provided information regarding the required legal reviews and believed a December 2021 completion date was “feasible,” barring any emergencies such as the COVID-19 pandemic that the Planning Commission encountered this year. Acting Mayor Bonkowski recommended budgeting for a temporary staff member to undertake this project. Supervisor Barrette wished to see parking addressed. Mr. Yu thanked the Board for “the latitude” given to the District Attorney’s Office and noted that they are “about on track” and making headway behind the scenes. This item was not agendized for action.

**19. PUBLIC COMMENT**

(3:21:50) – Acting Mayor Bonkowski entertained final public comments; however, none were forthcoming.

**20. FOR POSSIBLE ACTION: TO ADJOURN**

(3:22:02) – Acting Mayor Bonkowski adjourned the meeting at 3:22 p.m.

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**DRAFT**

The Minutes of the December 3, 2020 Carson City Board of Supervisors meeting are so approved on this 7<sup>th</sup> day of January, 2021.

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BRAD BONKOWSKI, Acting Mayor

ATTEST:

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AUBREY ROWLATT, Clerk – Recorder

Attachments: Emailed Public Comments