

CARSON CITY BOARD OF SUPERVISORS

Minutes of the February 4, 2021 Meeting

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A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, February 4, 2021 in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT:

Mayor Lori Bagwell
Supervisor Stacey Giomi, Ward 1
Supervisor Maurice White, Ward 2
Supervisor Stan Jones, Ward 3
Supervisor Lisa Schuette, Ward 4

STAFF:

Nancy Paulson, City Manager
Aubrey Rowlett, Clerk-Recorder
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

(8:30:09) – Mayor Bagwell called the meeting to order at 8:30 a.m. Ms. Rowlett called roll and a quorum was present. Lifepoint Church Pastor Fred Kingman provided the invocation. At Mayor Bagwell’s request, District Attorney Jason Woodbury led the Pledge of Allegiance.

5. PUBLIC COMMENT

(8:32:07) – Mayor Bagwell entertained public comments. Capital City Art Initiative Executive Director Sharon Rosse introduced the Robert “Bob” Crowell Boardroom art exhibit by Kyle Karrasch titled Metallum Terrae, using “recycled aluminum cans, wood, and some plastic.”

(8:33:36) – Gene Robinson referenced a letter he had sent to the Board regarding the Tahoe Transportation District’s (TTD’s) proposed vehicle user fee for the Lake Tahoe Basin, and recommended that the Board “follow the lead of the Douglas County Board of Commissioners who voted 5-0 and approved a motion not to support the TTD Board’s authority” to increase the fee. Mr. Robinson did not wish to see a vehicle user fee or other fees to access public lands.

(8:37:12) – Deputy Chief Information Officer Matthew Lawton introduced Tyler Jesse, the newly-hired Asset Manager, as a Carson City native and a graduate of Carson High School.

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(8:38:50) – Mayor Bagwell noted the passing away of former Carson City mayor Harold Jacobsen at the age of 102. She also read into the record a proclamation dated April 18, 2013 titled *a Day in Honor of Harold Jacobsen*.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JANUARY 7, 2021

(8:40:11) – Mayor Bagwell introduced the item and entertained comments or corrections.

(8:40:51) – Supervisor Jones moved to approve the January 7, 2021 meeting minutes as presented. The motion was seconded by Supervisor White and carried 5-0-0.

CONSENT AGENDA

(8:41:35) – Mayor Bagwell introduced the item and entertained a motion.

(8:41:51) – Supervisor Giomi moved to approve the Consent Agenda as presented. Supervisor Schuette seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

7. FINANCE

7.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 JANUARY 22, 2021, PER NRS 251.030 AND NRS 354.290.

8. PURCHASING AND CONTRACTS

8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 20300170, CARSON CITY JUVENILE DETENTION CENTER NEEDS ASSESSMENT, WITH H+K ARCHITECTS, FOR A NOT TO EXCEED AMOUNT OF \$79,000 THROUGH DECEMBER 30, 2021.

(END OF CONSENT AGENDA)

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

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

No items were pulled from the consent agenda.

10. TREASURER

10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON WHETHER 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 PROPERTIES, THE FOLLOWING PROPERTIES: APNS 002-764-06; 008-241-01; 008-334-23; AND 008-874-15.

(8:42:38) – Mayor Bagwell introduced the item. Carson City Treasurer Gayle Robertson presented the Staff Report, incorporated into the record, including a document titled *List of Properties for Possible Tax Sale as of January 22 , 2021*. Ms. Robertson also responded to clarifying questions by the Supervisors and informed the Board that the City was looking into a third-party, multi-year online bidding contract. Mayor Bagwell entertained a motion.

(8:45:47) – Supervisor Giomi moved to order and direct the Carson City Treasurer to sell each property described on the record in accordance with NRS 361.595. Supervisor Jones seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Jones
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

11. DISTRICT ATTORNEY

11.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED APPROVAL OF THREE INTERRELATED CONTRACTS, TWO WITH KARPEL SOLUTIONS AND ONE WITH KARPEL SOLUTIONS AND ESCROWTECH INTERNATIONAL, INC. FOR AN INITIAL TOTAL CONTRACT AMOUNT OF \$175,300 FOR: (1) THE PURCHASE AND IMPLEMENTATION OF A CASE MANAGEMENT SYSTEM AND ASSOCIATED SERVICES FOR A NOT TO EXCEED AMOUNT OF \$144,700; (2) THE ENGAGEMENT OF KARPEL SOLUTIONS FOR SUPPORT SERVICES RELATED TO THE CASE MANAGEMENT SYSTEM FOR A ONE-YEAR TERM IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$29,600; AND (3) A SOFTWARE ESCROW AGREEMENT WITH KARPEL SOLUTIONS AND ESCROWTECH INTERNATIONAL, INC. FOR A ONE-YEAR TERM IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$1,000.

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(8:46:22) – Mayor Bagwell introduced the item. Mr. Woodbury introduced Rachelle Resnick, District Attorney’s Office Department Business Manager, and Participating via WebEx: Chief Criminal Deputy District Attorney Jeremy Reichenberg, John Kitsmiller, Sales Executive at Karpel Solutions, Carson City Chief Information Officer (CIO) James Underwood, and Deputy CIO Matthew Lawton. Mr. Woodbury presented the Staff Report, incorporated into the record, which provided background on Case Management Systems and included the proposed agreement with Karpel Solutions. He indicated that the District Attorney’s Office must replace its existing case management system as technical support for its current system will no longer be available as of July 1, 2021. He also responded to clarifying questions by the Supervisors. Mayor Bagwell noted for the record that there would be an annual impact of approximately \$13,000 to the budget; however, she believed the City would receive “an improved product.” Mayor Bagwell entertained a motion.

(9:26:44) – Supervisor White moved to approve the proposed contracts and to authorize the District Attorney to execute the contracts on behalf of Carson City. Supervisor Schuette seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor White
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

12. CITY MANAGER

12.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE APPOINTMENT OF A REPRESENTATIVE MEMBER TO THE NEVADA LOCAL JUSTICE REINVESTMENT COORDINATING COUNCIL ("NLJRCC") PURSUANT TO NRS 176.014 FOR A TWO-YEAR TERM.

(9:27:20) – Mayor Bagwell introduced the item. She also entertained questions from the Board regarding the Staff Report and when none were forthcoming, she entertained a motion.

(9:27:48) – Supervisor Giomi moved to appoint Deputy District Attorney Garrit Pruyt for a two-year term. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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12.B FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION ON THE "UNR EXTENSION, CARSON CITY NEEDS ASSESSMENT RESULTS" BY LISA TAYLOR, CARSON CITY EXTENSION EDUCATOR, RELATING TO THE UNIVERSITY OF NEVADA, RENO ("UNR") COOPERATIVE EXTENSION AND ITS PROVISION OF 4-H, STEM, YOUTH DEVELOPMENT PROGRAMS AND OTHER PROGRAMS AND ACTIVITIES.

(9:28:11) – Mayor Bagwell introduced the item. Lisa Taylor, Ph.D., University of Nevada, Reno Assistant Professor and Extension Educator, provided background on the Carson City Extension Needs Assessment Study which was completed in July 2020, and reviewed the results of an online survey, in addition to 28 leader interviews, via a PowerPoint presentation, incorporated into the record. She also responded to clarifying questions by the Board. Supervisor Giomi believed it was critical to receive diverse input and wished to see Dr. Taylor work with City Staff to find ways of engaging a larger cross-section of more diverse community members. Mayor Bagwell thanked Dr. Taylor and noted that this item was not agendized for action.

13. PURCHASING AND CONTRACTS

13.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A DETERMINATION THAT TRIUMPH ELECTRIC COMPANY, INC., IS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER PURSUANT TO NRS CHAPTER 338 AND WHETHER TO AWARD CONTRACT NO. 20300228, PRODUCTION WELLS PERMANENT EMERGENCY GENERATORS PROJECT, TO TRIUMPH ELECTRIC COMPANY, INC., FOR A TOTAL NOT TO EXCEED AMOUNT OF \$605,000.

(9:50:11) – Mayor Bagwell introduced the item and entertained questions or comments. Supervisor White inquired about the varying costs of the generators and transfer switches. Deputy Public Works Director Dan Stucky explained that each site required a different power component; therefore, the generator sizes would vary based on the different power needs. Mr. Stucky also noted that each site followed the City’s detailed hazard mitigation protocols. Discussion ensued regarding power outages at well sites and Mr. Stucky noted that he had requested specific data from NV Energy which had not yet been received. Supervisor Giomi clarified that the generators “meet code requirements for built-in secondary containment.” Mr. Stucky also reviewed for Supervisor Giomi the outreach to the neighbors and the process with which they involve the community prior to the construction of a well. Mayor Bagwell entertained additional questions and when none were forthcoming, a motion.

(9:58:54) – Supervisor Schuette moved to award the contract as presented. Supervisor Giomi seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Schuette
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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14. PUBLIC WORKS

14.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED LEASE OF 813 N. CARSON STREET TO THE CHILDREN'S MUSEUM OF NORTHERN NEVADA, A NON-PROFIT NEVADA CORPORATION, TO BE USED FOR A CHARITABLE OR CIVIC PURPOSE PURSUANT TO NEVADA REVISED STATUTES ("NRS") 244.284, AT THE RATE OF \$1.00 PER YEAR FOR A TERM OF 3 YEARS AND 5 MONTHS, COMMENCING ON FEBRUARY 4, 2021 AND TERMINATING ON JUNE 30, 2024, WITH AN OPTION TO REQUEST RENEWAL FOR AN ADDITIONAL 3-YEAR TERM COMMENCING ON JULY 1, 2024 AND TERMINATING ON JUNE 30, 2027.

(9:59:18) – Mayor Bagwell introduced the item and entertained disclosures. Supervisor White read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that he would participate in discussion and action. Mayor Bagwell entertained questions or comments and when none were forthcoming, a motion.

(10:01:25) – Supervisor White moved to approve the lease as proposed. Supervisor Schuette seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor White
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

15. FINANCE

15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION TO REMOVE \$420,235.82 IN UNCOLLECTIBLE ACCOUNTS RECEIVABLE FROM THE RECORDS OF THE AMBULANCE FUND.

(10:01:51) – Mayor Bagwell introduced the item and entertained questions or comments regarding the Staff Report and when none were forthcoming, a motion.

(10:02:16) – Supervisor Giomi moved to approve the application. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

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15.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE CARSON CITY COST ALLOCATION PLAN FOR THE FISCAL YEAR ENDED JUNE 30, 2020.

(10:02:34) – Mayor Bagwell introduced the item. Chief Financial Officer (CFO) Sheri Russell provided background on the Carson City Cost Allocation Plan, incorporated into the record, for the Fiscal Year ending on June 30, 2020 and completed by Mahoney and Associates Consulting, LLC. Ms. Russell introduced consultant Marchell Mahoney (participating via WebEx) and highlighted several key items in the plan. She also responded to clarifying questions and thanked Deputy CFO Pam Ganger and Ms. Mahoney for their work. Supervisor White was not in favor of the expense to have the Cost Allocation Plan being conducted by a third-party; however, Mayor Bagwell believed that it was necessary for the General Fund recovery. Supervisor Giomi found the Cost Allocation Plan valuable and cited water services as a good example. Discussion ensued regarding the process of cost allocation in general and Mayor Bagwell viewed the exercise as “a way to understand that the administrative costs are in line with the normal business.” Supervisor Schuette thanked Ms. Russell for spending time with her to alleviate some of her concerns. Mayor Bagwell entertained additional Board comments and when none were forthcoming, a motion.

(10:19:13) – Supervisor Jones moved to accept the Cost Allocation Plan for the Fiscal Year which ended on June 30, 2020, for use in preparing the Fiscal Year 2022 Carson City budget. Supervisor Giomi seconded the motion.

RESULT:	APPROVED (4-1-0)
MOVER:	Supervisor Jones
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Jones, Schuette, and Mayor Bagwell
NAYS:	Supervisor White
ABSTENTIONS:	None
ABSENT:	None

16. HEALTH AND HUMAN SERVICES

16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERLOCAL AGREEMENT BETWEEN THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION THROUGH WESTERN NEVADA COLLEGE (“WNC”) AND CARSON CITY, THROUGH ITS DEPARTMENT OF HEALTH AND HUMAN SERVICES (“CCHHS”), FOR USE OF CCHHS FACILITIES AND OUTREACH EVENTS FOR THE PURPOSE OF PROVIDING CLINICAL EXPERIENCE FOR NURSING STUDENTS THROUGH JUNE 30, 2026 FOR NO MONETARY COMPENSATION, AND AUTHORIZATION FOR THE CITY MANAGER TO SIGN THE AGREEMENT.

(10:19:56) – Mayor Bagwell introduced the item and entertained questions or comments and when none were forthcoming, a motion.

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(10:20:34) – Supervisor Giomi moved to approve, and to authorize the City Manager to sign the agreement as proposed. Supervisor White seconded the motion.

RESULT:	APPROVED (5-0-0)
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, White, Jones, Schuette, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17. BOARD OF SUPERVISORS

17.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.

(10:20:55) – Mayor Bagwell introduced the item. Carson City Health and Human Services (CCHHS) Director Nicki Aaker stated that 93 percent of the new COVID-19 cases had successful contact tracing attempts within 24 hours. She also announced a decrease in daily cases noting that in the two-week period ending on January 30, 2021 there were 205 confirmed cases in Carson City (a 40 percent decrease). Ms. Aaker reported a decrease in testing as well as transmission, adding that the daily cases based on a 7-day average were 15, with 49 percent of the cases being female and 50 percent being male. Ms. Aaker noted that the average age of the patients was 45 and that there were seven known hospitalizations. She also stated that 60 percent of the cases were employed and there were 12 students (50 percent of whom had attended school during their infectious period) who had tested positive and two faculty members (one of whom had been at the school) had tested positive as well. Ms. Aaker reported a decrease in community exposure.

(10:24:10) – Public Health Preparedness Manager Jeanne Freeman reported that 10 Federal Emergency Management Agency (FEMA) personnel had arrived and were assisting with vaccination data entry, adding that they are caught up at this time. Additionally, Ms. Freeman reported that Federal Health and Human Services vaccinators were assisting for the next two weeks, at no cost to the City. She also explained that the second dose appointments are being made while obtaining the first dose. To date, according to Ms. Freeman 8,375 first dose vaccines have been received and 7,617 doses have been administered, and 3,600 second dose vaccines have been received and 1,677 have been administered, adding that all the doses on hand will be administered. Mayor Bagwell relayed the State’s praise for the Quad County Staff and wished the citizens to recognize that “we’re doing everything right” while hoping to receive additional vaccines. The Mayor also thanked all the volunteers and the CCHHS Staff for the training they provided, and informed the public that a new volunteer coordinator will be contacting them moving forward. Supervisor Giomi also relayed positive public feedback regarding the

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vaccinations. Ms. Aaker addressed the appointment software issues and recommended checking the registration site frequently.

18. BOARD OF SUPERVISORS – NON-ACTION ITEMS

FUTURE AGENDA ITEMS

STATUS REVIEW OF PROJECTS

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS

CORRESPONDENCE TO THE BOARD OF SUPERVISORS

STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD

STAFF COMMENTS AND STATUS REPORT

(10:47:26) – Mayor Bagwell introduced the item. Supervisor Schuette provided an update from the Redevelopment Authority Citizens Committee meeting and she congratulated Mayor Bagwell for being honored by the Parks and Recreation Commission for her service on the Commission over the years. She also complimented the Committees and Commissions for their management of the funds and for their respectful involvements in the community.

(10:49:58) – Supervisor Giomi updated the Board on the upcoming Culture and Tourism Authority (CTA) meeting and referenced the late material public comment (attached) and announced that a recommendation will be made to the Board regarding utilizing the one-percent occupancy tax to fund the Arts and Culture Coordinator position. He also praised the Boardroom art by artist Kyle Karrasch. Mayor Bagwell stated that a CTA update would be scheduled prior to discussing the upcoming ordinance.

(10:51:27) – Ms. Hicks reported on her first V&T Commission meeting and relayed the members' thanks to Supervisor Jones for his service on the Commission. She offered to return to the Board with updates, after attending several planned workshops. Ms. Hicks also informed the Board that the general manager had not intended to renew her contract.

(10:52:34) – As the Nevada Legislature begins its 81st session, Ms. Paulson explained that the Board will begin to discuss pending legislation that would impact Carson City in upcoming meetings.

19. PUBLIC COMMENT

(10:54:28) – Mayor Bagwell entertained final public comments; however, none were forthcoming.

20. FOR POSSIBLE ACTION: TO ADJOURN

(10:54:44) – Mayor Bagwell adjourned the meeting at 10:54 a.m.

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The Minutes of the February 4, 2021 Carson City Board of Supervisors meeting are so approved on this 4th day of March, 2021.

LORI BAGWELL, Mayor

ATTEST:

AUBREY ROWLATT, Clerk – Recorder

Attachments: Emailed Public Comments