

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

Day: Thursday
Date: May 6, 2021
Time: Beginning at 8:30 am
Location: Community Center, Robert ‘Bob’ Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor’s Declaration of Emergency, including Directive 024 and Directive 044, the maximum occupancy for physical attendance at this meeting is limited to occupancy consistent with social distancing requirements. In addition, unless specifically exempted by Directive 024, anyone who attends in person and is not physically separated by previously installed impermeable barriers must wear a face covering at all times.

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191.

The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Louie Locke, Fountainhead Foursquare Church**
- 4. Pledge of Allegiance**
- 5. Public Comment:****
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
- 6. For Possible Action: Approval of Minutes - April 1, 2021**

7. Special Presentations

7.A Presentation of a proclamation in support of National Drug Court Month and brief presentation regarding the Specialty Courts. (Thomas R. Armstrong, Justice of the Peace/Municipal Court Judge, Kristin N. Luis, Justice of the Peace/Municipal Court Judge, Senior District Court Judge Archie Blake)

7.B Presentation of a proclamation to recognize the month of May as Historic Preservation and Archaeological Awareness Month, and presentation of the 2021 Historic Preservation Award. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Each year, Carson City recognizes significant preservation accomplishments to celebrate the community's history and heritage as part of Historic Preservation and Archaeological Awareness Month during the month of May. All over the state, activities are held to serve as reminders of the important historic resources that give meaning and a sense of place to communities, and to focus attention on how critical it is to make sure those resources are preserved. Mayor Bagwell and Mike Drews, Historic Resources Commission chairman, will present the 2021 Historic Preservation Award to the Carson City Culture and Tourism Authority dba Visit Carson City for the interpretative markers on the Kit Carson Trail.

7.C Presentation of a proclamation to designate the week of May 16-23, 2021 as National Public Works Week. (Darren Schulz, dschulz@carson.org)

7.D Presentation of proclamation to recognize May 2021 as Nevada Wildfire Awareness Month. (Sean Slamon, sslamon@carson.org)

7.E Presentation of a proclamation to recognize the month of May as Bike Month. (Nathan Harrison, Muscle Powered)

Consent Agenda

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

8. City Manager

8.A For Possible Action: Discussion and possible action regarding a proposed third amendment to the Cooperative Agreement for Airport Authority to Manage Carson City's Airport ("Agreement") between Carson City and the Carson City Airport Authority ("CCAA"), effective May 17, 1990 through May 17, 2020, and extended by prior amendment to May 17, 2021, to extend the Agreement for an additional six months to terminate on November 17, 2021. (Nancy Paulson, npaulson@carson.org)

Staff Summary: This third amendment to the Agreement is to extend the term of the Agreement by six months, to terminate on November 17, 2021 so that the parties may have additional time

to finalize a new agreement that is currently being negotiated. All other terms and conditions of the Agreement and prior amendments are unaffected by this proposed amendment.

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 April 23, 2021, per NRS 251.030 and NRS 354.290. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – www.carson.org.

10. Health and Human Services

10.A For Possible Action: Discussion and possible action regarding a one-year extension of the lease agreement between Carson City and Sierra Medical Complex, Limited Partnership, to continue to lease office space for the Carson City Health and Human Services' (CCHHS) COVID-19 response team, with the extension effective July 1, 2021 through June 30, 2022, in the amount of \$2,025 per month, for an aggregate amount of \$24,300. (Nicki Aaker, naaker@carson.org)

Staff Summary: The lease agreement includes a renewal option for an additional term of one year, with all the same terms and conditions (Section 2. Effective Date and Term). This office space continues to be necessary to house the staff that has been hired for disease investigations, contact tracing and other epidemiology efforts. CCHHS does not have the office space needed to house these employees, and the office is conveniently located close to the Health Department.

11. Public Works

11.A For Possible Action: Discussion and possible action regarding Carson City's grant, as the property owner of APN 007-071-10, of a permanent right-of-way easement and grant of a public utility easement ("Easements"), to itself for public and utility use, that are necessary for the Kings Canyon Road and Trailhead Federal Lands Access Program ("FLAP") Project ("Project"). (Dan Stucky, dstucky@carson.org, Robert Nellis, rnellis@carson.org and Christopher Martinovich, cmartinovich@carson.org)

Staff Summary: Carson City is the owner of this parcel and is granting these Easements for the purposes of constructing, repairing and maintaining the roadway, drainage facilities, other appurtenances associated with Kings Canyon Road and to allow for the relocation of public utilities as is necessary to construct the Project. The permanent right-of-way easement is for a total of 2,041 square-feet to allow for slope and drainage improvements. The public utility easement is for a total of 19,007 square-feet to allow for relocation of overhead public utilities.

12. Purchasing and Contracts

12.A For Possible Action: Discussion and possible action regarding purchase authority for books and periodicals for the Carson City Library, from BTAC Acquisition Corp., DBA: Baker & Taylor, LLC, for a total not to exceed amount of \$70,000 through June 30, 2021. (Carol Akers, cakers@carson.org and Tod Colegrove, tcolegrove@carson.org)

Staff Summary: The Carson City Library ("Library") has an annual budget of \$183,340 to purchase books, periodicals, and publications for the library. Baker & Taylor is used as the main vendor for book purchases, and the Library also pays Baker & Taylor an annual fee of \$16,699 to lease materials. Over the course of fiscal year 2021, the Library has expended \$51,527 with Baker & Taylor. Pursuant to City policy, approval from the Board of Supervisors is required when the total amount spent with any one vendor in any one fiscal year exceeds \$50,000.

12.B For Possible Action: Discussion and possible action regarding Contract No. 20300342 for the purchase of irrigation equipment and installation for a not to exceed amount of \$82,680.48 from the Quality of Life-Capital Fund and authorization for SiteOne Landscape Supply as a sole source vendor. (Carol Akers, cakers@carson.org and David Navarro, dnavarro@carson.org)

Staff Summary: Approval of this request would authorize the purchase and installation of ten WeatherTRAK controllers from SiteOne Landscape Supply for the Parks, Recreation & Open Space Department. This equipment is to replace aging irrigation infrastructure and retrofit the current Rainmaster controllers with WeatherTRAK controllers and is Phase III of the irrigation controller replacement identified for this fiscal year.

13. Treasurer

13.A For Discussion Only: Discussion and presentation of an affidavit to the Board of Supervisors, pursuant to NRS 361.5648(3), affirming that a notice of delinquency was mailed to each parcel having first year delinquent property taxes. (Elizabeth Huck, bhuck@carson.org or Charline Duque-Jones, cduque@carson.org)

Staff Summary: NRS 361.5648(3) requires the Carson City Treasurer as Carson City's tax receiver to issue a personal affidavit to the Board of Supervisors affirming that a notice of delinquency has been mailed to property owners of each parcel having first year delinquent taxes (2020-2021). The affidavit must be issued within 30 days after mailing the original notice.

(End of Consent Agenda)

Ordinances, Resolutions, and Other Items

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

15. Health and Human Services

15.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. (Nicki Aaker, naaker@carson.org)

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

15.B For Discussion Only: Discussion and presentation regarding the intended use of the COVID-19 vaccination grant in the amount of \$1,501,679.69, received by the Carson City Health and Human Services Department ("CCHHS") from the State of Nevada, Department of Public and Behavioral Health, Nevada State Immunization Program, originating from the Centers for Disease Control and Prevention ("CDC"). (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS received emergency funding in the amount of \$1,501,679.69 from the CDC Immunization and Vaccines for Children Program, which is passed through the State of Nevada, Department of Public and Behavioral Health from the federal government to local health departments that currently receive immunization and vaccine funding. The grant period is July 1, 2020 through June 30, 2022. These funds will be used for personnel, contractual employees, operating expenses for vaccination events, and computer equipment. This grant does not require a match.

15.C For Possible Action: Discussion and possible action regarding the ratification of an Interlocal Agreement between Carson City and the State of Nevada acting by and through the Department of Health and Human Services, Division of Health Care Financing and Policy (DHCFP) and the Division of Welfare and Supportive Services (DWSS), effective beginning July 1, 2019 and ending June 30, 2021, for the non-federal share of expenditures and administrative services necessary to implement Medicaid in Carson City, including a not to exceed amount of \$2,147,956.80, and ratifying Amendment No. 1 to the Interlocal Agreement, increasing the not to exceed amount from \$2,147,956.80 to \$2,319,693.72. (Carol Akers, cakers@carson.org and Nicki Aaker, naaker@carson.org)

Staff Summary: This Interlocal Agreement authorizes DWSS and DHCFP to provide the administrative services necessary to implement the Nevada Medicaid Program State Plan in Carson City, and requires Carson City to pay the non-federal share of Medicaid expenditures to DHCFP for medical, administrative and transaction costs for individuals qualifying for Medicaid in Carson City. Carson City's payment of the not to exceed amount of \$2,147,956.80 is supported by an ad valorem tax of 8 cents on each \$100 of assessed valuation of all taxable property in Carson City. Amendment No. 1 aligns the non-federal share of Medicaid expenditures with the actual and projected billing for the remainder of the contract period resulting in an increase from \$2,147,956.80 to \$2,319,693.72.

16. Purchasing and Contracts

16.A For Possible Action: Discussion and possible action regarding a determination that Gardner Engineering, Inc. ("Gardner") is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 20300286, Courthouse Chiller Replacement Project, to Gardner, for a total amount not to exceed \$299,993.20. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The Courthouse Chiller Replacement Project consists of replacing chiller #2 located at the Carson City Courthouse located at 885 East Musser Street. The construction contract is for the base bid amount of \$288,455 plus a 4% contingency amount of \$11,538.20. The engineer's base estimate was \$200,000.

16.B For Possible Action: Discussion and possible action regarding a determination that Burdick Excavating Company, Inc. ("Burdick"), is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 20300292, Tenth & Curry Water Main Extension Project, to Burdick for a total amount not to exceed \$329,050.15. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: Major improvements for the Tenth & Curry Water Main Extension Project include installing 505 linear feet of 12-inch water main, one water service, and two fire hydrants, as well as removing and replacing four storm water drop inlets, installation of one new storm water drop inlet, abandonment of an existing 4-inch water main, installation of one 12-inch gate valve, and associated work to complete the improvements. The construction contract is for the base bid amount of \$299,136.50 plus a 10% contingency amount of \$29,913.65. The engineer's base estimate was \$276,000.

17. Public Works

17.A For Discussion Only: Discussion and presentation of an update on the 2017 flood disaster rehabilitation projects. (Randall Rice, rrice@carson.org and Robb Fellows, rfellows@carson.org)

Staff Summary: In January and February of 2017, heavy rainfall events brought flooding to Carson City, resulting in two declared disasters: DR-4303 and DR-4307. The flooding caused significant damage to City infrastructure in many areas of the city. Since these events occurred, the City has worked with the Federal Emergency Management Agency ("FEMA") and Nevada Division of Emergency Management ("NDEM") to plan, coordinate, and complete over forty federally-funded projects to repair these damaged areas. Staff will provide a brief overview of the projects, the typical process necessary to complete these projects, as well as the status of these projects.

18. City Manager

18.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Regional Transportation Commission ("RTC"), to fill a partial term that expires in December 2022. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 277A.170 and CCMC 11.20.030 provide for the creation and organization of a five-member RTC. Staggered two-year terms are served by two members of the Board of Supervisors and three representatives of the public-at-large. Members of the RTC also serve on the Carson Area Metropolitan Planning Organization ("CAMPO"). There is one vacancy due to the resignation of a member. New applications were submitted by Kenneth Lloyd and Robert "Jim" Dodson.

18.B For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Open Space Advisory Committee, one for a partial term that expires January 2023 and the other for a partial term that expires in January 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: CCMC Chapter 13.06.040 provides for the Board of Supervisors to appoint to the Open Space Committee seven members who serve staggered four-year terms. There are two openings due to the resignation of two members. New applications were received from William Harris, David Francel, Susan Flakus, Randy Pahl, Mary Berge and Robert Ghiglieri.

18.C For Possible Action: Discussion and possible action regarding the nomination of Heather Ferris to the Tahoe Regional Planning Agency ("TRPA") for appointment to serve as Carson City's representative on the Advisory Planning Commission ("APC"), and to nominate Hope Sullivan as Carson City's alternate on the APC. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Community Development Director Lee Plemel currently serves as the City's representative on the APC and has been in the position for more than 15 years. Lee will no longer be working for the City after May 6, 2021, and a replacement for the APC must be nominated by the City. The TRPA makes the appointments to the APC upon nomination by the applicable city or county.

18.D For Possible Action: Discussion and possible action regarding coordination of legislative activity on pending state legislation before the Nevada Legislature and whether to adopt an official policy position or direct staff and Carson City's retained lobbyist to advocate for or against any such legislation, including the submittal of proposed amendatory language. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Nevada Legislature is currently in its 81st Regular Session. This item is for the Board of Supervisors to coordinate legislative efforts on pending state legislation that may have an impact on Carson City, including the adoption of official policy positions, if any, and direction to staff and the City's retained lobbyist to advocate for or against any such legislation. Due to unpredictable timing constraints inherent in the legislative process, the City will maintain a list of legislation that the City has identified in advance and which may be discussed and acted on by the Board during this agenda item. A copy of the list will be posted not less than three days before the date of each Board of Supervisors meeting during which this agenda item appears and may be obtained at the following Internet website: <https://www.carson.org/government/2021-legislative-matters-carson-city>.

19. 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

-- TIME SPECIFIC - 1:30 P.M. --

20. Human Resources

20.A For Possible Action: Discussion and possible action regarding the appointment of a person to the office of Carson City Treasurer and the establishment of a start date. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Gayle Robertson, Carson City Treasurer, resigned with an effective date of April 8, 2021. In accordance with Nevada Revised Statutes ("NRS") 245.170, the Board of Supervisors ("Board") is required to appoint a person to fill the vacancy for the remainder of Ms. Robertson's unexpired term. On April 15, 2021, the Board directed staff to arrange for the following applicants to interview for the appointment: William Brewer, Dave Dawley, Dervis Mahmutcehajic and Andrew Rasor.

Closed Non-meeting to Confer with Counsel:

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

21. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

22. For Possible Action: To Adjourn

PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. **Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, Mayor Pro-Tem or Chair may call for or allow additional individual-item public comment at the time of the body's consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as City staff or an applicant; or (2) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Mayor, Mayor Pro-Tem or Chair in order to facilitate the meeting.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

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

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775) 887-2100.

This notice has been posted at the following locations:
Community Center 851 East William Street
City Hall 201 North Carson Street
Carson City Library 900 North Roop Street
Community Development Permit Center 108 East Proctor Street
www.carson.org/agendas
<http://notice.nv.gov>