

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the March 17, 2022 Meeting**  
**Page 1**

**DRAFT**

A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, March 17, 2022, 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 Rowlatt, Clerk-Recorder  
Dan Yu, Assistant District Attorney  
Stephanie Hicks, Deputy City Manager  
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 are available for review at: <https://www.carson.org/minutes>.

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

(8:29:55) – Mayor Bagwell called the meeting to order at 8:29 a.m. Ms. Rowlatt called roll and noted the presence of a quorum. Airport Road Church of Christ Pastor Bruce Henderson provided the invocation. Supervisor Giomi led the Pledge of Allegiance at Mayor Bagwell's request.

**5. PUBLIC COMMENT**

(8:32:01) – Mayor Bagwell entertained public comments; however, none were forthcoming.

**6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – FEBRUARY 17, 2022.**

(8:32:13) – Mayor Bagwell introduced the item and entertained comments or corrections and when none were forthcoming, a motion.

**(8:32:23) – Supervisor Giomi moved to approve the minutes of the February 17, 2022 Board of Supervisors meeting as presented. The motion was seconded by Supervisor Jones and carried 5-0-0.**

**7. SPECIAL PRESENTATIONS**

**7.A PRESENTATION OF A PROCLAMATION TO RECOGNIZE MARCH 23, 2022 AS NEVADA MOVES DAY.**

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the March 17, 2022 Meeting**

**Page 2**

**DRAFT**

(8:32:41) – Mayor Bagwell invited Transportation Manager Chris Martinovich, Western Nevada Safe Routes to School Coordinator Scott Bohemier, and Transportation Planner/Analyst Kelly Norman to join her as she read into the record a Proclamation recognizing March 23, 2022 as Nevada Moves Day. Mr. Bohemier explained that 3,500 students throughout Carson City, Lyon County, and Douglas County had enrolled in various walking, exercising, and bicycling activities at their schools. The team joined the Mayor and the Board for a commemorative photograph.

**7.B PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES.**

(8:36:56) – Mayor Bagwell presented Length of Service Certificates to the following City employees:

- Douglas Speegle, Sergeant (20 years)
- Jeanne Freeman, Public Health Preparedness Manager (5 years)
- William Cravey, IT Customer Support Manager (5 years)

(8:40:30) – Mayor Bagwell congratulated the recipients and invited them to join her and the Board for a commemorative photograph.

**CONSENT AGENDA**

(8:41:50) – Mayor Bagwell introduced the item and inquired whether the Board wished to pull items from the Consent Agenda; however, none were forthcoming. Mayor Bagwell entertained a motion.

**(8:41:55) – Supervisor Giomi moved to approve the Consent Agenda consisting of items 8.A, 9.A, 9.B, and 10.A as published. Supervisor White seconded the motion.**

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

**8. CITY MANAGER**

**8.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON RATIFYING THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF FEBRUARY 5, 2022 THROUGH MARCH 4, 2022.**

**9. FINANCE**

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the March 17, 2022 Meeting**

**Page 3**

**DRAFT**

**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 MARCH 4, 2022, PER NRS 251.030 AND NRS 354.290.**

**9.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE DESIGNATION OF HINTONBURDICK CPAS AND ADVISORS ("HINTONBURDICK") AS THE AUDITING FIRM FOR FISCAL YEAR 2021-22, TO PROVIDE AUDITING SERVICES IN AN AMOUNT NOT TO EXCEED \$94,750.**

**10. TREASURER**

**10.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE TREASURER'S MONTHLY STATEMENT OF ALL MONEY ON DEPOSIT, OUTSTANDING CHECKS AND CASH ON HAND FOR FEBRUARY 2022, SUBMITTED PER NEVADA REVISED STATUTES ("NRS") 354.280.**

**END OF CONSENT AGENDA**

**ORDINANCES, RESOLUTIONS, AND OTHER ITEMS**

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

No items were pulled from the Consent Agenda.

**12. CLERK-RECORDER**

**12.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNUAL TECHNOLOGY FUND REPORT REQUIRED TO BE SUBMITTED PURSUANT TO NRS 247.306, CONTAINING THE ESTIMATED PROCEEDS COLLECTED BY THE CARSON CITY CLERK-RECORDER IN FISCAL YEAR ("FY") 2022 AND A PROPOSAL FOR THE EXPENDITURES OF THOSE PROCEEDS.**

(8:42:24) – Mayor Bagwell introduced the item. Ms. Rowlett offered to respond to questions; however, none were forthcoming. Mayor Bagwell entertained a motion.

(8:42:44) – Supervisor Giomi moved to accept the report and proposal for expenditures as presented. Supervisor Schuette seconded the motion.

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

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the March 17, 2022 Meeting**

**Page 4**

**DRAFT**

**13.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION ON THE CARSON CITY JUVENILE DETENTION CENTER NEEDS ASSESSMENT.**

(8:43:26) – Mayor Bagwell introduced the item. Chief of Juvenile Services Ali Banister introduced herself, H&K Architects Principal Max Hershenow, and Carson City Juvenile Detention Center Manager Frank Mournighan. Ms. Banister reviewed a PowerPoint presentation, incorporated into the record, that included a history of the Murphy Bernardini Detention Center (opened in 1979), and the federal and State mandates (to comply with the 2003 Prison Rape Elimination Act {PREA}) creating reduced capacity.

(8:53:50) – Mr. Hershenow continued the presentation and provided an overview of the current facility. He also noted the absence of a fire sprinkler system, infrastructure, parking, and Americans with Disabilities Act (ADA) issues, and the lack of mental health-capable rooms. Mr. Hershenow also reviewed the proposed 26,920 square-foot two-story facility and construction cost, also incorporated into the record. He presented the two phases of the project and possible schedules.

(9:11:51) – Carson City Chief Financial Officer Sheri Russell proposed placing the \$1.7 million design cost on the capital improvement plan (CIP) which would be heard by the Board in April. She also noted that Ms. Paulson had been working with lobbyists to submit federal appropriation requests for the project. Additionally, Ms. Russell cited funding phase one through three options: 1) Consolidated Tax (C-Tax) with half-a-million dollars in freed-up bond money after FY 2026. She noted; however, that the City would exceed its \$3.5 million debt service “where we’d like to comfortably be.” 2) The V&T Infrastructure Tax (with a revenue of \$2 million, \$650,000 of which has been assigned to roads) was another source, as it was “coming to an end also in 2026.” 3) A hybrid of options 1 and 2. She also responded to clarifying questions.

(9:16:44) – Mayor Bagwell thanked Ms. Banister and Mr. Hershenow for thinking ahead and considering a design that would meet the City’s needs for the next 40 years. She also acknowledged Staff’s efforts in “dealing with the conditions that you currently have,” adding that CIP projects were usually eight or 10 years out. Mr. Hershenow clarified that the presentation was “a needs assessment at this juncture, and it would be continuously revised. Supervisor Giomi understood the need for the new facility; however, he also suggested exploring other avenues such as “regionalization” with Lyon, Douglas, and possibly Storey counties. He believed in incarcerating dangerous individuals; however, he wished to learn from the COVID-19 pandemic and explore different ways of not burdening taxpayers “to incarcerate people that don’t need to be incarcerated.” Supervisor White inquired about the reduction in detainees during the pandemic and whether the city had seen “any ill-effects in the community from that policy.” Ms. Banister noted “as soon as we opened our facility back up entirely, we saw our numbers increase significantly” due to the seriousness of the charges. Carson City Sheriff Ken Furlong clarified that “a large number of our population was going unchecked during COVID,” adding that they had lost the opportunity of giving the juveniles a structured environment, due to the pandemic. He highlighted the need for “juvenile services” as a focus, instead of juvenile detention, and explained that very serious crimes were being committed by them. Supervisor White was informed by Ms. Banister that the Center had not been over capacity in 2022.

(9:33:50) – Supervisor Jones expressed concern about the lack of a sprinkler system and wished to see many of the corrections made immediately. He was in favor of a regional facility in the long run as well. Supervisor Schuette also saw the need for expansion as many girls were “getting into the system.” She recommended a third

**CARSON CITY BOARD OF SUPERVISORS**  
**Minutes of the March 17, 2022 Meeting**  
**Page 5**

**DRAFT**

wing for special circumstances such as “juveniles who are certified as adults.” Mr. Mournighan and Supervisor White believed that the safety of the juveniles was important. Supervisor Giomi recommended answering many of the Board’s questions prior to committing to a design, and expressed concern over “using every bit of the bonding we have as a city” for just the detention center. Mayor Bagwell thanked the presenters adding “it’s hard to understand, but we do need years to do it right, to plan and to put the dollars in place,” calling the presentation “a good foundation.” This item was not agendized for action.

(9:56:49) – Mayor Bagwell recessed the meeting.

(10:14:03) – Mayor Bagwell reconvened the meeting. A quorum was still present.

**14. PARKS AND RECREATION**

**14.A FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION BY DUNCAN GOLF MANAGEMENT DBA TDS GOLF AT EAGLE VALLEY LLC (“DUNCAN GOLF MANAGEMENT”) REGARDING OPERATIONS AND MANAGEMENT OF EAGLE VALLEY GOLF COURSE (“EVGC”).**

(10:14:06) – Mayor Bagwell introduced the item. Parks Operations Superintendent David Navarro provided background and introduced Duncan Golf Management Director of Operations Scott Wackowski who provided a PowerPoint presentation, incorporated into the record, as an annual review of the Eagle Valley Golf Course (EVGC) operations (including financials and marketing), contractual items, and capital needs. He, along with Mr. Navarro, also responded to clarifying questions by the Board. This item was not agendized for action.

**15. PUBLIC WORKS**

**15.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN UPDATE ON THE CITY’S ASSET MANAGEMENT PROGRAM AND DIRECTION ON THE FUTURE OF THE PROGRAM.**

(10:33:17) – Mayor Bagwell introduced the item. City Engineer Randall Rice and Asset Manager Tyler Jesse reviewed a PowerPoint presentation, incorporated into the record, regarding the City’s Asset Management Program. Mr. Rice provided an overview of Asset Management in general and the value it provides. Mr. Jesse gave background and reviewed the Enterprise Asset Management Tools usage and the new Geographic Information System (GIS) architecture and applications. Mr. Rice clarified that any new software rollout would be timed with the users’ needs and with targeted training of stakeholders. Public Works Director Darren Schulz explained that they were pursuing grants to help property owners identify items such as lead versus copper pipes. Mr. Rice noted that the Asset Management Program also served other City functions such as the Clerk-Recorder’s redistricting efforts, the Health and Human Services Department, and the William Street Corridor Project. Mr. Jesse provided information on the Strategic Asset Management Plan (SAMP) plans for the City which would be used for Targeted Asset Management Plans and discussed the next steps which included the implementation of the Capital Improvement Plan (CIP) Forecasting Software, an updated GIS Strategic Plan, and the City’s Parks Asset Inventory. Mr. Rice and Mr. Jesse also responded to clarifying questions by the Supervisors. Mayor

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the March 17, 2022 Meeting**

**Page 6**

**DRAFT**

Bagwell was pleased to see the vision the Board of Supervisors had several years ago was coming to fruition. No action was taken on this item.

**15.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED CARSON CITY FLEET VEHICLE AND EQUIPMENT REPLACEMENT POLICY (“POLICY”).**

(11:03:42) – Mayor Bagwell introduced the item. Deputy Public Works Director Dan Stucky introduced Fleet Services Supervisor Mike Shaffer whom he identified as the fleet policy subject matter expert. He also provided background and thanked Supervisor White for his contributions to the Policy document. Mr. Shaffer reviewed the City’s modified Fleet Vehicle and Equipment Replacement Policy based on industry guidelines, best practices fleet assessment, and replacement scoring guidelines and criteria, aided by the City’s asset management software. He also responded to clarifying questions. Discussion ensued regarding a vehicle’s prioritization scoring and Supervisor Giomi believed that vehicles were usually considered “down” for routine maintenance in addition to other necessary repairs. Supervisor Schuette believed that preventative maintenance should be separated from repairs; however, Mr. Shaffer noted that due to the lack of a stand-alone fleet software to track repairs separately, the separation may be difficult. Supervisor Giomi believed that all the other factors listed on the assessment criteria would determine the replacement schedule. He also requested adding the score to each of the vehicles brought to the Board for replacement approval. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

**(11:29:04) – Supervisor White moved to approve and adopt the Fleet Vehicle and Equipment Replacement Policy as written. Supervisor Schuette seconded the motion.**

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

**16. CITY MANAGER**

**16.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED RESOLUTION FOR THE ADOPTION OF A FEE SCHEDULE, A WAIVER OF FEES, OR A PARTIAL WAIVER OF FEES FOR COPIES OF PUBLIC RECORDS.**

(11:29:32) – Mayor Bagwell introduced the item. Ms. Paulson reviewed the Staff Report and referenced the accompanying proposed resolution, and the proposed *Fee Schedule For Copies Of Public Records*, all of which are incorporated into the record. Mayor Bagwell inquired about the scope, the frequency, and the volume of such requests. She also noted that standard fees such as those in the Clerk’s Office already exist. Mr. Yu clarified that public records requests routed to City departments require the involvement of the District Attorney’s Office and averaged around 24 requests per month. Mr. Yu cited examples of requests that ranged from several to over 1,500

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the March 17, 2022 Meeting**

**Page 7**

**DRAFT**

pages, many of which were redacted. Mayor Bagwell was in favor of providing the requested records to the public; however, she did not wish to see taxpayers incur the expense of providing large amounts of paper records. She proposed a threshold such as waiving the fee for requests under \$5.00. Supervisor Giomi was amenable to that suggestion and recommended using the City's office supply provider's fees as a guideline. Senior Deputy District Attorney Ben Johnson clarified that electronic records provided on a compact disc (CD) or a USB flash drive should only be charged for the medium. Mayor Bagwell explained that due to security concerns, no external electronic media devices could be plugged into City computers.

(11:45:10) – Mr. Yu offered to revise the fee template based on this discussion. Mayor Bagwell requested looking into and being consistent with other counties relative to government-to-government fees. Supervisor White recommended transparency of fee waivers and wished to price the USB flash drives. Mr. Yu also clarified that the fee schedule applied to public records only and not to court document requests. Mayor Bagwell stated that no action would be taken on this item until the revisions were made based on this discussion and returned to the Board for approval.

**17. 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**

(11:51:10) – Mayor Bagwell entertained Board reports. Ms. Paulson congratulated Fire Department Battalion Chief Scott Baker on his retirement after 32 years of service. Mayor Bagwell thanked Nevada Senators Jacky Rosen and Catherine Cortez Masto, and Congressman Mark Amodei for their work on obtaining \$2 million in appropriations for the City's Quill Water Treatment Plant, \$1 million for the Southeast Sewer Extension Project, \$1 million for the Safe Routes to Schools Program, \$2 million for the Carson City Emergency Operations Center, \$2 million for William Street Complete Streets Project. Mayor Bagwell also thanked Staff for their diligence in working with the offices of the Nevada Congressional Delegation.

(11:53:15) – Supervisor Giomi announced that Carson City had received over \$300,000 in Federal Emergency Management Agency (FEMA) grant funds through the Carson Water Subconservancy District for area drainage map plans covering the east side of Prison Hill and southeast Carson City. He also explained that January had been the driest month on record.

**CLOSED NON-MEETING TO CONFER WITH MANAGEMENT REPRESENTATIVES AND COUNSEL**

This item did not take place.

**18. PUBLIC COMMENT**

**CARSON CITY BOARD OF SUPERVISORS**

**Minutes of the March 17, 2022 Meeting**

**Page 8**

**DRAFT**

(11:55:55) – Mayor Bagwell entertained final public comments; however, none were forthcoming.

**19. FOR POSSIBLE ACTION: TO ADJOURN AS THE BOARD OF SUPERVISORS**

(11:56:01) – Mayor Bagwell adjourned the meeting at 11:56 a.m.

The Minutes of the March 17, 2022 Carson City Board of Supervisors meeting are so approved on this 21<sup>st</sup> day of April, 2022.

\_\_\_\_\_  
LORI BAGWELL, Mayor

ATTEST:

\_\_\_\_\_  
AUBREY ROWLATT, Clerk-Recorder

Attachments: written public comments